File #: 22-0081, **Version:** 1

REQUEST FOR CITY COUNCIL ACTION

DATE: 01/19/2022

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 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 are 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 each meeting for informational purposes 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

Employee Name	Department	Position	Monthly Pay Range	Effective Date
Edmonds, Blake	Planning & Development	Building Inspector II	$4,255 - $5,194	December 6, 2021
MacLean, David	Planning & Development	Building Inspector II	$4,255 - $5,194	December 27, 2021
Tucker, Justin	City Manager's Office	Assistant to the City Manager	$8,260 - $10,083	December 13, 2021

Full-Time Promotions

Employee Name	Department	Position	Monthly Pay Range	Effective Date
Cisneros, Andrea	Public Works	Administrative Assistant	$3,485 - $4,255	December 4, 2021
Cuevas, Perla	Police Department	Police Records Tech II Flex	$3,016 - $3,682	December 18, 2021
Foust, Jacob	Utilities Department	Lead Water Operator	$6,309 - $7,703	December 18, 2021
Jaramillo, Lorenzo	Utilities Department	Water Reclamation Operator II Flex	$4,991 - $6,093	December 18, 2021
Luna, Dominic	Utilities Department	Deputy Chief Operator - Water	$7,819 - $9,545	December 18, 2021

Retirements

Employee Name	Department	Position	Years of Service	Last Day on Payroll
Alvarez, John	Police Department	Police Detective	25 years	December 17, 2021
Edmisten, Brian	Fire Department	Firefighter	15 years	December 7, 2021
Edwards, Jeffrey	Police Department	Police Lieutenant	20 years	December 25, 2021
Gross, John	Fire Department	Fire Captain	32 years	December 30, 2021
Hedtke, Jeffrey	Police Department	Police Officer II	24 years	December 26, 2021

New Open/Competitive Recruitments

Position	Department	Position Type	Open Date	Closing Date	Status
Engineering Technician	Public Works	Full-Time	12/22/2021	Continuous	Accepting Applications
Human Resources Assistant	Human Resources	Full-Time	01/05/2022	01/23/2022	Accepting Applications
Police Cadet	Police Department	Part-Time	12/22/2021	01/12/2022	Accepting Applications
Safety Coordinator	Human Resources	Full-Time	01/05/2022	01/23/2022	Accepting Applications

New Internal/Promotional Recruitments

Position	Department	Position Type	Open Date	Closing Date	Status
Environmental Compliance Supervisor	Public Works	Full-Time	01/01/2022	01/17/2022	Accepting Applications

Recruitments in Progress

Position	Department	Position Type	Status
Accounting Supervisor	Finance	Full-Time	First Round Interview Stage
Accounting Technician I/II/III	Finance	Full-Time	First Round Interview Stage
Assistant Recreation Coordinator - Sports	Community Services	Part-Time	Department Review Stage
Budget Manager	Finance	Full-Time	First Round Interview Stage
Combination Plans Examiner	Planning and Development	Full-Time	Department Review Stage
Community Services Leader I	Community Services	Part-Time	Interview Stage
Community Services Leader II- Facilities & Other Programs	Community Services	Part-Time	Interview Stage
Community Services Leader III - Library Facilities	Community Services	Part-Time	Interview Stage
Community Services Leader II- Library/Passports	Community Services	Part-Time	Interview Stage
Crime Prevention Assistant	Police Department	Part-Time	Department Review Stage

Recruitments in Progress - Continued

Position	Department	Position Type	Status
Development Services Manager	Planning and Development	Full-Time	Interview Stage
Economic Development Assistant	Economic Development	Part-Time	Interview Stage
Electric Utility Analyst II	Utilities Department	Full-Time	Department Review Stage
Facilities, Parks, and Trails Manager	Community Services	Full-Time	Interview Stage
Fleet Technician I/I/III Flex	Public Works	Full-Time	Department Review Stage
Help Desk I	Information Technology	Part-Time	First Round Interview Stage
Management Analyst II	Public Works	Full-Time	Interview Stage
Plan Check Engineer	Planning and Development	Full-Time	Review Stage
Police Department General Assistant	Police Department	Part-Time	Department Review Stage
Police Officer I/II -Lateral	Police Department	Full Time	Interview Stage
Police Records Technician I/II	Police Department	Full-Time	Interview Stage
Police Trainee	Police Department	Full-Time	Interview Stage
Public Safety Dispatcher II	Police Department	Full-Time	Accepting Applications
Public Safety Technical Support Engineer	Information Technology	Full Time	Department Review Stage
Public Works Inspector II	Planning and Development	Full-Time	Accepting Applications
Purchasing Specialist I	Finance	Full-Time	First Round Interview Stage
Purchasing Specialist III	Finance	Full-Time	Accepting Application
Senior Code Enforcement Officer	Planning and Development	Full-Time	Accepting Applications
Senior Engineer	Planning & Development	Full-Time	Accepting Applications
Senior Network Architect- Provisional	Information Technology	Full-Time	Accepting Application
Senior Office Assistant - Police Department	Police Department	Full-Time	Interview Stage
Senior Park Ranger	Community Services	Part-Time	Department Review Stage

Recruitments in Progress - Continued

Position	Department	Position Type	Status
Senior Public Safety Dispatcher	Police Department	Full-Time	Interview Stage
Street Light Maintenance Technician	Public Works	Full-Time	Interview Stage
Water Operator I/II	Utilities Department	Full-Time	Offer Stage
Water Operator III Flex	Utilities Department	Full-Time	Accepting Applications
Water Resources Technician I	Utilities Department	Full-Time	Offer 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 transactions. 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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