



Staff Report

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**File #:** 21-0832

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**REQUEST FOR CITY COUNCIL ACTION**

**DATE:** 09/15/2021

**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 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>
Carrillo, Rene	Police Department	Community Services Officer I Flex	\$2,730 - \$3,332	August 16, 2021
Gordon, Nicholas	Fire Department	Fire Inspector I	\$4,941 - \$6,033	August 17, 2021
Magana, Jose	Department of Water & Power	Utility Service Worker I Flex	\$3,332 - \$4,068	August 16, 2021

**Full-Time Promotions**

<i>Employee Name</i>	<i>Department</i>	<i>Position</i>	<i>Monthly Pay Range</i>	<i>Effective Date</i>
Cheatum, Daven	Fire Department	Fire Engineer	\$6,437 - \$8,260	August 14, 2021
Fortine, Matthew	Fire Department	Fire Captain	\$8,342 - \$10,184	August 14, 2021
Rolston, Ryan	Fire Department	Battalion Chief	\$10,599 - \$12,939	August 14, 2021
Stone, Richard	Fire Department	Fire Captain	\$8,342 - \$10,184	August 14, 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>
Assistant Recreation Coordinator-Contract Classes/Brochure Production	Community Services	Part Time	08/26/2021	09/12/2021	Accepting Applications
Community Services Leader I	Community Services	Part Time	08/26/2021	09/12/2021	Accepting Applications
Community Services Leader III	Community Services	Part Time	08/30/2021	09/19/2021	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>
Customer Care Representative II Flex	Department of Water & Power	Full Time	08/30/2021	09/06/2021	Accepting Applications

## Recruitments in Progress

<i>Position</i>	<i>Department</i>	<i>Position Type</i>	<i>Status</i>
Associate Planner	Community Development	Full Time	Interview Stage
Building Inspector II	Community Development	Full Time	Department Review Stage
Building Permit Technician II	Community Development	Full Time	Interview Stage
Building Permit Technician III	Community Development	Full Time	Department Review Stage
Code Compliance Supervisor	Community Development	Full Time	Department Review Stage
Code Enforcement Officer II	Community Development	Full Time	Department Review Stage
Community Services Leader II - Library/Passports	Community Services	Part Time	Interview Stage
Digital Journalist	Management Services	Full Time	Department Review Stage
Financial Analyst I	Administrative Services	Full Time	Candidate Testing Stage
Help Desk III	Information Technology	Part Time	Interview Stage
Human Resources Technician	Human Resources	Full Time	Department Review Stage
Intern II - Traffic Division	Public Works	Full Time	Department Review Stage
Janitor	Police Department	Part Time	Department Review Stage
Planning Technician	Community Development	Full Time	Department Review Stage
Police Cadet (PT)	Police Department	Part Time	Department Review Stage
Police Officer I/II -Lateral	Police Department	Full Time	Department Review Stage
Public Safety Dispatcher II	Police Department	Full Time	Accepting applications
Public Safety Technical Support Engineer	Information Technology	Full Time	Review Stage
Radio Technician	Information Technology	Part Time	Review Stage
Senior Park Ranger (FT)	Community Services	Full Time	Interview Stage
Senior Park Ranger (PT)	Community Services	Part Time	Review Stage
Systems Engineer	Information Technology	Full Time	Offer Stage

## Recruitments in Progress - Continued

<i>Position</i>	<i>Department</i>	<i>Position Type</i>	<i>Status</i>
Traffic Signal Technician	Public Works	Full Time	Review Stage
Water Reclamation Operator III Flex	Department of Water & Power	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