



## Legislation Details (With Text)

**File #:** 22-0081      **Version:** 1      **Name:**  
**Type:** Report      **Status:** Filed  
**File created:** 1/6/2022      **In control:** City Council  
**On agenda:** 1/19/2022      **Final action:** 1/19/2022  
**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 |
|-----------|------|--------------|--------------------|--------|
| 1/19/2022 | 1    | City Council | received and filed | Pass   |

### 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**

| <i>Employee Name</i> | <i>Department</i>      | <i>Position</i>               | <i>Monthly Pay Range</i> | <i>Effective Date</i> |
|----------------------|------------------------|-------------------------------|--------------------------|-----------------------|
| 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**

| <i>Employee Name</i> | <i>Department</i>    | <i>Position</i>                    | <i>Monthly Pay Range</i> | <i>Effective Date</i> |
|----------------------|----------------------|------------------------------------|--------------------------|-----------------------|
| 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**

| <i>Employee Name</i> | <i>Department</i> | <i>Position</i>   | <i>Years of Service</i> | <i>Last Day on Payroll</i> |
|----------------------|-------------------|-------------------|-------------------------|----------------------------|
| 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

| <i>Position</i>           | <i>Department</i> | <i>Position Type</i> | <i>Open Date</i> | <i>Closing Date</i> | <i>Status</i>          |
|---------------------------|-------------------|----------------------|------------------|---------------------|------------------------|
| 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

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

## Recruitments in Progress

| <i>Position</i>  | <i>Department</i>        | <i>Position Type</i> | <i>Status</i>               |
|--|--------------------------|----------------------|-----------------------------|
| 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

| <i>Position</i>                          | <i>Department</i>        | <i>Position Type</i> | <i>Status</i>               |
|--|--------------------------|----------------------|-----------------------------|
| 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

| <i>Position</i>                     | <i>Department</i>    | <i>Position Type</i> | <i>Status</i>          |
|-------------------------------------|----------------------|----------------------|------------------------|
| 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.

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

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