



Legislation Details (With Text)

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**File created:** 8/19/2021      **In control:** City Council  
**On agenda:** 9/1/2021      **Final action:** 9/1/2021  
**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
9/1/2021	1	City Council	received and filed	

**REQUEST FOR CITY COUNCIL ACTION**

**DATE:** 09/01/2021  
**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 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 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>
Cates, Kayla	Police Department	Jailer	\$3,682 - \$4,495	July 26, 2021
Garcia, John	Police Department	Acting Police Sergeant	\$8,857 - \$11,365	July 17, 2021
Harrington, Danielle	Police Department	Public Safety Dispatcher I Flex	\$4,068 - \$4,966	July 19, 2021
Villafuerte, Sergio	Department of Water & Power	Water Resources Technician I Flex	\$3,332 - \$4,068	August 9, 2021

Full-Time Promotions

<i>Employee Name</i>	<i>Department</i>	<i>Position</i>	<i>Monthly Pay Range</i>	<i>Effective Date</i>
Angeles, Mayra	Police Department	Property Administrator	\$3,170 - \$3,870	August 10, 2021
Barron, Alexis	Police Department	Property Administrator	\$3,170 - \$3,870	August 10, 2021
Burns, Denise	Finance Department	Accounting Supervisor	\$6,309 - \$7,703	July 17, 2021
Hubbard, Ryan	Police Department	Police Sergeant	\$8,857 - \$11,365	July 17, 2021
Khamphou, Savat	Public Works	Public Works Director	\$13,200 - \$16,114	June 30, 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 City Manager	Management Services	Full Time	August 19, 2021	September 19, 2021	Accepting Applications
Assistant to the City Manager	Management Services	Full Time	August 18, 2021	September 19, 2021	Accepting Applications

Building Inspector II	Community Development	Full Time	August 4, 2021	August 26, 2021	Accepting Applications
Building Permit Technician II	Community Development	Full Time	August 4, 2021	August 19, 2021	Accepting Applications

## New Open/Competitive Recruitments - Continued

<i>Position</i>	<i>Department</i>	<i>Position Type</i>	<i>Open Date</i>	<i>Closing Date</i>	<i>Status</i>
Code Compliance Supervisor	Community Development	Full Time	August 5, 2021	August 26, 2021	Accepting Applications
Code Enforcement Officer II	Community Development	Full Time	August 4, 2021	August 26, 2021	Accepting Applications
Community Services Leader II - Library/Passports	Community Services	Part Time	July 29, 2021	August 22, 2021	Accepting Applications
Digital Journalist	Management Services	Full Time	August 9, 2021	August 29, 2021	Accepting Applications
Executive Assistant II (MGMT)	Public Works	Full Time	July 29, 2021	August 19, 2021	Accepting Applications-Extended Closing Date
Financial Analyst I	Administrative Services	Full Time	August 4, 2021	August 25, 2021	Accepting Applications
GIS Administrator (MGMT)	Information Technology	Full Time	July 28, 2021	August 18, 2021	Accepting Applications
Janitor	Police Department	Part Time	August 16, 2021	September 5, 2021	Accepting Applications-Repot
Planning Technician	Community Development	Full Time	August 18, 2021	September 6, 2021	Accepting Applications
Police Records Technician I/II	Police Department	Full Time	July 28, 2021	August 11, 2021	Accepting Applications
Public Safety Technical Support Engineer	Information Technology	Full Time	July 27, 2021	August 18, 2021	Accepting Applications
Radio Technician	Information Technology	Part Time	July 30, 2021	August 20, 2021	Accepting Applications
Senior Park Ranger (FT)	Comm Services	Full Time	July 29, 2021	August 19, 2021	Accepting Applications

Senior Park Ranger (PT)	Comm Services	Part Time	July 22, 2021	August 5, 2021	Accepting Applications
Traffic Signal Technician	Public Works	Full Time	August 4, 2021	September 1, 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>
Broadcast Specialist	Management Services	Full Time	August 5, 2021	August 12, 2021	Accepting Applications
Building Permit Technician III	Community Development	Full Time	August 5, 2021	August 12, 2021	Accepting Applications
Help Desk III	Information Technology	Part Time	August 2, 2021	August 17, 2021	Accepting Applications
System Administrator	Information Technology	Full Time	July 29, 2021	August 20, 2021	Accepting Applications
Water Reclamation Operator III Flex	Department of Water & Power	Full Time	August 17, 2021	August 24, 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	Department Review Stage
Community Services Leader III	Community Services	Part Time	Offer Stage
Help Desk I	Information Technology	Part Time	Department Review 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	Accepting Applications
Library and Recreation Leader I	Community Services	Part Time	Interview Stage
Occupational Health and Safety Officer	Human Resources	Full Time	Second Round Interviews
Police Cadet (PT)	Police Department	Part Time	Department Review Stage

Police Officer I/II - Lateral	Police Department	Full Time	Candidates in Background Stage
Program Coordinator	Community Services	Full Time	Second Round Interviews

Recruitments in Progress - Continued

<i>Position</i>	<i>Department</i>	<i>Position Type</i>	<i>Status</i>
Public Safety Dispatcher II	Police Department	Full Time	Accepting Applications
Systems Engineer	Information Technology	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. There is no possibility that the acceptance of this report will have a significant effect on the environment.

**PREPARED BY:** SHELLY MATHEWS, HUMAN RESOURCES ADMINISTRATIVE ASSISTANT

**REVIEWED BY:** ANGELA RIVERA, CHIEF TALENT OFFICER