



City of Rialto

Legislation Text

File #: 18-507, **Version:** 1

For City Council Meeting [June 12, 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 Analyst (Payroll), Emergency Dispatcher I, Law Enforcement Technician, Police Officer (Lateral), Lifeguard, Lifeguard/Water Safety Instructor (WSI), and Administrative Aide.

(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.

Administrative Services

Administrative Analyst (Payroll): The salary for an Administrative Analyst is \$5,128 per month (Step 4) or \$61,537 per year. The fully burdened annual cost is \$94,277. 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.

Police Department:

Emergency Dispatcher I (Full-Time): The salary for an Emergency Dispatcher I is \$3,387 per month (Step 4) or \$40,639 per year. The fully burdened annual cost is \$63,870. 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.

Law Enforcement Technician (Full-Time): The salary for a Law Enforcement Technician is \$3,832 per month (Step 4) or \$45,980 per year. The fully burdened annual cost is \$69,996. 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.

Police Officer - Lateral (Full-Time): The salary for a Police Officer is \$5,549 per month (Step 4) or \$66,592 per year. The fully burdened annual cost is \$106,204. This position receives general supervision from higher-level law enforcement staff and performs a variety of peace officer duties in the enforcement of laws.

Community Services:

Lifeguard (Part-Time): The pay rate for a Lifeguard is \$11.58 per hour (Step 6) or \$12,043 per year. The fully burdened annual cost is \$12,218. The position reports to an assigned Recreation Programmer and supervises swimming activities in and around the pool.

Lifeguard/WSI (Part-Time): The pay rate for a Lifeguard/WSI is \$11.87 per hour (Step 6) or \$12,345 per year. The fully burdened annual cost is \$12,524. The position reports to an assigned Recreation Programmer, supervises swimming activities in and around the pool, and instructs classes in various levels of swimming.

City Clerk/Management Services:

Administrative Aide (Part-Time/limited to 1,000 hours per fiscal year): The pay rate for an Administrative Aide is \$17.98 per hour (Step 4) or \$17,980 per year. The fully burdened cost is \$18,240. 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.

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:

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

FINANCIAL IMPACT:

Operating Budget Impact

The Administrative Analyst (Payroll), Emergency Dispatcher, Law Enforcement Technician, Police Officer (Lateral), Lifeguard, Lifeguard/WSI, and Administrative Aide 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 recruitments of Administrative Analyst (Payroll), Emergency Dispatcher I, Law Enforcement Technician, Police Officer (Lateral), Lifeguard, Lifeguard/WSI and Administrative Aide.