City of Corona

Legislation Details (With Text)

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Type:	Report	**Status:**	Passed
File created:	6/24/2021	**In control:**	City Council
On agenda:	7/7/2021	**Final action:**	7/7/2021
Title:	Personnel Report providing employee updates and details on various recruitment transactions.		
Sponsors:			
Indexes:			
Code sections:			
Attachments:	1. Staff Report		

Date	Ver.	Action By	Action	Result
7/7/2021	1	City Council	approved	Pass

REQUEST FOR CITY COUNCIL ACTION

DATE: 07/07/2021

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

Employee Name	Department	Position	Monthly Pay Range	Effective Date
Lopez, Moises	Community Services	Parks Services Worker I Flex	$2,927 - $3,573	June 21, 2021

Full-Time Promotions

Employee Name	Department	Position	Monthly Pay Range	Effective Date
Kieffer, Logan	Police Department	Public Safety Dispatcher I Flex	$4,068 - $4,966	May 22, 2021
Perez, Ismael	Public Works	Associate Engineer	$6,123 - $7,475	June 5, 2021
Sitton, Kim	Administrative Services/Finance	Administrative Services Director	$12,433 - $15,178	April 14, 2021

Retirements

Employee Name	Department	Position	Years of Service	Last Day on Payroll
Davis, Robert	Department of Water & Power	Water Operator III Flex	31 years	May 28, 2021

Open/Competitive Recruitments

Position	Department	Position Type	Open Date	Closing Date	Status
Community Services Leader I	Community Services	Part Time	June 24, 2021	July 15, 2021	Accepting applications
Community Services Leader III	Community Services	Part Time	June 23, 2021	July 14, 2021	Accepting applications
GIS Analyst	Information Technology	Part Time	June 22, 2021	July 13, 2021	Accepting applications
Janitor	Police Department	Part Time	June 21, 2021	July 12, 2021	Accepting applications

Program Coordinator	Community Services	Full Time	June 24, 2021	July 14, 2021	Accepting applications
Public Safety Dispatcher I/II (POST/T-Score)	Police Department	Full Time	June 10, 2021	June 30, 2021	Interviews
Water Operator I/II	Department of Water and Power	Full Time	June 10, 2021	July 1, 2021	Accepting applications

Internal/Promotional Recruitments

Position	Department	Position Type	Open Date	Closing Date	Status
Jailer	Police Department	Full Time	June 8, 2021	June 16, 2021	Interviews scheduled 7/1/21

Active Recruitments

Position	Department	Position Type	Status
Accounting Supervisor	Administrative Services	Full Time	Interview Stage
Payroll Technician I	Administrative Services	Full Time	Interview Stage
Library and Recreation Leader I	Community Services	Part Time	Interview Stage
Lifeguard	Community Services	Part Time	Interview Stage
Park Ranger	Community Services	Part Time	Interview Stage
Pool Manager	Community Services	Part Time	Interview Stage
Water Safety Instructor	Community Services	Part Time	Interview Stage
Administrative Assistant	Department of Water and Power	Full Time	Department Review Stage
Street Maintenance Worker	Department of Water and Power	Full Time	Department Review Stage
Utility Service Worker I	Department of Water and Power	Full Time	Interview Stage
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

Occupational Health and Safety Officer	Human Resources	Full Time	Department Review Stage
Intern II	Legal and Risk Management	Part Time	Department Review Stage
Animal Care Attendant	Police Department	Part Time	Interview Stage
Jailer	Police Department	Part Time	Interview Stage

Active Recruitments (Continued)

Position	Department	Position Type	Status
Police Officer I/II - Lateral	Police Department	Full Time	Accepting applications
Police Trainee	Police Department	Full Time	Department Review Stage
Public Safety Dispatcher I - PT	Police Department	Part Time	Interview Stage
Executive Assistant II	Public Works	Full Time	Interview Stage
Public Works Inspector II	Public Works	Full 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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