



## Agenda Report

File #: 19-0930

### AGENDA REPORT REQUEST FOR CITY COUNCIL ACTION

DATE: 11/06/2019

TO: Honorable Mayor and City Council Members

FROM: Administrative Services Department

SUBJECT:  
City Council to receive and file Personnel Report.

#### RECOMMENDED ACTION:

That the City Council receive and file the Personnel Report for employee updates and recruitment transactions.

#### ANALYSIS:

The Personnel Report includes the employee updates and recruitments noted below. These transaction types are reported to Council for informational purposes each meeting to enhance transparency. The report includes new activity only 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>Pay Range</i>	<i>Effective Date</i>
Carraway, David	Department of Water and Power	Water Resources Technician I Flex	\$3,332- \$4,068	September 30, 2019
Nawaz, Gull	Public Works	Utility Engineer I Flex	\$5,739- \$7,006	October 7, 2019

Retirements - None

## Full-Time Promotions

<i>Employee Name</i>	<i>Department</i>	<i>Position</i>	<i>Pay Range</i>	<i>Effective Date</i>
Lennox, Erin	Police Department	Public Safety Dispatch Supervisor	\$5,246 - \$6,405	September 28, 2019
Ureno, Rosalva	Public Works	City Traffic Engineer	\$7,937 - \$9,689	October 7, 2019
Ward, Cynthia	Community Development	Provisional Office Manager	\$4,234 - \$5,168	October 7, 2019

## Open/Competitive Recruitments

<i>Position</i>	<i>Department</i>	<i>Position Type</i>	<i>Open Date</i>	<i>Closing Date</i>
Library Assistant	Library & Recreation Services Department	Part-Time	October 17, 2019	October 31, 2019
Office Assistant	Administrative Services	Part-Time	October 17, 2019	October 31, 2019
Police Trainee	Police Department	Full-Time	October 22, 2019	November 20, 2019
Water Resources Technician I Flex	Department of Water & Power	Full-Time	October 17, 2019	Continuous

## Internal/Promotional Recruitments

<i>Position</i>	<i>Department</i>	<i>Position Type</i>	<i>Open Date</i>	<i>Closing Date</i>
Maintenance Technician II Flex	Department of Water & Power	Full-Time	October 24, 2019	November 7, 2019
Office Assistant	Fire Department	Full-Time	October 10, 2019	October 18, 2019

**COMMITTEE ACTION:**

Not applicable.

**STRATEGIC PLAN:**

Not applicable.

**FISCAL IMPACT:**

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Not applicable.

**ENVIRONMENTAL ANALYSIS:**

Environmental review is not required. The proposed actions are not a project under the California Environmental Quality Act.

**PREPARED BY:** EDELIA EVELAND, HUMAN RESOURCES MANAGER

**REVIEWED BY:** KERRY D. EDEN, ASSISTANT CITY MANAGER/ADMINISTRATIVE SERVICES DIRECTOR

**REVIEWED BY:** MICHELE NISSEN, ASSISTANT CITY MANAGER

**SUBMITTED BY:** MITCHELL LANSDELL, INTERIM CITY MANAGER