



Staff Report

File #: 21-0876

REQUEST FOR CITY COUNCIL ACTION

DATE: 10/06/2021

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>
Andrade, Amanda	Utilities Department	Administrative Assistant	\$3,485 - \$4,255	September 7, 2021
Chang, Joshua	Police Department	Police Trainee	\$3,627 - \$4,428	September 3, 2021
Domenack, Joshua	Police Department	Police Trainee	\$3,627 - \$4,428	September 3, 2021
Miller, Timothy	Public Works	Public Works Inspector II	\$4,562 - \$5,570	August 30, 2021
Mundt, Landon	Police Department	Police Officer I	\$5,943 - \$7,626	September 7, 2021
Newman, Kyle	Police Department	Police Officer I	\$5,943 - \$7,626	September 7, 2021
Richardson, Tiffany	Police Department	Public Safety Dispatcher II -Flex	\$4,585 - \$5,598	August 28, 2021
Tabikha, Malek	Police Department	Police Officer I	\$5,943 - \$7,626	September 7, 2021
Weatherbie, Malcolm	Public Works	Public Works Inspector II	\$4,562 - \$5,570	August 30, 2021

Full-Time Promotions

<i>Employee Name</i>	<i>Department</i>	<i>Position</i>	<i>Monthly Pay Range</i>	<i>Effective Date</i>
Golightly, Nolan	Police Department	Community Services Officer I Flex	\$2,730 - \$3,332	August 28, 2021
Hindman, Matthew	Police Department	Community Services Officer I Flex	\$2,730 - \$3,332	August 28, 2021
Palafox, Madelyne	Community Services	Program Coordinator	\$5,041 - \$6,154	August 28, 2021
Silvar, Marisol	Police Department	Community Services Officer I Flex	\$2,730 - \$3,332	August 28, 2021
Thompson, Laura	Police Department	Public Safety Dispatcher II Flex	\$4,585 - \$5,598	June 19, 2021 (Retro)
Vargas, Ruby	Community Services	Administrative Assistant	\$3,485 - \$4,255	August 28, 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>
Accounting Technician I/II/III	Finance	Full-Time	09/15/21	10/10/21	Accepting Applications
Building Inspection Supervisor	Planning and Development	Full-Time	09/02/21	09/26/21	Accepting Applications
Combination Plans Examiner	Planning and Development	Full-Time	09/15/21	10/06/21	Accepting Applications
Fire Cadet	Fire Department	Part-Time	09/21/21	10/12/21	Accepting Applications
Human Resources Analyst	Human Resources	Full-Time	09/09/21	09/30/21	Accepting Applications
Junior Network Analyst	Information Technology	Full-Time	09/20/21	10/11/21	Accepting Applications
Plan Check Engineer	Planning and Development	Full-Time	09/15/21	10/06/21	Accepting Applications
Police Officer - Academy Graduate	Police Department	Full-Time	09/13/21	10/03/21	Accepting Applications
Senior Engineer	Planning & Development	Full-Time	09/20/21	10/11/21	Accepting Applications
Senior Park Ranger (PT) - (REPOST)	Community Services	Part-Time	09/02/21	09/26/21	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>
Crime Prevention Specialist	Police Department	Full-Time	9/22/21	9/29/21	Accepting Applications
Library Specialist	Community Services	Full-Time	9/20/21	10/4/21	Accepting Applications
Public Safety Dispatch Supervisor	Police Department	Full-Time	9/9/21	9/20/21	Accepting Applications

Recruitments in Progress

<i>Position</i>	<i>Department</i>	<i>Position Type</i>	<i>Status</i>
Assistant City Manager	City Manager's Office	Full Time	First Round Interview Stage
Assistant Recreation Coordinator -Contract Classes/Brochure Production	Community Services	Part Time	Interview Stage
Assistant to the City Manager	City Manager's Office	Full Time	First Round Interview Stage
Associate Planner	Planning and Development	Full Time	Offer Stage
Building Inspector II	Planning and Development	Full Time	Interview Stage
Building Permit Technician II	Planning and Development	Full Time	Interview Stage
Building Permit Technician III	Planning and Development	Full Time	Department Review Stage
Community Services Leader I	Community Services	Part Time	Accepting Applications
Community Services Leader III	Community Services	Part Time	Accepting Applications
Digital Journalist	City Manager's Office	Full Time	Offer Stage
Financial Analyst I	Finance	Full Time	Candidate Testing Stage
Help Desk III	Information Technology	Part Time	Offer Stage
Human Resources Technician	Human Resources	Full Time	Interview Stage
Planning Technician	Planning and Development	Full Time	Interview Stage
Police Officer I/II -Lateral	Police Department	Full Time	Department Review Stage
Public Safety Dispatcher II	Police Department	Full Time	Department Review Stage
Public Safety Technical Support Engineer	Information Technology	Full Time	Department Review Stage
Radio Technician	Information Technology	Part Time	Department Review Stage
Senior Park Ranger (FT)	Community Services	Full Time	Interview Stage
Senior Park Ranger (PT)	Community Services	Part Time	Department Review Stage
Traffic Signal Technician	Public Works	Full Time	Interview Stage
Water Reclamation Operator III Flex	Utilities Department	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.

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