



Legislation Text

File #: 20-0604, Version: 1

**AGENDA REPORT
REQUEST FOR CITY COUNCIL ACTION**

DATE: 07/15/2020

TO: Honorable Mayor and City Council Members

FROM: Human Resources Department

SUBJECT:
City Council to receive and file Personnel Report.

RECOMMENDED ACTION:

That the City Council receive and file the Personnel Report for employee updates and recruitment transactions.

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 recent activity from June 6th through June 19th. 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	Police Trainee	\$3,627 - \$4,428	June 8, 2020
Sturgis, Sean	Police Department	Police Trainee	\$3,627 - \$4,428	June 8, 2020

Full-Time Promotions

<i>Employee Name</i>	<i>Department</i>	<i>Position</i>	<i>Monthly Pay Range</i>	<i>Effective Date</i>
Martin, Sabrina	Police Department	Police Trainee	\$3,627 - \$4,428	June 6, 2020
Pollock, Cameron	Police Department	Police Trainee	\$3,627 - \$4,428	June 8, 2020

Retirements - None

Open/Competitive Recruitments

<i>Position</i>	<i>Department</i>	<i>Position Type</i>	<i>Open Date</i>	<i>Closing Date</i>
Administrative Assistant	Library & Recreation Services Department	Full-Time	June 16, 2020	June 30, 2020
Chief Digital Officer	Management Services	Full-Time	June 10, 2020	July 9, 2020

Internal/Promotional Recruitments

<i>Position</i>	<i>Department</i>	<i>Position Type</i>	<i>Open Date</i>	<i>Closing Date</i>
Senior Engineer-Traffic	Public Works	Full-Time	June 12, 2020	June 19, 2020

COMMITTEE ACTION:

Not applicable.

STRATEGIC PLAN:

Not applicable.

FISCAL IMPACT:

Not applicable.

ENVIRONMENTAL ANALYSIS:

Environmental review is not required. The proposed actions are not a project under the California Environmental Quality Act.

PREPARED BY: SHANNON CROWE, ACTING HUMAN RESOURCES MANAGER

REVIEWED BY: ROGER BRADLEY, ASSISTANT CITY MANAGER

SUBMITTED BY: JACOB ELLIS, CITY MANAGER