



CITY OF COMMERCE AGENDA REPORT

TO: Honorable City Council
FROM: Acting City Manager
SUBJECT: A Status of the City's Recruitments
MEETING DATE: March 26, 2024

RECOMMENDATION:

The City Council will receive and file the report / presentation on the status of City recruitments.

BACKGROUND & ANALYSIS:

During the City Council / Successor Agency Reports phase of the March 12th Council meeting, Councilmember Lainez requested that staff return with a status report regarding the recruitments of recently approved positions. The information below delineates the current status of 22 positions (17 classifications) by Department, Position, and Status.

<u>Department</u>	<u>Position(s)</u>
Administration	Media Specialist (FT) Status – Open – Filing Deadline is April 12th
Finance	Central Stores Assistant (PT - 2) Status -- Completed
Human Res	Office Specialist II (FT) Status -- Completed
	Administrative Technician (FT) Status – Position need will be discussed with the Director
Library Svcs	Librarian (FT) Status -- Recruitment Opened on March 20th

Librarian (PT)

Status -- External Panel Interviews scheduled for March 26th

Library Page (PT)

Status -- Closed – Written exams held on March 14th

Public Works**Facility Maintenance Specialist**

Status -- Performance Exam and External Panel held on March 14th...Department received Band 1 list on March 20th

Street Maintenance Workers (FT – 2)

Status – Promotional – 13 Applications were received. External Panel Interviews are scheduled for April 9th

Painter (PT)

Status – Closed – 80 Applications were received. External Panel Interviews are scheduled for the first week of April

**Economic Dev/
Planning****City Planner (FT)**

Status – Closed – 80 Applications were received. Screening process in progress

Code Enforcement Officer II (FT)

Status – Screening process in progress. External Panel Interviews tentatively scheduled for the second week of April.

Permit Technician (FT)

Status – Both External and Internal have been completed. This recruitment has been placed on hold.

Parks & Rec**Recreation Center Supervisor (FT)**

Status – has not been flown as HR was in the process of recruiting and hiring the following positions: Water Polo Coach and Teen Supervisor. In addition, HR is the process of reviewing qualified applicants for the Program Supervisor, Aquatics Facility Maintenance Specialist and is currently in the process of on boarding 30 part time staff. Lastly, although a priority, staff believes that the current staffing levels at Rosewood Park are adequate but should be addressed in the near future.

Sr. Office Assistant (PT)

Status – has not been flown as Parks and Recreation has had a few recreation leaders fill in. However, the position will now need to be flown and filled as many of the recreation leaders have been given new assignments and with several of them exceeding the weekly average that is allowed. Also, the new Assistant will ensure that all staff that has assisted in the Parks and Recreation office does not exceed the magic number of 1664 annually.

Class Instructors – Performing Arts (PT – 2)

Status – Classification Specs need to be developed and approved by the City Council

FISCAL IMPACT:

N/A

ALTERNATIVES:

1. None

RELATIONSHIP TO STRATEGIC GOALS:

This agenda report relates to the 2016 City of Commerce Strategic Guiding Principle – City Organization, as follows: Establish clear expectations, roles and responsibilities for all employees, elected officials, appointed commissioners and committee members, and volunteers.

Respectfully and recommended submitted by: Vilko Domic, Acting City Manager
Reviewed by: Noel Tapia, City Attorney