



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

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

Full-Time Promotions

| <i>Employee Name</i> | <i>Department</i> | <i>Position</i> | <i>Monthly Pay Range</i> | <i>Effective Date</i> |
|----------------------|-----------------------|------------------------------|--------------------------|-----------------------|
| 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

| <i>Position</i> | <i>Department</i> | <i>Position Type</i> | <i>Open Date</i> | <i>Closing Date</i> |
|--|--|----------------------|-------------------|---------------------|
| 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

| <i>Position</i> | <i>Department</i> | <i>Position Type</i> | <i>Open Date</i> | <i>Closing Date</i> |
|--|--|----------------------|-------------------|---------------------|
| 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