



Staff Report

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**File #:** 22-0147

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**REQUEST FOR CITY COUNCIL ACTION**

**DATE:** 02/16/2022

**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>
Hernandez, Arlene	Economic Development	Economic Development Assistant	\$2,610 - \$3,186	January 24, 2022

## Full-Time Promotions

<i>Employee Name</i>	<i>Department</i>	<i>Position</i>	<i>Monthly Pay Range</i>	<i>Effective Date</i>
Aukerman, Jim	Information Technology	Provisional Senior Network Architect	\$9,545 - \$11,652	January 15, 2022
Dopson, David	Police Department	Police Detective	\$7,041 - \$9,035	January 15, 2022
Eddy, Ryan	Police Department	Police Detective	\$7,041 - \$9,035	January 15, 2022
Merz, Pauline	Police Department	Senior Public Safety Dispatcher	\$4,820 - \$5,884	January 15, 2022

## Retirements

<i>Employee Name</i>	<i>Department</i>	<i>Position</i>	<i>Years of Service</i>	<i>Last Day on Payroll</i>
Hessler, Jan	Police Department	Public Safety Dispatch Supervisor	20 years	January 21, 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>
Customer Care Representative III Flex	Utilities Department	Full-Time	01/25/2022	02/13/2022	Accepting Applications
Electric Utility Analyst II	Utilities Department	Full-Time	01/31/2022	Continuous	Accepting Applications
Inventory Control Specialist	Finance	Full-Time	01/19/2022	02/22/2022	Accepting Applications
Public Safety Dispatch Call-Taker	Police Department	Full-Time	01/24/2022	Continuous	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
Associate Planner	Planning & Development	Full-Time	Accepting Applications
Budget Manager	Finance	Full-Time	Interview Stage
Building Permit Technician I/II	Planning & Development	Full-Time	Application Review Stage
Combination Plans Examiner	Planning & Development	Full-Time	Department Review Stage
Community Services Leader I	Community Services	Part-Time	Continuous Recruitment-Candidates in all phases
Crime Prevention Assistant	Police Department	Part-Time	Interview Stage
Development Services Manager	Planning & Development	Full-Time	Interview Stage
Environmental Compliance Supervisor	Public Works	Full-Time	Interview Stage
Facilities, Parks, and Trails Manager	Community Services	Full-Time	Interview Stage
Fire Engineer	Fire Department	Full-Time	Accepting Applications
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	First Round Interview Stage
Management Analyst II	Public Works	Full-Time	Application Review Stage
Plan Check Engineer	Planning & Development	Full-Time	Review Stage
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	Continuous Recruitment-Candidates in all phases

Recruitments in Progress - Continued

<i>Position</i>	<i>Department</i>	<i>Position Type</i>	<i>Status</i>
Professional/Graduate Student Intern	City Attorney's Office	Part-Time	Continuous Recruitment-Candidates in all phases
Public Safety Technical Support Engineer	Information Technology	Full Time	Department Review Stage
Public Works Inspector II	Planning & 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
Systems Engineer	Information Technology	Full-Time	Continuous Recruitment-Candidates in all phases
Traffic Engineering Technician	Public Works	Full-Time	Continuous Recruitment-Candidates in all phases
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.

**PREPARED BY:** SHELLY MATHEWS, HUMAN RESOURCES ADMINISTRATIVE ASSISTANT

**REVIEWED BY:** ANGELA RIVERA, CHIEF TALENT OFFICER