



Agenda Report

File #: 19-0968

AGENDA REPORT REQUEST FOR CITY COUNCIL ACTION

DATE: 11/20/2019

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> |
|-----------------------|-------------------------------|-------------------------------------|------------------|-----------------------|
| Amezcuca, Josh | Department of Water and Power | Water Reclamation Operator III Flex | \$6,093- \$7,438 | October 14, 2019 |
| Ruiz-Acevedo, Vanessa | Police Department | Public Safety Dispatcher I Flex | \$3,682- \$4,495 | October 14, 2019 |
| Thompson, Laura | Police Department | Public Safety Dispatcher I Flex | \$3,682- \$4,495 | October 14, 2019 |

Full-Time Appointments (Continued)

| <i>Employee Name</i> | <i>Department</i> | <i>Position</i> | <i>Pay Range</i> | <i>Effective Date</i> |
|----------------------|-------------------------------|-------------------------------------|------------------|-----------------------|
| Vazquez, Rafael | Department of Water and Power | Water Reclamation Operator III Flex | \$6,093- \$7,438 | October 14, 2019 |

Retirements - None

Full-Time Promotions

| <i>Employee Name</i> | <i>Department</i> | <i>Position</i> | <i>Pay Range</i> | <i>Effective Date</i> |
|----------------------|--|--------------------|--------------------|-----------------------|
| Alfelor, Kristian | Department of Water and Power | Operations Manager | \$9,310 - \$11,365 | October 12, 2019 |
| Potts, Jared | Fire Department | Fire Engineer | \$6,123 - \$7,858 | October 12, 2019 |
| Villegas, Martin | Library & Recreation Services Department | Library Specialist | \$3,218 - \$3,928 | October 12, 2019 |

Open/Competitive Recruitments

| <i>Position</i> | <i>Department</i> | <i>Position Type</i> | <i>Open Date</i> | <i>Closing Date</i> |
|-----------------------------|-------------------------|----------------------|------------------|---------------------|
| Assistant Planner | Community Development | Full-Time | October 30, 2019 | Continuous |
| Code Enforcement Officer II | Community Development | Full-Time | November 6, 2019 | Continuous |
| Deputy Fire Chief | Fire Department | Full-Time | October 30, 2019 | November 15, 2019 |
| Purchasing Manager | Administrative Services | Full-Time | November 5, 2019 | November 27, 2019 |

Internal/Promotional Recruitments

| <i>Position</i> | <i>Department</i> | <i>Position Type</i> | <i>Open Date</i> | <i>Closing Date</i> |
|---------------------------------|-----------------------|----------------------|------------------|---------------------|
| Senior Code Enforcement Officer | Community Development | Full-Time | November 6, 2019 | November 13, 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

SUBMITTED BY: MITCHELL LANSDELL, INTERIM CITY MANAGER