




# City of Carson Report to Mayor and City Council

March 16, 2011  
New Business Consent

**SUBJECT: STATUS REPORT ON THE FILLING OF VACANT POSITIONS**

  
Submitted by Jacquelyn Acosta  
Administrative Services General Manager

  
Approved by Clifford W. Graves  
Interim City Manager

## I. SUMMARY

This report is being presented at the request of Councilwoman Davis-Holmes. On more than one occasion, the Councilwoman has indicated her concern over the city's filling of vacant positions in light of the current budget situation. This report, therefore, is intended to address her concern and explain the City's process for filling vacant positions during these trying financial times.

## II. RECOMMENDATION

RECEIVE and FILE.

## III. ALTERNATIVES

TAKE any other action the City Council deems appropriate.

## IV. BACKGROUND

For the past few years, the city has been facing a severe financial hardship caused by the economic downturn and the general fund's structural deficit. That hardship is likely to continue into the next few fiscal years while the economy slowly recovers and the city searches for solutions to the structural deficit. In light of the city's financial condition, the city has unfunded several vacant positions for the past few years, with 38 vacant positions being unfunded in FY 2010/11. (Exhibit No. 1). To date, only one of those 38 unfunded, vacant positions has been approved by the City Council to be filled and that was the Employment Development Supervisor position, which is granted-funded and was approved by the City Council on March 1, 2011. The other 37 unfunded, vacant positions remain unfunded and have not been filled.

However, even with these vacant positions unfunded and the state of the city's budget, the City does not have an absolute and/or firm hiring freeze. For example, a reorganization plan for the Transportation Division was approved by the City Council with the adoption of the budget. That reorganization called for: 1) the elimination of the Administrative Specialist position, 2) the reclassifying of the Lead Senior Bus Driver position to a Transportation Supervisor position, and 3) the reclassifying of the Typist Clerk II position to a Senior Clerk position, with the intention that the Transportation Supervisor and Senior Clerk positions would be

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filled, as would the vacant Transportation Coordinator position. As the Council is aware, there are numerous changes to the programs and services being provided by the division that are currently being implemented, and staff is needed to implement and coordinate those changes.

Additionally, sometimes during the course of the year, a funded and filled position will become vacant by means of a promotion, retirement, resignation, or termination. In some cases, these positions are critical to the organization and need to be filled. An example of this situation is the Senior Custodian position. This position was part of the two-person crew that cleans and maintains the Veterans SportsComplex. When the incumbent Senior Custodian resigned, it left a significant gap in the service provided at the SportsComplex. In order to remedy that gap, a member of the weekend parks custodial crew was reassigned to the SportsComplex. That, in turn, left a void in the weekend crew, which ultimately lead to a lower level of service being provided on the weekends. This has had a negative impact on the cleanliness and appearance at the parks on the weekends. After an evaluation of the necessity of this position, staff felt that it was critical to fill this vacant position. Therefore, a recruitment process was initiated. Another example of a critical position that needs to be filled is the Executive Assistant in the City Council's Office that became vacant upon the retirement of Janice Smitchwick.

The bottom line is that whenever a funded and filled position becomes vacant during the course of the year, staff thoroughly analyzes the need to refill that position and only moves forward with filling it if it is deemed critical to the effective operations of the city.

**V. FISCAL IMPACT**

None.

**VI. EXHIBITS**

1. List of Unfunded, Vacant Positions. (pg. 4)
2. List of Recruitments Opened Since July 1, 2010. (pgs. 5-6)

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Prepared by: Jackie Acosta, Administrative Services General Manager

Reviewed by:

City Clerk	<u>City Treasurer</u>
<u>Administrative Services</u>	<u>Development Services</u>
<u>Economic Development Services</u>	<u>Public Services</u>

**Action taken by City Council**

Date \_\_\_\_\_ Action \_\_\_\_\_

\_\_\_\_\_

**CITY OF CARSON  
LIST OF UNFUNDED, VACANT POSITIONS  
FY 2010/11**

	POSITION TITLE	BU	WORK GROUP	DIVISION	FUNDING SOURCE		
					GEN FD	SPEC REV	CRA
1	Council Field Representative	ACE	City Council	Operations	100%	0%	0%
2	Council Field Representative	ACE	City Council	Operations	100%	0%	0%
3	Office Clerk	AF	City Clerk	Operations	100%	0%	0%
4	Records Management Coordinator	ACE	City Clerk	Operations	100%	0%	0%
5	Assistant to the City Manager	ACE	City Manager	Administration	100%	0%	0%
6	Administrative Analyst	ACE	City Manager	Administration	100%	0%	0%
7	Event Services Worker I	AF	City Manager	Community Center	100%	0%	0%
8	Event Services Worker I	AF	City Manager	Community Center	100%	0%	0%
9	Typist Clerk II	AF	City Manager	Community Center	100%	0%	0%
10	Accountant	AF	Administrative Services	Finance	100%	0%	0%
11	Purchasing Manager	AME	Administrative Services	Finance	100%	0%	0%
12	Employment Develop Supervisor	SUPV	Economic Development	Job Clearinghouse	100%	0%	0%
13	Rehabilitation Supervisor	SUPV	Economic Development	Housing	0%	100%	0%
14	Administrative Analyst	PROF	Development Services	Administration	100%	0%	0%
15	City Engineer	UNCL	Development Services	Engineering	90%	0%	10%
16	Construction Inspector	AF	Development Services	Engineering	100%	0%	0%
17	Administrative Specialist	PROF	Development Services	Public Works	100%	0%	0%
18	Maintenance Worker I	AF	Development Services	Public Works	100%	0%	0%
19	Sr. Maintenance Worker II	AF	Development Services	Public Works	100%	0%	0%
20	Equipment Maintenance Supervisor	SUPV	Development Services	Public Works	100%	0%	0%
21	Senior Equipment Mechanic	AF	Development Services	Public Works	100%	0%	0%
22	Equipment Mechanic I	AF	Development Services	Public Works	100%	0%	0%
23	Equipment Mechanic I	AF	Development Services	Public Works	100%	0%	0%
24	Equipment Mechanic I	AF	Development Services	Public Works	100%	0%	0%
25	Equipment Mechanic II	AF	Development Services	Public Works	100%	0%	0%
26	Code Enforcement Officer	AF	Public Services	Public Safety	100%	0%	0%
27	Code Enforcement Officer	AF	Public Services	Public Safety	100%	0%	0%
28	Code Enforcement Officer	AF	Public Services	Public Safety	100%	0%	0%
29	Youth Services Officer	AF	Public Services	Public Safety	100%	0%	0%
30	Typist Clerk II	AF	Public Services	Parks & Recreation	100%	0%	0%
31	Recreation Program Manager	SUPV	Public Services	Parks & Recreation	100%	0%	0%
32	Recreation Program Supervisor	AF	Public Services	Parks & Recreation	100%	0%	0%
33	Kids Club Site Director	AF	Public Services	Parks & Recreation	0%	100%	0%
34	Administrative Specialist	PROF	Public Services	Land. & Bldg. Maint.	100%	0%	0%
35	Groundswoker I	AF	Public Services	Land. & Bldg. Maint.	100%	0%	0%
36	Assistant Groundswoker	AF	Public Services	Land. & Bldg. Maint.	100%	0%	0%
37	Assist Facilities Maint Tech	AF	Public Services	Land. & Bldg. Maint.	100%	0%	0%
38	Lead Facilities Maint Tech	AF	Public Services	Land. & Bldg. Maint.	100%	0%	0%

EXHIBIT NO. 1



**CITY OF CARSON  
RECRUITMENTS OPENED SINCE JULY 1, 2010**

<b>Position Title</b>	<b>Recruitment Posting Dates</b>	<b>Category (FT/PT/TEMP)</b>	<b>List Established</b>	<b>Filled By</b>	<b>Date Filled</b>	<b>Status</b>
Senior Custodian	Promotional 11/4/10 – 11/22/10	Full-time	12/1/10	Rogelio Sitson	2/7/11	Lila Dial's vacancy.
Custodian	Open 11/8/10 – 12/2/10	Part-Time	1/5/11	Willie Williams Jr.	2/17/11	Luzell Hook's vacancy.
Senior Clerk	Promotional/ Internal 11/23/10 – 12/8/10	Full-Time	Promo - 1/4/11 Internal - 1/13/11	Grace M. Cruz	2/7/11	Typist Clerk II position upgraded to Senior Clerk as part of reorganization of Transportation Division.
Senior Clerk	Promotional/ Internal 11/23/10 – 12/8/10	Full-Time	Promo - 1/4/11 Internal - 1/13/11	Susan Nursement (Lateral Transfer)	2/9/11	Martha Ochoa's Division Secretary vacancy which was downgraded to a Senior Clerk.
Senior Clerk	Promotional/ Internal 11/23/10 – 12/8/10	Full-Time	Promo - 1/4/11 Internal - 1/13/11	Clarice Trinidad	2/21/11	Senior Clerk vacancy in CM's Office transferred to Human Resources when Risk Mgmt. – Liability was merged with Risk Mgmt. – Workers' Comp.
Senior Clerk	Promotional/ Internal 11/23/10 – 12/8/10	Full-Time	Promo - 1/4/11 Internal - 1/13/11	Ginger Buesing	3/7/11	Susan Nursement's vacancy.
Transportation Coordinator I	Promotional 12/21/10 - 1/4/11	Full-Time	2/16/11	Dora Lapastora	3/15/11	Loretta Calas' vacancy.
Executive Assistant	Promotional 1/13/11 – 1/31/11	Full-Time	2/7/11	Rosemary R. Naval	3/7/11	Janice Smithwick's vacancy.
Assistant Tree Trimmer	Promotional 2/3/11 – 2/17/11	Full-Time				Fulgencio Apac's vacancy. Pending written test.
Senior Tree Trimmer	Promotional 2/3/11 – 2/17/11	Full-Time				Seleve Tuisaloo's vacancy. Pending written test.

**CITY OF CARSON  
RECRUITMENTS OPENED SINCE JULY 1, 2010 (CONT.)**

<b>Position Title</b>	<b>Recruitment Posting Dates</b>	<b>Category (FT/PT/TEMP)</b>	<b>List Established</b>	<b>Filled By</b>	<b>Date Filled</b>	<b>Status</b>
Public Works Program Administrator	Promotional 2/8/11 - 2/23/11	Full-Time				Denny Bacon's vacancy. Oral Board held on 3/9/11, pending eligibility list.
Typist Clerk II	Open 2/14/11 - 3/8/11	Part-Time				Yolanda Chavez's vacancy. Pending application appraisal and then written Test.
Employment Development Supervisor		Full-Time				Pending Interim City Manager's approval of the "release from the freeze" memo.
Senior Clerk		Full-Time				Laura Dicken's vacancy. Pending "Open" recruitment.
Custodian		Full-Time				Rogelio Sitson's vacancy. Pending ASGM's approval of the "release from the freeze" memo.
Employment Services Clerk		Full-Time				Clarice Trinidad's vacancy. Pending Interim City Manager's approval of the "release from the freeze" memo.
Account Clerk		Full-Time				Nora Lucero's vacancy. "Release from the freeze" memo being prepared for submission to the ASGM.
Administrative Secretary		Full-Time				Rosemary Naval's vacancy. "Release from the freeze" memo being prepared for submission to the ASGM.

