



**DATE:** March 12, 2020

**TO:** Personnel Commission

**FROM:** Assistant City Manager/Interim Director of Human Resources

**SUBJECT:** Approve the Proposed Fiscal Year 2020 Agenda Planning Calendar

### RECOMMENDATION

That the Personnel Commission reviews, comments on, and approves the proposed Fiscal Year 2020 agenda planning calendar.

### DISCUSSION

For the Commission's consideration, staff recommends the following tentative agenda for fiscal year 2020<sup>1</sup>.

| Thursday, March 12, 2020                       |
|------------------------------------------------|
| <u>Groundskeeper II</u>                        |
| <u>Groundskeeper III</u>                       |
| <del>Lead Sweeper Equipment Operator</del>     |
| <u>WPSC Inspector</u>                          |
| Salary Plan and Classification Plan            |
| Recruitment Diversity Report (oral report)     |
|                                                |
| Thursday, June 11, 2020                        |
| <u>Administrative Secretary - Confidential</u> |
| <u>Crime Scene Technician</u>                  |
| <u>Customer Fields Technician</u>              |
| <u>Graphics and Media Relations Technician</u> |
| <u>Information Technology Technician I/II</u>  |
| Secretary series                               |
| <u>Laborer</u>                                 |

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<sup>1</sup> Please Note:

- ❖ Striked-Out items are proposed to be removed and/or rescheduled from previously approved planning calendar;
- ❖ Underlined items are proposed to be added (new) and/or scheduled from previously scheduled items.

| Thursday, June 11, 2020 (continued)    |
|----------------------------------------|
| <u>Lead Sweeper Equipment Operator</u> |
| <u>Water Meter Mechanic</u>            |
| Salary Plan and Classification Plan    |
| Recruitment Diversity Report           |

## NEXT STEPS

If approved, staff will revise the proposed Fiscal Year 2020 agenda planning calendar list and schedule items accordingly.

*Prepared by:* Candi Jackson, Human Resources Administrative Assistant

*Recommended by:* Robin Young, Human Resources Deputy Director  
Maria A. Hurtado, Assistant City Manager/Interim Director of Human Resources

Approved by:



Kelly McAdoo, City Manager