



Staff Report

File #: 21-0718

REQUEST FOR CITY COUNCIL ACTION

DATE: 07/21/2021

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 only the new personnel activity since the previous meeting. The Report includes employee updates and information on recruitments from Human Resources.

RECOMMENDED ACTION:

That the City Council receive and file the Personnel Report for employee updates and recruitment transactions.

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:

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> |
|----------------------|--------------------|------------------------------|--------------------------|-----------------------|
| Lopez, Moises | Community Services | Parks Services Worker I Flex | \$2,927 - \$3,573 | June 21, 2021 |

Full-Time Promotions

| <i>Employee Name</i> | <i>Department</i> | <i>Position</i> | <i>Monthly Pay Range</i> | <i>Effective Date</i> |
|----------------------|-----------------------------|----------------------------------|--------------------------|-----------------------|
| Farah, Andrew | Department of Water & Power | Lead Water Reclamation Operator | \$6,309 - \$7,703 | April 24, 2021 |
| Fertal, Jason | Department of Water & Power | Water Operator III Flex | \$6,093 - \$7,438 | April 24, 2021 |
| Goodban, Adrienne | Police Department | Police Officer I | \$5,797 - \$7,438 | June 19, 2021 |
| Gutierrez, Fernando | Maintenance Services | Senior Street Maintenance Worker | \$4,048 - \$4,941 | April 24, 2021 |
| Omohundro, William | Police Department | Police Officer I | \$5,797 - \$7,438 | June 19, 2021 |

Retirements - None

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> |
|-------------------------------------|------------------------|----------------------|------------------|---------------------|------------------------|
| Associate Planner | Community Development | Full Time | July 1, 2021 | August 1, 2021 | Accepting applications |
| Help Desk I | Information Technology | Part Time | June 28, 2021 | July 18, 2021 | Accepting applications |
| Police Department General Assistant | Police Department | Part Time | July 6, 2021 | July 20, 2021 | 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> |
|------------------------------|-------------------|----------------------|------------------|---------------------|------------------------|
| Accounting/Grants Specialist | Police Department | Full Time | July 6, 2021 | July 20, 2021 | Accepting applications |
| Battalion Chief | Fire Department | Full Time | July 1, 2021 | July 8, 2021 | Accepting applications |
| Police Corporal | Police Department | Full Time | July 1, 2021 | July 8, 2021 | Accepting applications |

Recruitments in Progress

| <i>Position</i> | <i>Department</i> | <i>Position Type</i> | <i>Status</i> |
|--|-------------------------------|----------------------|-------------------------|
| Accounting Supervisor | Administrative Services | Full Time | Interview Stage |
| Administrative Assistant | Department of Water and Power | Full Time | Department Review Stage |
| Animal Care Attendent | Police Department | Part Time | Interview Stage |
| Community Services Leader I | Community Services | Part Time | Accepting applications |
| Community Services Leader III | Community Services | Part Time | Accepting applications |
| Executive Assistant II | Public Works | Full Time | Interviews Complete |
| GIS Analyst | Information Technology | Part Time | Accepting applications |
| Intern II | Legal and Risk Management | Part Time | Department Review Stage |
| Jailer | Police Department | Part Time | Interview Stage |
| Janitor | Police Department | Part Time | Accepting applications |
| Library and Recreation Leader I | Community Services | Part Time | Interview Stage |
| Lifeguard | Community Services | Part Time | Interview Stage |
| Occupational Health and Safety Officer | Human Resources | Full Time | Interview Stage |
| Park Ranger | Community Services | Part Time | Interviews Complete |

Recruitments in Progress (Continued)

| <i>Position</i> | <i>Department</i> | <i>Position Type</i> | <i>Status</i> |
|---------------------------------|-------------------------------|----------------------|-------------------------|
| Payroll Technician I | Administrative Services | Full Time | Interview Stage |
| Police Officer I/II - Lateral | Police Department | Full Time | Accepting applications |
| Police Trainee | Police Department | Full Time | Department Review Stage |
| Pool Manager | Community Services | Part Time | Interview Stage |
| Program Coordinator | Community Services | Full Time | Accepting applications |
| Public Safety Dispatcher I - PT | Police Department | Part Time | Interview Stage |
| Public Safety Dispatcher I/II | Police Department | Full Time | Interview Stage |
| Public Works Inspector II | Public Works | Full Time | Interviews Complete |
| Street Maintenance Worker | Department of Water and Power | Full Time | Interview Stage |
| Utility Service Worker I | Department of Water and Power | Full Time | Interviews Complete |
| Water Operator I & II | Department of Water and Power | Full Time | Department Review Stage |
| Water Resources Technician I | Department of Water and Power | Full Time | Department Review Stage |
| Water Safety Instructor | Community Services | Part Time | Interview 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. There is no possibility that the acceptance of this report will have a significant effect on the environment.

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