

Monthly Report
Human Resource Department
January 13, 2010

On-Going Items:

- Reviewing Draft Personnel Ordinance and Administrative Regulations
1st Step meeting with Department Directors to review personnel Ordinance
2nd Step see what Administrative Regulations can be incorporated in Personnel Ordinance
3rd Step submit for Attorney review.
4th Step prepare agenda request for Mayor Council Approval
Goal is to complete by 2nd meeting in February.
- Pay Plan- Gloria and Elizabeth met with Dina Holcomb to verify positions and pay scale and provided her Organizational charts. Liz worked with Dina to verify positions and update her spreadsheet. Next step is to meet with Dina and Gus Cordova to combine information .
Goal is to complete by the 2nd meeting in February.
- Currently Conducting Drug Screening.
Hank will soon be presenting amendments to the D.O.T. GAS DEPARTMENT POLICY.
Goal is to complete 2nd meeting in February.
- In-House S.O.P. will be created on ensuring background/screening is performed.
- Position / Vacancies:

ADMINISTRATIVE SERVICES: (UTILITIES) PROJECT MANAGER - **POSTED**, WATER RESOURCES MANAGER, WATER PROJECT MANAGER, WATER QUALITY TECHNICIAN- **POSTED**.

GAS: GAS SYSTEMS MANAGER- **POSTED**, EQUIPMENT OPERATOR I, MAINTENANCE TECH I- **POSTED**, MAINTENANCE TECH II, LABORER- **POSTED**.

CUSTOMER SERVICE: FIELD CUSTOMER SERVICE REPRESENTATIVE.

SOLID WASTE: KAB COORDINATOR- **POSTED**, PACKER III TRANSPORT DRIVER, TRANSFER STATION ATTENDANT.

WASTE WATER: WW OPERATOR III

PUBLIC FACILITIES: NO OPENINGS AT THIS TIME

LIBRARY: ASSISTANT LIBRARIAN- **POSTED**, LIBRARY CLERK- **POSTED**

HOUSING: NO VACANCIES

ANIMAL CONTROL: ANIMAL CARE GIVER- **POSTED**

COMMUNITY DEVELOPMENT:

CODE ENFORCEMENT OFFICER-**POSTED**, FILM LIASON/EVENT PLANNER-**POSTED**

FIRE DEPARTMENT:

(2) FIRE FIGHTERS-**POSTED**

PD:

(2) OFFICERS, (2) COMMUNICATIONS SPECIALIST

EXECUTIVE:

PART TIME SPECIAL EVENTS COORDINATOR

CITY CLERK:

RECEPTIONIST-**POSTED**

- General day to day Human Resource operations (Orientation, employee assistance).

BY: Gloria Medina, HR Office Manager