



City of Rialto

Legislation Text

File #: 18-354, **Version:** 1

For City Council Meeting [April 24, 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 Senior Field Services Worker (PW), Lead Facility Maintenance Technician (PW), and Permit Technician (DS).

(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.

Public Works:

Senior Field Services Worker (Full-Time): The salary for a Senior Field Services Worker is \$3,629 per month (Step 4) or \$43,552 per year. The fully burdened cost is \$79,688. The position reports to the Public Works Director/City Engineer and the Public Works Superintendent. The position is the advanced journey level class in the Facility Services Worker series. 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.

Lead Facility Maintenance Technician: The salary for a Lead Facility Maintenance Technician is \$4,106 per month (Step 4) or \$49,275 per year. The fully burdened cost is \$87,850. The position reports to the Public Works Director/City Engineer and the Public Works Superintendent. The position is the advanced journey level class in the Facility Maintenance Technician series. The position performs the most difficult and responsible types of duties assigned including overseeing the work of contracted services and providing lead direction and training to lower level technical staff within the areas of building and facility maintenance, telephones, electrical work, carpentry, air conditioning repair, roof repairs, light fixtures, painting and plumbing.

Development Services:

Permit Technician: The salary for a Permit Technician is \$3,720 per month (Step 4) or \$44,640

per year. The fully burdened cost is \$81,245. The position reports to the Code and Building Manager and the Development Services Director. The employee in the current position is retiring in May. The position provides essential support to the Building Department, particularly in reference to processing building permits for commercial and residential projects; providing specialized support; and assisting the public.

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:

Operating Budget Impact

The Senior Field Services Worker (PW), Lead Facility Maintenance Technician (PW), and Permit Technician (DS) 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.

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 recruitment of the Senior Field Services Worker (PW), Lead Facility Maintenance Technician (PW), and Permit Technician (DS).