



# City of Corona

400 S. Vicentia Ave.  
Corona, CA 92882

## Agenda Report

---

File #: 20-0215

---

### AGENDA REPORT REQUEST FOR CITY COUNCIL ACTION

DATE: 03/18/2020

TO: Honorable Mayor and City Council Members

FROM: Management Services Department - Human Resources

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 recent activity from February 22nd through March 6th. 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

Employee Name	Department	Position	Monthly Pay Range	Effective Date
Perkins, Preston	Police Department	Police Trainee	\$3,627 - \$4,428	February 18, 2020

Full-Time Promotions

Employee Name	Department	Position	Monthly Pay Range	Effective Date
Arndt, Loretta	Legal Risk Management	Risk Management Specialist	\$4,631 - \$5,654	February 15, 2020
Cardenas, Lizbeth	Police Department	Sr. Public Safety Dispatcher	\$4,820 - \$5,884	February 15, 2020
Rada, Alma	Finance	Accounting Technician II	\$3,485 - \$4,255	February 15, 2020

Retirements - None

Open/Competitive Recruitments

Position	Department	Position Type	Open Date	Closing Date
Library and Recreation Services Leader I	Library and Recreation Services Department	Part-Time	February 27, 2020	March 27, 2020
Library and Recreation Services Leader III	Library and Recreation Services Department	Part-Time	February 27, 2020	March 27, 2020
Lifeguard	Library and Recreation Services Department	Part-Time	February 28, 2020	April 22, 2020
Parks Services Worker III Flex	Maintenance Services	Full-Time	February 25, 2020	March 20, 2020
Planning Manager	Community Development Department	Full-Time	March 4, 2020	March 31, 2020
Purchasing Specialist I	Administrative Services	Full-Time	February 26, 2020	March 27, 2020
Water Operator I/II Flex	Department of Water and Power	Full-Time	February 24, 2020	March 27, 2020
Water Safety Instructor	Library and Recreation Services Department	Part-Time	February 28, 2020	April 22, 2020

Internal/Promotional Recruitments

Position	Department	Position Type	Open Date	Closing Date
Library and Recreation Services Leader III	Library and Recreation Services Department	Part-Time	February 25, 2020	March 3, 2020
Water Reclamation Operator III Flex	Department of Water and Power	Full-Time	February 25, 2020	March 6, 2020

**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:** SHANNON CROWE, ACTING HUMAN RESOURCES MANAGER

**SUBMITTED BY:** JACOB ELLIS, CITY MANAGER