



CITY OF SALINAS
COUNCIL STAFF REPORT

DATE: September 19, 2017

DEPARTMENT: ADMINISTRATION/HUMAN RESOURCES DIVISION

FROM: MARINA HORTA-GALLEGOS, HUMAN RESOURCES OFFICER

TITLE: FY 17/18 WORKFORCE ALLOCATION ADJUSTMENT

RECOMMENDED MOTION:

A motion to approve a Resolution adjusting the FY 2017/18 workforce allocation for the Library and Community Services Department.

RECOMMENDATION:

Staff recommends that the City Council approve a Resolution authorizing the upgrade of one vacant Literacy Clerk position to a Literacy Assistant position.

BACKGROUND:

The approved workforce allocation for the Library and Community Services Department for FY 17/18 included one Literacy Assistant and one Literacy Clerk. The previously approved Literacy Assistant position became vacant as a result of a resignation. The department recruited and promoted an employee into the vacant Literacy Assistant position resulting in a vacancy of the Literacy Clerk position. Upgrading the Literacy Clerk position to a second Literacy Assistant in the Community Education division of the Library will allow for seamless program implementation of adult and family literacy programming.

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.

FISCAL AND SUSTAINABILITY IMPACT:

The two positions are funded out of Measure V. The Literacy Assistant salary range is \$3,180 to \$4,058 per month. The salary range for the Literacy Clerk is \$2,801 to \$3,575 per month. The difference in salary will be supplemented out of the temporary staff budget.

ATTACHMENTS:

Resolution

RESOLUTION NO. _____ (N.C.S.)

RESOLUTION APPROVING FY 17/18 WORKFORCE ALLOCATION ADJUSTMENT

BE IT RESOLVED BY THE CITY COUNCIL OF SALINAS that the FY 17/18 workforce allocation for the Library and Community Services Department is adjusted to reflect two Literacy Assistants as a result of the upgrade of the Literacy Clerk position to Literacy Assistant.

PASSED AND ADOPTED this 19th day of September 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Joe Gunter, Mayor

ATTEST:

Patricia Barajas, City Clerk