



Agenda Report

File #: 19-0736

**AGENDA REPORT
REQUEST FOR CITY COUNCIL ACTION**

DATE: 08/21/2019

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 as of July 1, 2019.

ANALYSIS:

The Personnel Report includes the employee updates and recruitments noted below. Starting with this report, these transaction types will be reported to Council for informational purposes each meeting to enhance transparency. The employee updates in the Personnel Report include full-time appointments, full-time promotions, and retirements. The recruitment activity section of the report, includes both open/competitive recruitments as well as internal/promotional recruitments. Since this is the first time the Personnel Report has been brought to Council as an information item, we have included updates processed since July 1, 2019. Going forward, we will report new activity only.

Full-Time Appointments

1. Albaraa Elamoudi, DWP Customer Care Representative I Flex (\$2,730 - \$3,332) with the Department of Water & Power effective July 8, 2019.
2. Nicklaus Koning, Lead Parks Services Worker (\$4,820 - \$5,884) with the Maintenance Services Department effective July 16, 2019.
3. Ramiro Ramos, Utility Service Worker I Flex (\$3,332 - \$4,068) with the Department of Water and Power effective July 22, 2019.
4. Katherine Rosenfelt, Building Inspector II (\$3,948 - \$4,820) with the Community Development Department (Rehired Employee) effective July 22, 2019.

Full-time Promotions

1. Angelina Aguilar to the position of Community Services Officer I Flex (\$2,730 - \$3,332) with the Police Department effective July 6, 2019.
2. Nicole Auck to the position of DWP Customer Care Representative II Flex (\$3,332 - \$4,068) with the Department of Water & Power effective July 6, 2019.
3. Melissa Estrada-Maravilla to the position of DWP Operations Analyst II (\$6,971 - \$8,511) with the Department of Water & Power effective July 6, 2019.
4. Roxann Sablan to the position of Accounting Technician II (\$3,485 - \$4,255) with the Administrative Services Department effective July 6, 2019.
5. Jacqueline Zukeran to the position of Business Manager (\$9,310 - \$11,365) with the Department of Water & Power effective July 15, 2019.

Retirements

1. Animal Control Officer I, Michelle Galina-Martin, of the Police Department effective July 3, 2019. Ms. Galina-Martin has been with the City for 19 years.
2. Police Officer, Douglas Heath, of the Police Department effective July 11, 2019. Officer Heath has been with the City for 6 years and 1 month.

Recruitments

1. Internal/Promotional recruitment for the full-time position of Police Captain with the Police Department. This recruitment closed on July 17, 2019.
2. Internal/Promotional recruitment for the full-time position of Animal Control Officer I with the Police Department. This recruitment closed on July 29, 2019.
3. Open/Competitive recruitment for the full-time position of Support Services Manager with the Police Department. This recruitment closed on August 6, 2019.
4. Open/Competitive recruitment for the part-time position of Data Entry Clerk I with the Administrative Services Department. This recruitment closed on August 12, 2019.
5. Internal/Promotional recruitment for the full-time position of Animal Control Officer II with the Police Department. This recruitment is scheduled to close on August 15, 2019.
6. Internal/Promotional recruitment for the full-time position of Police Records Technician I/II Flex with the Police Department. This recruitment is scheduled to close on August 19, 2019.
7. Open/Competitive recruitment for the part-time position of Assistant Recreation Coordinator with the Library and Recreation Services Department. This recruitment is advertised continuously.
8. Open/Competitive recruitment for the full-time position of Data Scientist with the Information Technology Department. This recruitment is advertised continuously.

9. Open/Competitive recruitment for the full-time position of DWP Administrative Clerk with the Department of Water and Power / Maintenance Services. This recruitment is advertised continuously.
10. Open/Competitive recruitment for the full-time position of DWP Operations Manager with the Department of Water and Power / Maintenance Services. This recruitment is advertised continuously.
11. Open/Competitive recruitment for the part-time position of Help Desk I with the Information Technology Department. This recruitment is advertised continuously.
12. Open/Competitive recruitment for the part-time position of Help Desk II with the Information Technology Department. This recruitment is advertised continuously.
13. Open/Competitive recruitment for the part-time position of Library and Recreation Services Leader I with the Library and Recreation Services Department. This recruitment is advertised continuously.
14. Open/Competitive recruitment for the part-time position of Library And Recreation Services Leader III with the Library and Recreation Services Department. This recruitment is advertised continuously.
15. Open/Competitive recruitment for the full-time position of Library Specialist with the Library and Recreation Services Department. This recruitment is advertised continuously.
16. Open/Competitive recruitment for the full-time position of Maintenance Manager with the Department of Water and Power / Maintenance Services. This recruitment is advertised continuously.
17. Open/Competitive recruitment for the full-time position of Maintenance Technician I Flex with the Department of Water and Power / Maintenance Services. This recruitment is advertised continuously.
18. Open/Competitive recruitment for the full-time position of Management Analyst II with the Department of Water and Power / Maintenance Services. This recruitment is advertised continuously.
19. Open/Competitive recruitment for the full-time position of Office Manager with the Community Development Department. This recruitment is advertised continuously.
20. Open/Competitive recruitment for the full-time position of Street Maintenance Worker with the Department of Water and Power / Maintenance Services. This recruitment is advertised continuously.
21. Open/Competitive recruitment for the full-time position of Police Officer I - Academy Graduate with the Police Department. This recruitment is advertised continuously.

- 22. Open/Competitive recruitment for the full-time position of Police Officer I/II - Lateral with the Police Department. This recruitment is advertised continuously.
- 23. Open/Competitive recruitment for the full-time position of Police Trainee with the Police Department. This recruitment is advertised continuously.
- 24. Open/Competitive recruitment for the full-time position of Public Safety Dispatcher I Flex with the Police Department. This recruitment is advertised continuously.
- 25. Open/Competitive recruitment for the full-time position of Public Safety Dispatcher II Flex - Lateral with the Police Department. This recruitment is advertised continuously.
- 26. Open/Competitive recruitment for the full-time position of Utility Engineer I with the Public Works Department. This recruitment is advertised continuously.
- 27. Open/Competitive recruitment for the full-time position of Water Reclamation Operator III Flex with the Department of Water and Power / Maintenance Services. This recruitment is advertised continuously.

COMMITTEE ACTION:

Not applicable.

STRATEGIC PLAN:

Not applicable.

FISCAL IMPACT:

Not applicable.

ENVIRONMENTAL ANALYSIS:

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

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