



Agenda Report

File #: 20-0248

**AGENDA REPORT
REQUEST FOR CITY COUNCIL ACTION**

DATE: 04/01/2020

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 29th through March 13th. 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> |
|----------------------|-----------------------|------------------------------|--------------------------|-----------------------|
| Aparicio, Jonathan | Police Department | Police Trainee | \$3,627 - \$4,428 | March 6, 2020 |
| Bufano, Sara | Police Department | Police Trainee | \$3,627 - \$4,428 | March 5, 2020 |
| Conner, Eugene | Maintenance Services | Street Maintenance Worker | \$3,503 - \$4,276 | March 10, 2020 |
| Oldham, Travis | Community Development | Building Permit Tech II Flex | \$3,851 - \$4,701 | March 10, 2020 |

Full-Time Appointments (Continued)

| <i>Employee Name</i> | <i>Department</i> | <i>Position</i> | <i>Monthly Pay Range</i> | <i>Effective Date</i> |
|----------------------|--------------------------|--------------------------|--------------------------|-----------------------|
| Pang, Shiyao - Vicky | Admin Services - Finance | Accounting Technician II | \$3,485 - \$4,255 | March 2, 2020 |

Full-Time Promotions

| <i>Employee Name</i> | <i>Department</i> | <i>Position</i> | <i>Monthly Pay Range</i> | <i>Effective Date</i> |
|------------------------|---------------------------------|---------------------------|--------------------------|-----------------------|
| Clear, Holli | Administrative Services/Finance | Purchasing Specialist III | \$4,255 - \$5,194 | February 29, 2020 |
| Milosevic, Christopher | Community Development | Building Official | \$9,310 - \$11,365 | February 29, 2020 |
| Nieto, Angela | Management Services | Executive Assistant | \$4,234 - \$5,168 | February 29, 2020 |
| Yanes, William | Administrative Services/Finance | Purchasing Specialist III | \$4,255 - \$5,194 | February 29, 2020 |

Retirements - None

Open/Competitive Recruitments - No recent updates

Internal/Promotional Recruitments - No recent updates

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