



Agenda Report

File #: 20-0794

**AGENDA REPORT
REQUEST FOR CITY COUNCIL ACTION**

DATE: 09/16/2020

TO: Honorable Mayor and City Council Members

FROM: Human Resources 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>Monthly Pay Range</i>	<i>Effective Date</i>
Fertal, Jason	Department of Water and Power	Water Operator II Flex	\$4,991 - \$6,093	August 19, 2020
Luna, Zoila	Community Development	Building Permit Technician I Flex	\$3,485 - \$4,255	August 25, 2020

Full-Time Promotions

<i>Employee Name</i>	<i>Department</i>	<i>Position</i>	<i>Monthly Pay Range</i>	<i>Effective Date</i>
Duarte, Kristian	Management Services	Deputy City Clerk	\$4,844 - \$5,913	August 15, 2020
Painter, Garey	Police Department	Provisional Police Sergeant	\$8,639 - \$11,086	August 15, 2020
Perkins, Jody	Police Department	Provisional Police Sergeant	\$8,639 - \$11,086	August 22, 2020
Polacek, Bryan	Department of Water and Power	Water Reclamation Operator II Flex	\$4,991 - \$6,093	August 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>
Assistant Public Works Director/City Engineer	Public Works	Full-Time	August 27, 2020	September 24, 2020
Associate Planner	Community Development	Full-Time	September 1, 2020	Continuous
Fire Inspector I	Fire Department	Full-Time	August 26, 2020	September 8, 2020
Police Trainee	Police Department	Full-Time	September 2, 2020	October 1, 2020
Purchasing Manager	Administrative Services	Full-Time	August 26, 2020	September 23, 2020

Internal/Promotional Recruitments

<i>Position</i>	<i>Department</i>	<i>Position Type</i>	<i>Open Date</i>	<i>Closing Date</i>
Administrative Assistant	Police Department	Full-Time	August 28, 2020	September 7, 2020
Lead Customer Services Representative	Department of Water and Power	Full-Time	August 28, 2020	September 4, 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: ANGELA RIVERA, CHIEF TALENT OFFICER

REVIEWED BY: ROGER BRADLEY, ASSISTANT CITY MANAGER

SUBMITTED BY: JACOB ELLIS, CITY MANAGER