



Legislation Details (With Text)

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File created: 8/30/2021 **In control:** City Council
On agenda: 9/15/2021 **Final action:** 9/15/2021
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 |
|-----------|------|--------------|--------------------|--------|
| 9/15/2021 | 1 | City Council | received and filed | |

REQUEST FOR CITY COUNCIL ACTION

DATE: 09/15/2021
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> |
|----------------------|-----------------------------|-----------------------------------|--------------------------|-----------------------|
| Carrillo, Rene | Police Department | Community Services Officer I Flex | \$2,730 - \$3,332 | August 16, 2021 |
| Gordon, Nicholas | Fire Department | Fire Inspector I | \$4,941 - \$6,033 | August 17, 2021 |
| Magana, Jose | Department of Water & Power | Utility Service Worker I Flex | \$3,332 - \$4,068 | August 16, 2021 |

Full-Time Promotions

| <i>Employee Name</i> | <i>Department</i> | <i>Position</i> | <i>Monthly Pay Range</i> | <i>Effective Date</i> |
|----------------------|-------------------|-----------------|--------------------------|-----------------------|
| Cheatum, Daven | Fire Department | Fire Engineer | \$6,437 - \$8,260 | August 14, 2021 |
| Fortine, Matthew | Fire Department | Fire Captain | \$8,342 - \$10,184 | August 14, 2021 |
| Rolston, Ryan | Fire Department | Battalion Chief | \$10,599 - \$12,939 | August 14, 2021 |
| Stone, Richard | Fire Department | Fire Captain | \$8,342 - \$10,184 | August 14, 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 Recreation Coordinator-Contract Classes/Brochure Production | Community Services | Part Time | 08/26/2021 | 09/12/2021 | Accepting Applications |
| Community Services Leader I | Community Services | Part Time | 08/26/2021 | 09/12/2021 | Accepting Applications |
| Community Services Leader III | Community Services | Part Time | 08/30/2021 | 09/19/2021 | 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> |
|--------------------------------------|-----------------------------|----------------------|------------------|---------------------|------------------------|
| Customer Care Representative II Flex | Department of Water & Power | Full Time | 08/30/2021 | 09/06/2021 | Accepting Applications |

Recruitments in Progress

| <i>Position</i> | <i>Department</i> | <i>Position Type</i> | <i>Status</i> |
|--|-------------------------|----------------------|-------------------------|
| Associate Planner | Community Development | Full Time | Interview Stage |
| Building Inspector II | Community Development | Full Time | Department Review Stage |
| Building Permit Technician II | Community Development | Full Time | Interview Stage |
| Building Permit Technician III | Community Development | Full Time | Department Review Stage |
| Code Compliance Supervisor | Community Development | Full Time | Department Review Stage |
| Code Enforcement Officer II | Community Development | Full Time | Department Review Stage |
| Community Services Leader II - Library/Passports | Community Services | Part Time | Interview Stage |
| Digital Journalist | Management Services | Full Time | Department Review Stage |
| Financial Analyst I | Administrative Services | Full Time | Candidate Testing Stage |
| Help Desk III | Information Technology | Part Time | Interview 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 | Department Review Stage |
| Planning Technician | Community Development | Full Time | Department Review Stage |
| Police Cadet (PT) | Police Department | Part Time | Department Review Stage |
| Police Officer I/II -Lateral | Police Department | Full Time | Department Review Stage |
| Public Safety Dispatcher II | Police Department | Full Time | Accepting applications |
| Public Safety Technical Support Engineer | Information Technology | Full Time | Review Stage |
| Radio Technician | Information Technology | Part Time | Review Stage |
| Senior Park Ranger (FT) | Community Services | Full Time | Interview Stage |

| | | | |
|-------------------------|------------------------|-----------|--------------|
| Senior Park Ranger (PT) | Community Services | Part Time | Review Stage |
| Systems Engineer | Information Technology | Full Time | Offer Stage |

Recruitments in Progress - Continued

| <i>Position</i> | <i>Department</i> | <i>Position Type</i> | <i>Status</i> |
|-------------------------------------|-----------------------------|----------------------|-------------------------|
| Traffic Signal Technician | Public Works | Full Time | Review Stage |
| Water Reclamation Operator III Flex | Department of Water & Power | 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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