



# City of Rialto

## Legislation Details (With Text)

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**Title:** Request City Council's Approval to Proceed with the Recruitments of Fire Prevention Specialist (Fire) and Records Coordinator (City Clerk/Management Services). (ACTION)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. recruitment form aug 14 2018.pdf

Date	Ver.	Action By	Action	Result
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For City Council Meeting [August 14, 2018]

TO: Honorable Mayor and City Council

APPROVAL: Ahmad R. Ansari, Interim City Administrator

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

Request City Council's Approval to Proceed with the Recruitments of Fire Prevention Specialist (Fire) and Records Coordinator (City Clerk/Management Services).  
**(ACTION)**

### **BACKGROUND:**

As part of the City's ongoing budget monitoring process, all vacant positions throughout the City shall require City Council and City Administrator approval prior to recruitment and filling.

The summary below outlines the City's most recent recruitment requests. The recruitments shall be "open" for internal and external candidates.

### **Fire Department**

Fire Prevention Specialist (Full-Time): The salary for the Fire Prevention Specialist is \$4,106 per month (Step 4) or \$49,275 per year. The fully burdened annual cost is \$87,850. This position receives direction from Fire Command staff relative to mandated inspections of multi-family residential housing units to ensure safe and fire code compliant living environments. The position is one of two personnel that perform more than 8000 inspections annually. The position is essential to meet the Fire Department's mission and to maintain inspection levels as directed in the City's municipal code. The Fire Prevention Specialist is fully funded from revenue generated from fees associated with the mandated inspections. The vacancy is the

result of a recent resignation.

## **City Clerk/Management Services Department**

Records Coordinator (Full-Time): The salary for the Records Coordinator is \$4,209 per month (Step 4) or \$50,506 per year. The fully burdened annual cost is \$89,612. This position receives direction from the City Clerk/ Director of Management Services for the coordination of all records management activities through the City's Clerk's Office. This position retrieves documentation; responds to citizens' requests; provides passport and notary services; prepares documents for scanning and archiving; maintains the City's Internet homepage; maintains the document database; and supports a variety of department-related activities. The vacancy is the result of a recent resignation.

### **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:**

City Attorney has reviewed and approved this staff report and its attachments.

### **FINANCIAL IMPACT:**

#### Operating Budget Impact

The Fire Prevention Specialist (Fire) and Records Coordinator (City Clerk) were budgeted in the 17-18 Fiscal Year and have also been incorporated into the 18-19 Fiscal Year Budget; hence, no additional impact onto the General Fund will result from moving forward with the recruitments.

#### Capital Budget Impact

This action has no impact.

### **RECOMMENDATION:**

Staff recommends that the City Council direct the Human Resources and Risk Management Director to proceed with the recruitments of Fire Prevention Specialist (Fire) and Records Coordinator (City Clerk/ Management Services).