File #: 21-0499, **Version:** 1

REQUEST FOR CITY COUNCIL ACTION

DATE: 06/02/2021

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*
Knutson, Ashley	Police Department	Community Services Officer II Flex	$3,170 - $3,870	May 3, 2021
Van, Viola	Community Services	Management Analyst II	$6,002 - $7,328	April 26, 2021

Full-Time Promotions

Employee Name	*Department*	*Position*	*Monthly Pay Range*	*Effective Date*
Bloomfield, Daniel	Police Department	Police Captain	$12,371 - $15,875	March 30, 2021
Dunnigan, Daniel	Police Department	Police Lieutenant	$10,546 - $13,533	March 30, 2021
Montanez, Robert	Police Department	Police Sergeant	$8,639 - $11,086	March 30, 2021
Newman, Robert	Police Department	Chief of Police	$14,584 - $17,805	March 30, 2021
Slane, Timothy	Police Department	Police Corporal	$6,699 - $8,596	April 10, 2021
Zaleski, Julianna	Public Works	Utility Engineer I Flex	$5,739 - $7,006	April 24, 2021

Retirements

Employee Name	*Department*	*Position*	*Years of Service*	*Last Day on Payroll*
Kaminski, Mark	Maintenance Services	Fleet Services Supervisor	16 years	April 29, 2021
Tolp, Karl	Human Resources/Safety	Safety Manager	1 year	May 4, 2021

Open/Competitive Recruitments

Position	*Department*	*Position Type*	*Open Date*	*Closing Date*
Animal Care Attendant	Police Department	Part-Time	May 12, 2021	May 26, 2021
Pool Manager	Community Services	Part-Time	May 18, 2021	Continuous
Public Works Inspector II	Public Works	Full-Time	May 17, 2021	June 6, 2021
Street Maintenance Worker	Maintenance Services	Full-Time	May 19, 2021	June 13, 2021
Utility Service Worker I	Department of Water & Power	Full-Time	May 12, 2021	June 8, 2021

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Open/Competitive Recruitments (Continued)

Position	*Department*	*Position Type*	*Open Date*	*Closing Date*
Water Operator III	Department of Water & Power	Full-Time	May 17, 2021	June 9, 2021

Internal/Promotional Recruitments - None

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 ADMININSTRATIVE ASSISTANT

REVIEWED BY: ANGELA RIVERA, CHIEF TALENT OFFICER