



City of Rialto

Legislation Details (With Text)

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Title: Request City Council's Approval to Proceed with the Recruitments of Administrative Assistant (DS), Administrative Assistant (PD), Senior Office Specialist (PD), Field Services Worker (PW), Firefighter/Paramedic (Safety/ Fire), Police Captain (Safety/ PD), and Instructor (Part-Time/ CS). (ACTION)
Sponsors:
Indexes:
Code sections:
Attachments: 1. april recruitment form.pdf

Date	Ver.	Action By	Action	Result
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For City Council Meeting [April 10, 2018]

TO: Honorable Mayor and City Council

APPROVAL: Robb R. Steel, Interim City Administrator

FROM: Lucy M. Garcia, Director of Human Resources & Risk Management

Request City Council's Approval to Proceed with the Recruitments of Administrative Assistant (DS), Administrative Assistant (PD), Senior Office Specialist (PD), Field Services Worker (PW), Firefighter/Paramedic (Safety/ Fire), Police Captain (Safety/ PD), and Instructor (Part-Time/ CS). (ACTION)

BACKGROUND:

As part of the fiscal year 2017-18 Budget process, all vacant positions throughout the City shall require City Council and City Administrator approval prior to recruitment and filling. In addition, eleven specific positions will remain frozen for a period of at least one year to enable needed budget savings, unless the City Council and the City Administrator direct otherwise.

ANALYSIS/DISCUSSION:

The summary below outlines the City's most recent recruitment requests.

Development Services Department:

Administrative Services Assistant (Full-Time):* The salary for the Administrative Services Assistant is \$3,720 per month (Step 4) or \$44,640 per year. The fully burdened cost is \$68,803. The position reports to the Development Services Director and the Division Manager and is responsible for various administrative support functions including record keeping, filing, reports, correspondence, and public assistance.

*The vacancy occurred as a result of a position transfer to the Community Services Department. The position of the Administrative Services Assistant in Community Services is currently financed via the vacancy of a Recreation Programmer. The difference in position costs is approximately \$200 a month in personnel savings. The Recreation Programmer position will remain vacant pending the Council's approval of the new fiscal year budget.

Police Department:

Administrative Services Assistant (PD) (Full Time): The salary for the Administrative Services Assistant is \$3,832 per month (Step 4) or \$45,980 per year. The fully burdened cost is \$69,266. The position reports to the Police Chief and Command Staff and is responsible for various administrative support functions including record keeping, filing, reports, correspondence, and general assistance.

Senior Office Specialist (Full-Time): The salary for the Senior Office Specialist is \$3,219 per month (Step 4) or \$38,632 per year. The fully burdened cost is \$58,251. The position reports to the Police Chief and Command Staff and is responsible complex office and administrative clerical duties in support of assigned areas; receives and distributes mail; maintains files; and provides general assistance.

Police Captain (Full-Time): One of two Police Captains will be retiring. The salary for the Police Captain position is \$10,757 per month (Step 4) or \$129,079 per year. The fully burdened cost is \$237,694. The Captain directly reports to the Police Chief and is responsible for the day-to-day oversight of all the Police divisions. The Captain is a highly critical Police Command position established for supervision, investigation, and crime prevention and for providing complex administrative support to the Chief, including the development and implementation of departmental goals and objectives, mentoring and training, serving the public and intergovernmental agencies, conducting and reviewing reports, coordinating information, reviewing case law and complaints, and enforcing policy and procedure.

Fire Department:

Firefighter/Paramedic (Safety) (Full Time): The salary for a Firefighter/Paramedic is \$5,802 (Step 4) or \$69,624 per year. The fully burdened cost is \$145,647. The position reports to Fire Command Staff and the Fire Chief and is responsible for fire suppression, rescue, clean-up of fire scenes, emergency and non-emergency incident response, equipment operation, station maintenance, and reports and fire-related information.

Public Works:

Field Services Worker (Full-Time): The salary for a Field Services Worker is \$3,130 per month (Step 4) or \$37,554 per year. The fully burdened cost is \$71,150. The position reports to the Public Works Director/City Engineer and the Public Works Superintendent. The position performs a variety of duties involving the maintenance and repair of City streets, sidewalks, storm drains, easements, park grounds, and related facilities; operates equipment and tools and performs other duties as assigned including graffiti removal.

Community Services:

Instructor (Part Time): The hourly rate for the Instructor position is \$11 per hour. The annual costs are approximately \$18,008. The position provides support to the Child Development program, supervising youth enrolled in the program.

There are other vacancies throughout the City not currently on a recruitment list, but on hold per the City Administrator. These include:

- Accounting Supervisor (Finance Department) (\$118,429): On Hold
- Development Services Specialist (Development Services) (\$99,074): On Hold
- Code Enforcement Officer (\$89,612): On Hold

ENVIRONMENTAL IMPACT:

The request is not a Project as defined by Section 15378 of the California Environmental Quality Act (CEQA) Guidelines. A “Project” means the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. Pursuant to Section 15378 (b) (5) a project does not include organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

GENERAL PLAN CONSISTENCY:

This action is consistent with Guiding Principle 3A in the General Plan:

Our City government will lead by example, and will operate in an open, transparent, and responsive manner that meets the needs of the citizens and is a good place to do business.

LEGAL REVIEW:

Counsel from the City Attorney’s Office has reviewed and approved this staff report and its attachments.

FINANCIAL IMPACT:

The Administrative Assistant (DS), Administrative Assistant (PD), Senior Office Specialist (PD), Field Services Worker (PW), Firefighter/Paramedic (Safety/ Fire), Police Captain (Safety/ PD), and Instructor (Part-Time/ CS) positions have been budgeted in the 17-18 Fiscal Year; hence, no additional impact onto the General Fund will result from moving forward with the recruitments.

RECOMMENDATION:

Staff recommends that the City Council direct the Human Resources and Risk Management Director to proceed with the recruitment of the Administrative Assistant (DS), Administrative Assistant (PD), Senior Office Specialist (PD), Field Services Worker (PW), Firefighter/Paramedic (Safety/ Fire), Police Captain (Safety/ PD), and Instructor (Part-Time/ CS).