



Staff Report

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**File #:** 21-1058

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**REQUEST FOR CITY COUNCIL ACTION**

**DATE:** 11/17/2021

**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>
Bouroumand, Lydia	Community Services	Program Coordinator	\$5,041 - \$6,154	October 12, 2021
Bustos, Caroline	Community Services	Program Coordinator	\$5,041 - \$6,154	October 12, 2021
Clements, Monica	Utilities Department	DWP Customer Care Rep 1 Flex	\$2,730 - \$3,332	October 18, 2021
Coronado, Tanesha	Human Resources	Occupational Health & Safety Manager	\$7,438 - \$9,081	October 18, 2021
Dominguez, Tani	Police Department	Police Officer 1	\$5,943 - \$7,626	October 12, 2021
Lehr, Christopher	Utilities Department	Water Operator 2 Flex	\$4,991 - \$6,093	October 11, 2021
Whitehead, Sara	Utilities Department	Administrative Assistant	\$3,485 - \$4,255	October 11, 2021

**Full-Time Promotions**

<i>Employee Name</i>	<i>Department</i>	<i>Position</i>	<i>Monthly Pay Range</i>	<i>Effective Date</i>
Lopez, Laura	Public Works	Executive Assistant 2	\$4,562 - \$5,570	October 9, 2021
Mathews, Michelle	Human Resources	Human Resources Technician 1	\$3,988 - \$4,868	October 9, 2021
Perez, Hannah	Police Department	Police Records Tech 2 Flex	\$3,016 - \$3,682	October 9, 2021
Post, Jennifer	Police Department	Public Safety Dispatcher Supervisor	\$5,797 - \$7,076	October 9, 2021
Velasco, Shannon	Police Department	Police Detective	\$7,041 - \$ 9,035	October 9, 2021

**Retirements**

<i>Employee Name</i>	<i>Department</i>	<i>Position</i>	<i>Years of Service</i>	<i>Last Day on Payroll</i>
Ambriz, Nilo	Police Department	Police Officer 2	25 years	October 22, 2021

## 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>
Digital Journalist	City Manager's Office	Full-Time	10/26/2021	11/28/2021	Accepting Applications
Facilities, Parks, and Trails Manager	Community Services	Full-Time	11/4/2021	12/5/2021	Accepting Applications
Management Analyst I	Community Services	Full-Time	11/3/2021	11/18/2021	Accepting Applications
Street Light Maintenance Technician	Public Works	Full-Time	11/4/2021	11/21/2021	Accepting Applications
Water Resources Technician I	Utilities Department	Full-Time	10/25/2021	11/15/2021	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>
GIS Analyst	Information Technology	Full-Time	10/26/2021	11/2/2021	Accepting Applications

## Recruitments in Progress

<i>Position</i>	<i>Department</i>	<i>Position Type</i>	<i>Status</i>
Accounting Supervisor	Finance	Full-Time	Accepting Applications
Accounting Technician I/II/III	Finance	Full-Time	Review Stage
Administrative Assistant	Human Resources	Full-Time	Accepting Applications
Administrative Assistant	Public Works	Full-Time	Accepting Applications
Administrative Assistant	Utilities Department	Full-Time	Accepting Applications
Assistant City Manager	City Manager's Office	Full Time	Interview Stage
Assistant to the City Manager	City Manager's Office	Full Time	Offer Stage
Budget Manager	Finance	Full-Time	Review Stage
Building Permit Technician II	Planning and Development	Full Time	Offer Stage
Building Permit Technician III	Planning and Development	Full Time	Department Review Stage
CIP Manager/Assistant City Engineer	Public Works	Full-Time	Accepting Applications

## Recruitments in Progress - Continued

<i>Position</i>	<i>Department</i>	<i>Position Type</i>	<i>Status</i>
Combination Plans Examiner	Planning and Development	Full-Time	Department Review Stage
Community Services Leader I	Community Services	Part-Time	Department Review Stage
Deputy Chief Operator - Water	Utilities Department	Full-Time	Accepting Applications
Development Services Manager	Planning and Development	Full-Time	Accepting Applications
Electric Utility Analyst II	Utilities Department	Full-Time	Accepting Applications
Fire Cadet	Fire Department	Part-Time	Review Stage
Human Resources Analyst	Human Resources	Full-Time	First Round Interview Stage
Human Resources Supervisor	Human Resources	Full-Time	Review Stage
Library Assistant	Community Services	Part-Time	Department Review Stage
Library Specialist	Community Services	Full-Time	Interview Stage
Office Assistant	Community Services	Full-Time	First Round Interview Stage
Plan Check Engineer	Planning and Development	Full-Time	Department Review Stage
Police Corporal	Police Department	Full-Time	Interview Stage
Police Officer - Academy Graduate	Police Department	Full-Time	Department Review Stage
Police Officer I/II -Lateral	Police Department	Full Time	Interview Stage
Police Trainee	Police Department	Full-Time	Accepting Applications
Public Safety Dispatcher II	Police Department	Full Time	Department Review Stage
Public Safety Technical Support Engineer	Information Technology	Full Time	Interview Stage
Purchasing Specialist I	Finance	Full-Time	Review Stage
Radio Technician	Information Technology	Part Time	First Round Interview Stage
Senior Engineer	Planning & Development	Full-Time	Review Stage
Senior Park Ranger (PT)	Community Services	Part Time	Department Review Stage
Water Operator I/II	Utilities Department	Full-Time	Department Review Stage
Water Reclamation Operator II Flex	Utilities Department	Full-Time	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