



Legislation Text

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**REQUEST FOR CITY COUNCIL ACTION**

DATE: 07/21/2021

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**

<i>Employee Name</i>	<i>Department</i>	<i>Position</i>	<i>Monthly Pay Range</i>	<i>Effective Date</i>
Lopez, Moises	Community Services	Parks Services Worker I Flex	\$2,927 - \$3,573	June 21, 2021

**Full-Time Promotions**

<i>Employee Name</i>	<i>Department</i>	<i>Position</i>	<i>Monthly Pay Range</i>	<i>Effective Date</i>
Farah, Andrew	Department of Water & Power	Lead Water Reclamation Operator	\$6,309 - \$7,703	April 24, 2021
Fertal, Jason	Department of Water & Power	Water Operator III Flex	\$6,093 - \$7,438	April 24, 2021
Goodban, Adrienne	Police Department	Police Officer I	\$5,797 - \$7,438	June 19, 2021
Gutierrez, Fernando	Maintenance Services	Senior Street Maintenance Worker	\$4,048 - \$4,941	April 24, 2021
Omohundro, William	Police Department	Police Officer I	\$5,797 - \$7,438	June 19, 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>
Associate Planner	Community Development	Full Time	July 1, 2021	August 1, 2021	Accepting applications
Help Desk I	Information Technology	Part Time	June 28, 2021	July 18, 2021	Accepting applications
Police Department General Assistant	Police Department	Part Time	July 6, 2021	July 20, 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>
Accounting/Grants Specialist	Police Department	Full Time	July 6, 2021	July 20, 2021	Accepting applications
Battalion Chief	Fire Department	Full Time	July 1, 2021	July 8, 2021	Accepting applications
Police Corporal	Police Department	Full Time	July 1, 2021	July 8, 2021	Accepting applications

## Recruitments in Progress

<i>Position</i>	<i>Department</i>	<i>Position Type</i>	<i>Status</i>
Accounting Supervisor	Administrative Services	Full Time	Interview Stage
Administrative Assistant	Department of Water and Power	Full Time	Department Review Stage
Animal Care Attendent	Police Department	Part Time	Interview Stage
Community Services Leader I	Community Services	Part Time	Accepting applications
Community Services Leader III	Community Services	Part Time	Accepting applications
Executive Assistant II	Public Works	Full Time	Interviews Complete
GIS Analyst	Information Technology	Part Time	Accepting applications
Intern II	Legal and Risk Management	Part Time	Department Review Stage
Jailer	Police Department	Part Time	Interview Stage
Janitor	Police Department	Part Time	Accepting applications
Library and Recreation Leader I	Community Services	Part Time	Interview Stage
Lifeguard	Community Services	Part Time	Interview Stage
Occupational Health and Safety Officer	Human Resources	Full Time	Interview Stage
Park Ranger	Community Services	Part Time	Interviews Complete

## Recruitments in Progress (Continued)

<i>Position</i>	<i>Department</i>	<i>Position Type</i>	<i>Status</i>
Payroll Technician I	Administrative Services	Full Time	Interview Stage
Police Officer I/II - Lateral	Police Department	Full Time	Accepting applications
Police Trainee	Police Department	Full Time	Department Review Stage
Pool Manager	Community Services	Part Time	Interview Stage
Program Coordinator	Community Services	Full Time	Accepting applications
Public Safety Dispatcher I - PT	Police Department	Part Time	Interview Stage
Public Safety Dispatcher I/II	Police Department	Full Time	Interview Stage
Public Works Inspector II	Public Works	Full Time	Interviews Complete
Street Maintenance Worker	Department of Water and Power	Full Time	Interview Stage
Utility Service Worker I	Department of Water and Power	Full Time	Interviews Complete
Water Operator I & II	Department of Water and Power	Full Time	Department Review Stage
Water Resources Technician I	Department of Water and Power	Full Time	Department Review Stage
Water Safety Instructor	Community Services	Part Time	Interview 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

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