



## Agenda Report

File #: 19-0753

### AGENDA REPORT REQUEST FOR CITY COUNCIL ACTION

DATE: 09/04/2019

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>
Ortiz Jr., David	Department of Water and Power	Water Operator I Flex	\$4,088 - \$4,991	August 12, 2019

#### Full-Time Promotions - None

#### Retirements

<i>Employee Name</i>	<i>Department</i>	<i>Position</i>	<i>Years of Service</i>	<i>Last Day on Payroll</i>
Patton, James	Police Department	Police Captain	29 Years	August 16, 2019
Talbert, Darrell	Management Services	City Manager	24 Years, 8 Months	August 16, 2019

Open/Competitive Recruitments

<i>Position</i>	<i>Department</i>	<i>Position Type</i>	<i>Open Date</i>	<i>Closed Date</i>
DWP Administrative Clerk	Department of Water and Power	Full-Time	August 1, 2019	August 19, 2019
Utility Engineer I	Public Works	Full-Time	May 20, 2019	August 19, 2019
Water Reclamation Operator III Flex	Department of Water and Power	Full-Time	July 17, 2019	August 23, 2019
Associate Planner	Community Development	Full-Time	August 23, 2019	Continuous

Internal/Promotional Recruitments

<i>Position</i>	<i>Department</i>	<i>Position Type</i>	<i>Open Date</i>	<i>Closed Date</i>
Animal Control Officer II	Police Department	Full-Time	August 8, 2019	August 15, 2019
Police Records Technician I/II Flex	Police Department	Full-Time	August 6, 2019	August 20, 2019

**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.

**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, ACTING CITY MANAGER