

JUNE 12, 2018 RECRUITMENT REQUESTS

Position	Department	Cost	Status	Department Recommendation	Interim CA Recommendation
NEW REQUESTS					
Administrative Analyst (Payroll)	Administrative Services	\$94,277	NEW: Recruitment Requested	This position receives direction from the Finance Manager and/or the Director of Administrative Services. This Administrative Analyst assigned to Payroll will prepare and process the City's payroll; ensuring compliance with City, State, and Federal requirements.	Recommend immediate recruitment in order to maintain support to the processing of the City Payroll.
Emergency Dispatcher I	Police	\$63,870	NEW: Recruitment Requested	The position reports to the Emergency Dispatcher Supervisor. An Emergency Dispatcher I is a training position within the Dispatcher series. This position will learn to perform a variety of dispatching duties in support of public safety emergency services.	Recommend immediate recruitment in order to maintain adequate support of public safety emergency services.
Law Enforcement Technician	Police	\$69,996	New: Recruitment Requested	This position receives direction from a Police Officer or Supervisor and performs a variety of complex duties in support of police department operations and activities.	Recommend immediate recruitment to maintain appropriate level assistance in the Police Department.
Police Officer – Lateral	Police	\$106,204	New: Recruitment Requested	This position receives general supervision from higher-level law enforcement staff and performs a variety of peace officer duties in the enforcement of laws.	Recommend immediate recruitment to enable continuous law enforcement services to the community and to ensure appropriate staffing levels. Adequate staffing minimizes overtime.

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Lifeguard (Part-Time)	Community Services	\$12,218	New: Recruitment Requested	The position reports to an assigned Recreation Programmer and supervises swimming activities in and around the pool.	Recommend immediate recruitment to ensure proper level of staffing during busy summer months.
Lifeguard/WSI (Part-Time)	Community Services	\$12,524	New: Recruitment Requested	The position reports to an assigned Recreation Programmer, supervises swimming activities in and around the pool, and instructs classes in various levels of swimming.	Recommend immediate recruitment to ensure proper level of staffing during busy summer months.

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Administrative Aide (Part-Time)	City Clerk/Management Services (Healthy Rialto)	\$18,240	New: Recruitment Requested	The position reports to the City Clerk/Director of Management Services. This position will assist City Clerk staff with administrative duties in the Health Rialto program.	Recommend immediate recruitment to provide assistance for the continued success of the Healthy Rialto program.