



Staff Report

File #: 22-0105

REQUEST FOR CITY COUNCIL ACTION

DATE: 02/02/2022

TO: Honorable Mayor and City Council Members

FROM: Human Resources Department

SUBJECT:

Personnel Report providing employee updates and details on various recruitment transactions.

EXECUTIVE SUMMARY:

This Personnel Report includes personnel activity since the previous meeting, which is included in the New Open/Competitive Recruitments, New Internal/Promotional Recruitments, and New Employee Full-Time Appointment sections. The Report also includes employee updates and information on recruitments from Human Resources that are currently active but have been previously shown in prior updates. It also lists employee promotions and staff that are retiring from service with the City.

RECOMMENDED ACTION:

That the City Council receive and file the Personnel Report.

BACKGROUND & HISTORY:

The employee updates in the Personnel Report include full-time appointments, full-time promotions, and retirements. The recruitment activity portion of the report includes both open/competitive recruitments as well as internal/promotional recruitments.

ANALYSIS:

This Personnel Report includes employee updates and recruitments. These transaction types are reported to Council each meeting for informational purposes to enhance transparency. The report includes updated activity since the previous meeting. The employee updates in the Personnel Report include full-time appointments, full-time promotions, and retirements. The recruitment activity portion of the report includes both open/competitive recruitments as well as internal/promotional recruitments.

Full-Time Appointments

<i>Employee Name</i>	<i>Department</i>	<i>Position</i>	<i>Monthly Pay Range</i>	<i>Effective Date</i>
Finch, Donna	City Manager's Office	Assistant to the City Manager	\$8,260 - \$10,083	January 3, 2022
Irwin, Jeff	Public Works	Traffic Signal Technician	\$4,472- \$5,460	January 3, 2022
Windish, Matthew	Police Department	Public Safety Communications Manager	\$7,076 - \$8,639	January 10, 2022

Full-Time Promotions

<i>Employee Name</i>	<i>Department</i>	<i>Position</i>	<i>Monthly Pay Range</i>	<i>Effective Date</i>
Estes, Eric	Fire Department	Fire Captain	\$8,342 - \$10,184	January 1, 2022
Garcia, John	Police Department	Police Sergeant	\$8,857 - \$11,365	January 1, 2022
Liebel, Michael	Fire Department	Fire Engineer	\$6,437 - \$8,260	January 1, 2022
Owen, Bryan	Fire Department	Fire Captain	\$8,342 - \$10,184	January 8, 2022
Samano, Megan	Police Department	Police Lieutenant	\$10,813 - \$13,875	January 1, 2022
Wilding, Trevor	Fire Department	Fire Engineer	\$6,437 - \$8,260	January 1, 2022

Retirements

<i>Employee Name</i>	<i>Department</i>	<i>Position</i>	<i>Years of Service</i>	<i>Last Day on Payroll</i>
Lathrop, Michele	Community Services	Office Assistant I	17 years	January 6, 2022

New Open/Competitive Recruitments

<i>Position</i>	<i>Department</i>	<i>Position Type</i>	<i>Open Date</i>	<i>Closing Date</i>	<i>Status</i>
Associate Planner	Planning & Development	Full-Time	01/10/2022	Continuous	Accepting Applications
Building Permit Technician I/II	Planning & Development	Full-Time	01/10/2022	Continuous	Accepting Applications
Management Analyst II	Public Works	Full-Time	01/12/2022	02/02/2022	Accepting Applications

New Open/Competitive Recruitments - Continued

<i>Position</i>	<i>Department</i>	<i>Position Type</i>	<i>Open Date</i>	<i>Closing Date</i>	<i>Status</i>
Professional/Graduate Student Intern	City Attorney's Office	Part-Time	01/13/2022	Continuous	Accepting Applications
Systems Engineer	Information Technology	Full-Time	01/12/2022	Continuous	Accepting Applications

New Internal/Promotional Recruitments

<i>Position</i>	<i>Department</i>	<i>Position Type</i>	<i>Open Date</i>	<i>Closing Date</i>	<i>Status</i>
Fire Engineer	Fire Department	Full-Time	01/13/2022	01/20/2022	Accepting Applications

Recruitments in Progress

<i>Position</i>	<i>Department</i>	<i>Position Type</i>	<i>Status</i>
Accounting Supervisor	Finance	Full-Time	First Round Interview Stage
Accounting Technician I/II/III	Finance	Full-Time	First Round Interview Stage
Assistant Recreation Coordinator - Sports	Community Services	Part-Time	Interview Stage
Budget Manager	Finance	Full-Time	First Round Interview Stage
Combination Plans Examiner	Planning and Development	Full-Time	Department Review Stage
Crime Prevention Assistant	Police Department	Part-Time	Department Review Stage
Development Services Manager	Planning and Development	Full-Time	Interview Stage
Electric Utility Analyst II	Utilities Department	Full-Time	Department Review Stage
Environmental Compliance Supervisor	Public Works	Full-Time	Accepting Applications
Facilities, Parks, and Trails Manager	Community Services	Full-Time	Second Interview Stage
Fleet Technician I/I/III Flex	Public Works	Full-Time	Interview Stage
Help Desk I	Information Technology	Part-Time	First Round Interview Stage
Human Resources Assistant	Human Resources	Full-Time	Review Stage
Plan Check Engineer	Planning and Development	Full-Time	Review Stage

Recruitments in Progress - Continued

<i>Position</i>	<i>Department</i>	<i>Position Type</i>	<i>Status</i>
Police Cadet	Police Department	Part-Time	Interview Stage
Police Department General Assistant	Police Department	Part-Time	Department Review Stage
Police Officer I/II -Lateral	Police Department	Full Time	Applicant Background Stage
Police Records Technician I/II	Police Department	Full-Time	Applicant Background Stage
Public Safety Dispatcher II	Police Department	Full-Time	Accepting Applications
Public Safety Technical Support Engineer	Information Technology	Full Time	Department Review Stage
Public Works Inspector II	Planning and Development	Full-Time	Department Review Stage
Purchasing Specialist I	Finance	Full-Time	First Round Interview Stage
Purchasing Specialist III	Finance	Full-Time	Interview Stage
Safety Coordinator	Human Resources	Full-Time	Department Review Stage
Senior Code Enforcement Officer	Planning and Development	Full-Time	Interview Stage
Senior Engineer	Planning & Development	Full-Time	Accepting Applications
Senior Park Ranger	Community Services	Part-Time	Interview Stage
Street Light Maintenance Technician	Public Works	Full-Time	Performance Exam Stage
Traffic Engineering Technician	Public Works	Full-Time	Department Review Stage
Water Operator III Flex	Utilities Department	Full-Time	Department Review Stage

FINANCIAL IMPACT:

There is no cost impact associated with the acceptance of this report. The cost of the various personnel changes listed herein are reflected in the Adopted Fiscal Year 2020-2021 Budget for the departments listed in the report.

ENVIRONMENTAL ANALYSIS:

This action is exempt pursuant to Section 15061(b)(3) of the Guidelines for the California Environmental Quality Act (CEQA), which states that a project is exempt from CEQA if the activity is covered by the common sense exemption that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This action is merely the acceptance of a report on various personnel transactions. There is no possibility that the acceptance of this report will have a significant effect on the environment. Therefore, no further environmental review is required.

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