File #: 21-1089, **Version:** 1

REQUEST FOR CITY COUNCIL ACTION

DATE: 12/01/2021

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

Employee Name	*Department*	*Position*	*Monthly Pay Range*	*Effective Date*
Castaneda, Crystal	Utilities Department	DWP Customer Care Rep I Flex	$2,730 - $3,332	November 1, 2021
Cornell, Eddie	Police Department	Police Officer I	$5,943 - $7,626	October 26, 2021
Leon, Richard	Police Department	Police Officer I	$5,943 - $7,626	November 1, 2021
Reiter, Stephanie	Planning & Development	Planning Technician	$4,048 - $4,941	October 27, 2021

Full-Time Promotions

Employee Name	*Department*	*Position*	*Monthly Pay Range*	*Effective Date*
Coburn, Chase	Police Department	Crime Prevention Specialist	$3,851 - $4,701	October 23, 2021
Murphy, Margarita	Police Department	Administrative Assistant	$3,485 - $4,255	October 23, 2021

Retirements

Employee Name	*Department*	*Position*	*Years of Service*	*Last Day on Payroll*
Gonzalez, Beatrice	Police Department	Police Records Tech II	23 years	October 5, 2021
Heath, Douglas	Police Department	Police Officer II	8 years	October 5, 2021

New Open/Competitive Recruitments

Position	*Department*	*Position Type*	*Open Date*	*Closing Date*	*Status*
Community Services Leader I	Community Services	Part-Time	11/10/2021	Continuous	Accepting Applications
Management Analyst II	Public Works	Full-Time	11/08/2021	11/28/2021	Accepting Applications
Park Ranger Supervisor	Community Services	Full-Time	11/10/2021	11/30/2021	Accepting Applications
Police Records Technician I/II	Police Department	Full-Time	11/10/2021	12/01/2021	Accepting Applications

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New Internal/Promotional Recruitments

Position	*Department*	*Position Type*	*Open Date*	*Closing Date*	*Status*
Lead Water Operator	Utilities Department	Full-Time	11/10/2021	11/17/2021	Accepting Applications
Senior Public Safety Dispatcher	Police Department	Full-Time	11/08/2021	11/14/2021	Accepting Applications

Recruitments in Progress

Position	*Department*	*Position Type*	*Status*
Accounting Supervisor	Finance	Full-Time	Review Stage
Accounting Technician I/II/III	Finance	Full-Time	Written Exam Stage
Administrative Assistant	Human Resources	Full-Time	First Round Interview Stage
Administrative Assistant	Public Works	Full-Time	First Round Interview Stage
Administrative Assistant	Utilities Department	Full-Time	First Round Interview Stage
Budget Manager	Finance	Full-Time	Review Stage
Building Permit Technician II	Planning and Development	Full-Time	Offer Stage
Building Permit Technician III	Planning and Development	Full-Time	Offer Stage
CIP Manager/Assistant City Engineer	Public Works	Full-Time	Review Stage
Combination Plans Examiner	Planning and Development	Full-Time	Review Stage
Community Services Leader I	Community Services	Part-Time	Onboarding Stage
Deputy Chief Operator - Water	Utilities Department	Full-Time	Department Review Stage
Development Services Manager	Planning and Development	Full-Time	Review Stage
Digital Journalist	City Manager’s Office	Full-Time	Accepting Applications
Electric Utility Analyst II	Utilities Department	Full-Time	Department Review Stage
Facilities, Parks, and Trails Manager	Community Services	Full-Time	Accepting Applications
Fire Cadet	Fire Department	Part-Time	Interview Stage
GIS Analyst	Information Technology	Full-Time	Department Review Stage
Human Resources Analyst	Human Resources	Full-Time	First Round Interview Stage
Human Resources Supervisor	Human Resources	Full-Time	Review Stage

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Recruitments in Progress - Continued

Position	*Department*	*Position Type*	*Status*
Library Assistant	Community Services	Part-Time	Offer Stage
Management Analyst I	Community Services	Full-Time	Accepting Applications
Office Assistant	Community Services	Full-Time	Offer Stage
Plan Check Engineer	Planning and Development	Full-Time	Review Stage
Police Officer - Academy Graduate	Police Department	Full-Time	Interview Stage
Police Officer I/II -Lateral	Police Department	Full-Time	Interview Stage
Police Trainee	Police Department	Full-Time	Written Exam Stage
Public Safety Dispatcher II	Police Department	Full-Time	Accepting Applications
Public Safety Technical Support Engineer	Information Technology	Full-Time	Interview Stage
Purchasing Specialist I	Finance	Full-Time	Review Stage
Radio Technician	Information Technology	Part-Time	First Round Interview Stage
Senior Engineer	Planning & Development	Full-Time	Review Stage
Street Light Maintenance Technician	Public Works	Full-Time	Accepting Applications
Water Operator I/II	Utilities Department	Full-Time	Interview Stage
Water Reclamation Operator II Flex	Utilities Department	Full-Time	Interview Stage
Water Resources Technician I	Utilities Department	Full-Time	Accepting Applications

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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