



# CITY OF SALINAS

## COUNCIL STAFF REPORT

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DATE: November 19, 2019

Department: HUMAN RESOURCES

FROM: Marina Horta-Gallegos, Human Resources Director

SUBJECT: FY 19-20 WORKFORCE ALLOCATION ADJUSTMENT

### **RECOMMENDED MOTION:**

It is recommended that the City Council approve a Resolution adjusting the workforce allocation for the Salinas Fire Department.

### **RECOMMENDATION:**

Staff recommends that the City Council approve a Resolution approving one Management Analyst in the place of the vacant Administrative Secretary within the Salinas Fire Department.

### **BACKGROUND:**

The Fire Department seeks to adjust the workforce allocation for FY 19-20 to include a Management Analyst in the place of the vacant Administrative Secretary. The Management Analyst will be assigned to Fire Administration providing support for the preparation, monitoring, and administration of the Department's operating and capital budgets, grants, contracts, and other administrative functions of the Department.

### **CEQA CONSIDERATION:**

Not a Project. The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (SEQA Guidelines Section 15378).

### **STRATEGIC PLAN INITIATIVE:**

The proposed action meets the Effective Sustainable Government Council goal.

### **DEPARTMENTAL COORDINATION:**

The Human Resources Department and Finance Departments coordinated on this effort with the Fire Department.

**FISCAL AND SUSTAINABILITY IMPACT:**

There is no budget impact to the current FY 19-20 budget; no new money is required.

**ATTACHMENTS:**

Resolution

**RESOLUTION NO. \_\_\_\_\_ (N.C.S.)**

**RESOLUTION APPROVING FY 19-20 WORKFORCE ALLOCATION ADJUSTMENT**

BE IT RESOLVED BY THE CITY COUNCIL OF SALINAS that the workforce for the Fire Department is adjusted to reflect one Management Analyst.

PASSED AND APPROVED this 19th day of November 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

\_\_\_\_\_  
Joe Gunter, Mayor

ATTEST:

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Patricia M. Barajas, City Clerk