



Staff Report

File #: 22-0220

REQUEST FOR CITY COUNCIL ACTION

DATE: 03/16/2022

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>
Rosales, Samuel	Community Services	Management Analyst	\$5,117- \$6,247	February 14, 2022
George, Amanda	Police	Police Trainee	\$3,627- \$4,428	February 14, 2022
Rodriguez, Theodore	Planning & Development	Code Enforcement Officer II	\$4,255 - \$5,194	February 23, 2022
Smalley, Joshua	City Manager's Office	Digital Journalist	\$4,892 - \$5,973	February 22, 2022
Torres, Cecilia	Community Services	Office Assistant	\$2,610 - \$3,186	February 15, 2022

Full-Time Promotions

<i>Employee Name</i>	<i>Department</i>	<i>Position</i>	<i>Monthly Pay Range</i>	<i>Effective Date</i>
Chavez, Cordell	Public Works	Environmental Compliance Supervisor	\$5,710- \$6,971	February 12, 2022
Flores, Francisco	Public Works	Street Light Maintenance Technician	\$4,234- \$5,168	February 12, 2022
Hudson, Chelsea	Police	Police Records Technician I Flex	\$2,730- \$3,332	February 12, 2022
Samano, Haley	Police	Police Records Technician I Flex	\$2,730- \$3,332	February 12, 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>
Animal Care Attendant	Police Department	Part-Time	3/3/2022	3/15/2022	Accepting Applications
Animal Control Officer I	Police Department	Full-Time	3/1/2022	3/20/2022	Accepting Applications
Community Services Leader III - Kids Club	Community Services	Part-Time	2/17/2022	3/6/2022	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>
Firefighter Trainee	Fire Department	Full-Time	2/17/2022	2/28/2022	Accepting Applications
GIS Analyst (PT)	Information Technology	Part-Time	2/17/2022	3/6/2022	Accepting Applications
Janitor	Police Department	Part-Time	2/24/2022	3/20/2022	Accepting Applications
Library Assistant	Community Services	Part-Time	3/2/2022	3/15/2022	Accepting Applications
Management Analyst II - Economic Development	Economic Development	Full-Time	3/2/2022	3/16/2022	Accepting Applications
Network Analyst	Information Technology	Full-Time	3/1/2022	3/20/2022	Accepting Applications
Police Officer - Academy Graduate	Police Department	Full-Time	3/1/2022	Continuous	Accepting Applications
Police Trainee	Police Department	Full-Time	3/1/2022	Continuous	Accepting Applications
Redevelopment Administrator	Economic Development	Full-Time	2/24/2022	3/18/2022	Accepting Applications
Senior Network Architect	Information Technology	Full-Time	3/7/2022	4/3/2022	Accepting Applications

New Internal/Promotional Recruitments - None

Recruitments in Progress

<i>Position</i>	<i>Department</i>	<i>Position Type</i>	<i>Status</i>
Associate Planner	Planning & Development	Full-Time	Department Review Stage
Building Permit Technician I/II	Planning & Development	Full-Time	Department Review Stage
Combination Plans Examiner	Planning & Development	Full-Time	Offer Stage
Community Services Leader I	Community Services	Part-Time	Continuous Recruitment-Candidates in all phases

Recruitments in Progress - Continued

<i>Position</i>	<i>Department</i>	<i>Position Type</i>	<i>Status</i>
Customer Care Representative III Flex	Utilities Department	Full-Time	Interview Stage
Development Services Manager	Planning & Development	Full-Time	Department Review Stage
Electric Utility Analyst II	Utilities Department	Full-Time	Department Review Stage
Human Resources Assistant	Human Resources	Full-Time	Review Stage
Intern I - Utilities	Utilities Department	Part-Time	Department Review Stage
Inventory Control Specialist	Finance	Full-Time	Department Review Stage
Literacy Assistant	Community Services	Part-Time	Department Review Stage
Maintenance Technician I/II Flex	Utilities Department	Full-Time	Department Review Stage
Management Analyst II	Public Works	Full-Time	Interview Stage
Park Ranger Supervisor	Community Services	Full-Time	Department Review Stage
Plan Check Engineer	Planning & Development	Full-Time	Offer Stage
Police Officer I/II -Lateral	Police Department	Full Time	Continuous Recruitment-Candidates in all phases
Professional/Graduate Student Intern	City Attorney's Office	Part-Time	Continuous Recruitment-Candidates in all phases
Public Safety Call-Taker	Police Department	Full-Time	Interview Stage
Public Safety Dispatcher I/II	Police Department	Part-Time	Department Review Stage
Public Works Inspector II	Planning & Development	Full-Time	Department Review Stage
Regulatory Technician III Flex	Utilities Department	Full-Time	Accepting Applications
Safety Coordinator	Human Resources	Full-Time	Interview 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

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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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REVIEWED BY: ANGELA RIVERA, CHIEF TALENT OFFICER