



Staff Report

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**File #:** 22-0032

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**REQUEST FOR CITY COUNCIL ACTION**

**DATE:** 01/05/2022

**TO:** Honorable Mayor and City Council Members

**FROM:** Human Resources Department

**SUBJECT:**  
Personnel Report providing employee updates and details on various recruitment transactions.

**EXECUTIVE SUMMARY:**

This Personnel Report includes new updated personnel activity since the previous meeting, which is included in the New Open/Competitive Recruitments, New Internal/Promotional Recruitments, and new employee Full-Time Appointment sections. The Report also includes employee updates and information on recruitments from Human Resources that are currently active but have been previously shown in prior updates. It also lists employee promotions and staff that is retiring from service with the City.

**RECOMMENDED ACTION:**

**That the City Council** receive and file the Personnel Report.

**BACKGROUND & HISTORY:**

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.

**ANALYSIS:**

This Personnel Report includes employee updates and recruitments. These transaction types are reported to Council for informational purposes each meeting to enhance transparency. The report includes updated activity 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>Monthly Pay Range</i>	<i>Effective Date</i>
Ewing, Christopher	Planning & Development	Building Inspector II	\$4,255 - \$5,194	December 2, 2021
Gravatt, Alexis	Community Services	Senior Park Ranger	\$3,266 - \$3,988	November 29, 2021
Jimenez, Anthony	Police Department	Police Trainee	\$3,627 - \$4,428	December 1, 2021
Pablo, Eric	Police Department	Police Trainee	\$3,627 - \$4,428	December 1, 2021

## Full-Time Promotions

<i>Employee Name</i>	<i>Department</i>	<i>Position</i>	<i>Monthly Pay Range</i>	<i>Effective Date</i>
Brunn, Michael	Police Department	Police Corporal	\$6,868 - \$8,813	November 20 2021
Hungerford, Steven	Police Department	Police Corporal	\$6,868 - \$8,813	November 20 2021
Lathrop, Megan	Planning & Development	Building Permit Technician III Flex	\$4,255 - \$5,194	November 20 2021
Medeiros, Maxwell	Police Department	Police Corporal	\$6,868 - \$8,813	November 20 2021
Neff, Michael	Police Department	Police Corporal	\$6,868 - \$8,813	November 20 2021
Rodriguez, Rafael	Utilities	Water Operator II Flex	\$4,991 - \$6,093	November 20 2021

## Retirements

<i>Employee Name</i>	<i>Department</i>	<i>Position</i>	<i>Years of Service</i>	<i>Last Day on Payroll</i>
Vanderkallen, Johannes	Police Department	Police Officer II	24 years	December 3, 2021

## New Open/Competitive Recruitments

<i>Position</i>	<i>Department</i>	<i>Position Type</i>	<i>Open Date</i>	<i>Closing Date</i>	<i>Status</i>
Assistant Recreation Coordinator - Sports	Community Services	Part-Time	12/14/2021	01/02/2022	Accepting Applications

## New Open/Competitive Recruitment - Continued

<i>Position</i>	<i>Department</i>	<i>Position Type</i>	<i>Open Date</i>	<i>Closing Date</i>	<i>Status</i>
Economic Development Assistant	Economic Development	Part-Time	12/06/2021	12/12/2021	Accepting Applications
Fleet Technician I/I/III Flex	Public Works	Full-Time	12/06/2021	01/10/2022	Accepting Applications
Public Works Inspector II	Planning and Development	Full-Time	12/14/2021	Continuous	Accepting Applications
Senior Code Enforcement Officer	Planning and Development	Full-Time	12/07/2021	01/09/2022	Accepting Applications
Water Operator III Flex	Utilities Department	Full-Time	12/13/2021	01/09/2022	Accepting Applications

## New Internal/Promotional Recruitments

<i>Position</i>	<i>Department</i>	<i>Position Type</i>	<i>Open Date</i>	<i>Closing Date</i>	<i>Status</i>
Purchasing Specialist III	Finance	Full-Time	12/06/2021	12/12/2021	Accepting Applications
Senior Network Architect-Provisional	Information Technology	Full-Time	12/20/2021	12/27/2021	Accepting Applications

## Recruitments in Progress

<i>Position</i>	<i>Department</i>	<i>Position Type</i>	<i>Status</i>
Accounting Supervisor	Finance	Full-Time	First Round Interview Stage
Accounting Technician I/II/III	Finance	Full-Time	First Round Interview Stage
Administrative Assistant	Utilities Department	Full-Time	Interview Stage
Budget Manager	Finance	Full-Time	Department Review Stage
CIP Manager/Assistant City Engineer	Public Works	Full-Time	Offer Stage
Combination Plans Examiner	Planning and Development	Full-Time	Department Review Stage
Community Services Leader I	Community Services	Part-Time	Department Review Stage
Community Services Leader II-Facilities & Other Programs	Community Services	Part-Time	Department Review Stage

## Recruitments in Progress - Continued

<i>Position</i>	<i>Department</i>	<i>Position Type</i>	<i>Status</i>
Community Services Leader III - Library Facilities	Community Services	Part-Time	Department Review Stage
Community Services Leader II- Library/Passports	Community Services	Part-Time	Department Review Stage
Crime Prevention Assistant	Police Department	Part-Time	Department Review Stage
Development Services Manager	Planning and Development	Full-Time	Review Stage
Digital Journalist	City Manager's Office	Full-Time	Offer Stage
Electric Utility Analyst II	Utilities Department	Full-Time	Department Review Stage
Facilities, Parks, and Trails Manager	Community Services	Full-Time	Interview Stage
Fire Cadet	Fire Department	Part-Time	Onboarding Stage
Help Desk I	Information Technology	Part-Time	Department Review Stage
Human Resources Analyst	Human Resources	Full-Time	Second Round Interview Stage
Human Resources Supervisor	Human Resources	Full-Time	Interview Stage
Management Analyst I	Community Services	Full-Time	Interview Stage
Management Analyst II	Public Works	Full-Time	Interview Stage
Plan Check Engineer	Planning and Development	Full-Time	Review Stage
Police Department General Assistant	Police Department	Part-Time	Department Review Stage
Police Officer I/II -Lateral	Police Department	Full Time	Department Review Stage
Police Records Technician I/II	Police Department	Full-Time	Department Review Stage
Police Trainee	Police Department	Full-Time	Interview Stage
Public Safety Dispatcher II	Police Department	Full-Time	Accepting Applications
Public Safety Technical Support Engineer	Information Technology	Full Time	Accepting Applications
Purchasing Specialist I	Finance	Full-Time	Department Review Stage
Senior Engineer	Planning & Development	Full-Time	Offer Stage
Senior Office Assistant - Police Department	Police Department	Full-Time	Department Review Stage
Senior Park Ranger	Community Services	Part-Time	Department Review Stage

## Recruitments in Progress - Continued

<i>Position</i>	<i>Department</i>	<i>Position Type</i>	<i>Status</i>
Senior Public Safety Dispatcher	Police Department	Full-Time	Department Review Stage
Street Light Maintenance Technician	Public Works	Full-Time	Department Review Stage
Water Operator I/II	Utilities Department	Full-Time	Interview Stage
Water Resources Technician I	Utilities Department	Full-Time	Department Review Stage

**FINANCIAL IMPACT:**

There is no cost impact associated with the acceptance of this report. The cost of the various personnel changes listed herein are reflected in the Adopted Fiscal Year 2020-2021 Budget for the departments listed in the report.

**ENVIRONMENTAL ANALYSIS:**

This action is exempt pursuant to Section 15061(b)(3) of the Guidelines for the California Environmental Quality Act (CEQA), which states that a project is exempt from CEQA if the activity is covered by the common sense exemption that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This action is merely the acceptance of a report on various personnel transaction. There is no possibility that the acceptance of this report will have a significant effect on the environment. Therefore, no further environmental review is required.

**PREPARED BY:** SHELLY MATHEWS, HUMAN RESOURCES ADMINISTRATIVE ASSISTANT

**REVIEWED BY:** ANGELA RIVERA, CHIEF TALENT OFFICER