



CITY OF HAYWARD

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Cover Memo

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DATE: September 22, 2015

TO: Mayor and City Council

FROM: Director of Human Resources

SUBJECT

Adoption of Resolution Approving an Amendment to the City of Hayward Salary Plan for Fiscal Year 2016

RECOMMENDATION

That the City Council adopts the attached Resolution approving an amendment to the City of Hayward Salary Plan for fiscal year 2016 (“FY 2016”), which designates all classifications and the corresponding salary range for employment in the City government of the City of Hayward as of September 22, 2015, superseding Resolution No.15-156 and all amendments thereto.

BACKGROUND/DISCUSSION

After a public hearing on September 17, 2015, the Personnel Commission recommends that the City Council adopts an amended FY 2016 Salary Plan for the classified service. These changes include the creation of the Mail and Revenue Clerk, Lead Customer Account Clerk, Geographic Information System (GIS) Technician I/II, Crime and Intelligence Analyst, Senior Crime and Intelligence Analyst and Reserve Officer Coordinator classifications. The Classification and Salary Plan was also amended to retitle two (2) classifications. In addition to the changes to the classified positions, the Salary Plan has been revised to reflect equity adjustments for the City Manager, City Attorney, and City Clerk. The following changes were made:

1. Human Resources Administrative Secretary retitled to Human Resources Administrative Assistant.
2. Network Microcomputer Specialist retitled to Information Technology Technician I/II - The Information Technology Technician I/II, previously titled Network Microcomputer Specialist, was created as a result of a department organizational study completed in 2014. The findings of the study recommended updating the title and job description to reflect current duties performed, as well as create a flexibly staffed classification to allow for an entry level IT classification. The salary range for the IT Technician II is set internally equal to the Network Microcomputer Specialist, which is \$35.02 at Step 1 and \$42.58 at Step 5, and the IT Technician I is set 10% below the IT Technician II, which is \$31.85 at Step 1 and \$38.71 at Step 5.
3. Mail and Revenue Clerk - The Mail and Revenue Clerk is a new classification created for the Revenue Division of the Finance Department to hand-deliver Hayward Water System notices to customers with delinquent accounts who face water service interruption and shut off by the City. Additionally the Mail and Revenue Clerk will perform basic data entry and sort mail to help the Revenue Division with the high volume of data and customer information. The salary range for the Mail and Revenue Clerk is \$20.59 at Step 1 and \$25.24 at Step 5, which is set internally to the Administrative Clerk I.

4. Geographic Information System (GIS) Technician I/II - The GIS Technician I/II is a new, flexibly staffed classification created to perform technical duties in database mapping and GIS creation and maintenance for the Information Technology (IT) Department. The GIS Technician I/II will assist the GIS Coordinator and the IT Department by taking over updating, maintaining and troubleshooting the mapping data layers in the system and the existing data processing applications. The salary range for the GIS Technician II is \$35.02 at Step 1 and \$42.58 at Step 5, which is set internally to the Information Technology Technician I/II, and the GIS Technician I is set 10% below the GIS Technician II, which is \$31.85 at Step 1 and \$38.71 at Step 5.
5. Crime and Intelligence Analyst - An analysis of the previously titled Crime Analyst classification and its corresponding salary was completed in May 2015. It was determined that the duties being performed by the existing Crime Analyst and the salary associated with the position were that of an advanced journey level classification. Human Resources converted the single classification of Crime Analyst into a series: Crime and Intelligence Analyst and Senior Crime and Intelligence Analyst. The Crime and Intelligence Analyst will perform the journey level responsibilities of crime analysis, including technical and forensic analysis of cell phones and criminal justice information. The salary range for the Crime and Intelligence Analyst was set internally, equal to the Management Analyst II. The hourly range for Crime and Intelligence Analyst is \$39.53 at Step 1 and \$48.05 at Step 5.
6. Senior Crime and Intelligence Analyst - An analysis of the previously titled Crime Analyst classification and its corresponding salary was completed in May 2015. It was determined that the duties being performed by the existing Crime Analyst and the salary associated with the position were that of an advanced journey level classification. Human Resources converted the single classification of Crime Analyst into a series: Crime and Intelligence Analyst and Senior Crime and Intelligence Analyst. The Senior Crime analyst will perform the advanced journey level responsibilities of crime analysis, including planning and organizing work within the Crime Analyst Unit and makes recommendations for improvements in crime intelligence and analysis procedures. The salary range for the Senior Crime and Intelligence Analyst was set internally, equal to the Senior Management Analyst. The hourly range for Senior Crime and Intelligence Analyst is \$43.92 at Step 1 and \$53.38 at Step 5.
7. Reserve Officer Coordinator - The Reserve Officer Coordinator is a new, part-time classification created for the Police Department to oversee the recruitment, selection, supervision, and deployment of the Police Department's reserve resources, including the Reserve Officers, Police Explorers, and volunteers, and to evaluate the reserve programs for effectiveness and operational efficiency. This classification will allow for a more efficient and thorough coordination of resources, ensure compliance with all Federal, State, and policy standards, assist with development and improvement of reserve programs, and provide reports to the Special Operations Captain for improved planning and operational efficiencies. The salary range for the Reserve Officer Coordinator is \$51.44 at Step 1 and \$62.49 at Step 5.
8. Lead Customer Account Clerk - The Lead Customer Account Clerk position is being revived to meet the critical need for supervisory oversight of Customer Account Clerks and other clerical staff within the Revenue Division of Finance. This position will replace the recently vacated Finance Technician position. The salary for the Lead Customer Account Clerk is set internally to ten percent (10%) above the Senior Customer Account Clerk. The salary range for the Lead Customer Account Clerk is \$29.21 at Step 1 and \$35.50 at Step 5.
9. City Manager, City Attorney, and City Clerk - The City's compensation policy is to set salaries at mid-market. The Council Appointed employees are substantially below mid-market in amounts ranging from

17% to 30%. The Council recommended equity adjustments capped at 15%, paid in two equal installments in FY 2016 and FY 2017. The salary plan has been adjusted to reflect the first installment of 7.5%. The hourly salaries are: City Manager- \$115.07; City Attorney- \$95.66; and City Clerk- \$58.95.

FISCAL IMPACT

There is no recommended change to salary related to the title changes of Human Resources Administrative Secretary to Human Resources Administrative Assistant and Network Microcomputer Specialist to Information Technology Technician I/II.

The addition of the Mail and Revenue Clerk position will cost approximately \$83,500 annually. Funding for this position has been requested and approved as part of the FY 2016 operating budget.

The addition of the GIS Technician I/II position will cost approximately \$141,000 annually. Funding for this position has been requested and approved as part of the FY 2016 operating budget.


The addition of the Crime and Intelligence Analyst will cost approximately \$145,000 annually. Funding for this position has been requested and approved through Measure C Funds.

The addition of the Senior Crime and Intelligence Analyst position will cost approximately \$165,000 annually, which will be off-set by the approximate \$165,000 annual savings from the elimination of a Crime Analyst position. There will not be fiscal impact to the General Fund.

The addition of the Reserve Office Coordinator will cost approximately \$81,500 annually. Funding for this position has been requested and approved as part of the FY 2016 operating budget.

The equity adjustments for the Council Appointed Officers will cost approximately \$86,000 in FY 2016.

Prepared and Recommended by: Nina Collins, Director of Human Resources
Approved by:



Fran David, City Manager

Attachments:

Attachment I: Resolution Approving Amendment to the FY 2016 Salary Plan
Attachment II: FY 2016 Salary Plan