



CITY OF HAYWARD

Hayward City Hall
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Cover Memo

File #: CONS 15-381, **Version:** 1

DATE: December 15, 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 December 4, 2015, superseding Resolution No.15-189 and all amendments thereto.

BACKGROUND/DISCUSSION

After a public hearing on December 4, 2015, the Personnel Commission recommends that the City Council adopts an amended FY 2016 Salary Plan for the classified service. Changes to the Salary Plan include a title change for one classification, cost-of-living salary increases for sixty-five classifications in IFPTE Local 21, a market adjustment for the Community and Media Relations Officer classification, and equity adjustments for fifty-one Hayward Association of Management Employees (HAME) classifications as follows:

1. Lead Customer Account Clerk retitled to Supervising Customer Account Clerk.
2. IFPTE Local 21 Cost-of-Living Adjustments (COLA) - In accordance with the negotiated terms of the Memorandum of Understanding between IFPTE Local 21 and the City of Hayward, all sixty-five classifications represented by IFPTE Local 21 have been increased by 3%.
3. Community and Media Relations Officer - The salary and duties for the position were recently reviewed and it was determined that the position is more than 30% below market and extremely out of internal alignment. The City's compensation philosophy ensures both internal and external equity. Therefore, the Community and Media Relations Officer classification is being adjusted such that it is set equal to the Information Technology Manager classification. By making this adjustment, the Community and Media Relations Officer will be compensated at a level appropriate for the scope of duties and responsibilities. The hourly salary range for the Community and Media Relations Officer is \$52.09 at Step 1 and \$63.32 at Step 5.

4. HAME Equity Adjustments- Per Section 7.18 of the HAME Memorandum of Understanding (MOU), the City and HAME contracted with a third party consultant to perform a salary survey for HAME classifications to determine how their salaries compare to the market average. The salary survey results indicated that the fifty classifications listed are below the market average and will be granted equity increases phased in over three years to bring the salaries up to market average. One HAME classification, the Property and Evidence Supervisor, was significantly above the market average. In order to align its salary with the City’s current compensation practices, the salary for the vacant Property and Evidence Supervisor classification will be reduced by 15.54%. The salary has been set internally to 10% above its highest paid subordinate.

Title	FY16	FY17	FY18	Total Equity Increase
Accountant	8.70%	3.00%	3.00%	14.70%
Accounting Manager	3.00%	3.00%	0.70%	6.70%
Airport Operations Supervisor	3.00%	1.10%	0.00%	4.10%
Animal Services Administrator	3.00%	3.00%	1.00%	7.00%
Budget Officer	3.00%	2.35%	0.00%	5.35%
Communications Administrator	3.00%	3.00%	1.00%	7.00%
Community Services Manager	4.29%	3.00%	3.00%	10.29%
Crime & Intelligence Analyst	3.00%	3.00%	1.90%	7.90%
Development Review Engineer	3.00%	3.00%	2.40%	8.40%
Economic Development Manager	1.00%	0.00%	0.00%	1.00%
Education Services Manager	3.50%	3.00%	3.00%	9.50%
Emergency Medical Services Coordinator	3.00%	2.83%	0.00%	5.83%
Environmental Services Manager	3.00%	3.00%	1.70%	7.70%
Equipment Manager	3.00%	1.00%	0.00%	4.00%
Facilities & Building Manager	3.00%	1.00%	0.00%	4.00%
Financial Analyst	1.06%	0.00%	0.00%	1.06%
Hazardous Materials Program Coordinator	3.00%	1.45%	0.00%	4.45%
Jail Administrator	3.00%	3.00%	1.00%	7.00%
Lab Supervisor	3.00%	3.00%	0.56%	6.56%
Landscape Architect	11.11%	3.00%	3.00%	17.11%
Landscape Maintenance Manager	3.00%	1.00%	0.00%	4.00%
Library Operations Manager	3.50%	3.00%	3.00%	9.50%
Management Analyst I	3.00%	3.00%	1.88%	7.88%
Management Analyst II	3.00%	3.00%	1.90%	7.90%
Planning Manager	3.00%	1.30%	0.00%	4.30%
Police Program Analyst	3.00%	3.00%	1.90%	7.90%
Property & Evidence Administrator	3.00%	3.00%	1.00%	7.00%
Property & Evidence Supervisor	-15.54%	0.00%	0.00%	-15.54%
Purchasing & Services Manager	1.15%	0.00%	0.00%	1.15%

Records Administrator	3.00%	3.00%	1.00%	7.00%
Revenue Manager	10.32%	3.00%	3.00%	16.32%
Senior Accountant	1.12%	0.00%	0.00%	1.12%
Senior Civil Engineer	3.00%	3.00%	2.40%	8.40%
Senior Crime & Intelligence Analyst	3.00%	3.00%	0.84%	6.84%
Senior Management Analyst	3.00%	3.00%	0.84%	6.84%
Senior Transportation Engineer	3.40%	3.00%	3.00%	9.40%
Senior Utilities Engineer	3.00%	3.00%	2.40%	8.40%
Solid Waste Manager	3.00%	3.00%	0.84%	6.84%
Streets Maintenance Manager	3.00%	1.00%	0.00%	4.00%
Supervising Librarian I	3.50%	3.00%	3.00%	9.50%
Survey Engineer	3.00%	3.00%	0.46%	6.46%
Transportation Manager	8.37%	3.00%	3.00%	14.37%
Utilities Field Services Supervisor	3.00%	1.99%	0.00%	4.99%
Utilities Operations & Maintenance Supervisor	3.00%	1.99%	0.00%	4.99%
Utilities Operations & Maintenance Manager	3.00%	2.00%	0.00%	5.00%
Wastewater Collections System Supervisor	3.00%	3.00%	0.56%	6.56%
Water Pollution Control Administrator	3.00%	3.00%	0.56%	6.56%
WPCF Maintenance Supervisor	3.00%	3.00%	0.56%	6.56%
WPCF Manager	3.00%	2.00%	0.00%	5.00%
WPCF Operations & Maintenance Manager	3.00%	2.72%	0.00%	5.72%
WPCF Operations Supervisor	3.00%	3.00%	0.56%	6.56%

FISCAL IMPACT

There is no recommended change to salary related to the title change of Lead Customer Account Clerk to Supervising Customer Account Clerk; therefore, there is no financial impact of this change.

Staff continues to implement the terms of the recently concluded labor negotiations. With this action, the Salary Plan is being updated to reflect the approved FY 2016 cost of living adjustment for Local 21 and the FY 2016 equity increases for HAME. The related costs are not included in the FY 2016 Adopted Budget since the conclusion of the labor contracts and classification studies followed the adoption of the budget. The upcoming FY 2016 Mid-Year review will address the total cost/savings impacts of the labor agreements that followed adoption of the FY 2016 budget for FY 2016 and future years. The approximate costs associated with this particular amendment to the FY 2016 Salary Plan only are as follows:

- HAME equity adjustments (all funds): prorated FY 2016 = \$179,800
- Local 21 COLA (all funds): FY 2016 = \$243,000
- Community & Media Relations Officer: pro-rated FY 2016 = \$24,242

..Staff contact

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

Approved by:



Fran David, City Manager

Attachments:

Attachment I

Resolution approving an amendment to the City
of Hayward FY 2016 Salary Plan

Attachment II

FY 2016 Salary Plan