

City of Garden Grove
INTER-DEPARTMENT MEMORANDUM

To:	Matthew J. Fertal	From:	John D.R. Clark
Dept:	City Manager	Dept:	Human Resources
Subj:	AMEND BENEFITED PART-TIME AUTHORIZED POSITION LIST	Date:	January 28, 2014

OBJECTIVE

To request City Council approval to amend the Benefited Part-Time Authorized Position List to insure conformance with the budget.

BACKGROUND

Full-time positions and benefited part-time positions (i.e., those greater than half-time) are listed on the Authorized Position List (APL). These lists are continuously monitored to insure that the City departments stay within Council-authorized and budgeted staffing limits.

The City's benefited part-time workforce consists of positions allocated to greater than half-time but no more than three-quarters time. There are 54 positions on the benefited part-time APL. Of these, 41 are set at 0.75 FTE (full-time-equivalent). Staff's mid-year review indicates that about half of the 0.75 FTE positions on the benefited part-time APL will need to be reduced slightly from 0.75 FTE (three-quarters time) to 0.67 FTE (two-thirds time) to stay within overall limits. Thus, these employees will have their total work year reduced by about 120 hours. All employees on the benefited part-time APL (regardless of percentage of full-time-equivalent) will continue to receive a half-allotment of vacation, sick, and holiday leave.

FISCAL IMPACT

Reduction of 20-22 positions from 0.75 time to 0.67 time is anticipated to save about \$30,000 for the remainder of the fiscal year and \$60,000 per fiscal year thereafter.

RECOMMENDATION

It is recommended that the City Council:

- Redesignate positions P401, 405, 406, 407, 408, 409, Public Works Trainee, from 0.75 FTE to 0.67 FTE;

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- Redesignate positions P412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, Custodian, from 0.75 FTE to 0.67 FTE;
- Redesignate position P705, Community Services Coordinator, from 0.75 FTE to 0.67 FTE;
- Redesignate positions P706, 707, 708, 709, Community Services Coordinator, from 0.65 FTE to 0.75 FTE;
- Redesignate positions P717, 718, 719, Reserve Police Officer, from 0.75 FTE to 0.67 FTE;
- Authorize the Human Resources Director to transfer existing employees between positions on the part-time benefited APL as necessary to preserve existing employment relationships and meet department's stated needs.



JOHN D.R. CLARK
Human Resources Director/City Treasurer

Attachment

Recommended for Approval



Matthew Ferial
City Manager

PART-TIME AUTHORIZED POSITION LIST

1/23/2014

Attachment

POS#	DIV	DEPT-NAME	CLS	TITLE	RNG	POS%	EMP#	NAME	DIV	REP	CLS	TYPE
P005	02	CITY MANAGER	024	ADM AIDE	135	0.55			02		024	
P003	05	INFO TECH	024	ADM AIDE	135	0.75	3384	SCHULZE, KATRENA J	05	E	024	Z
P004	05	INFO TECH	103	INFORMATION TECHNOLO	149	0.52			05		103	
P302	37	PUBLIC WORKS	402	PUBLIC WORKS TRAINEE	089	0.75	3923	ORNELAS, ANDREW I	37	U	402	Z
P304	37	PUBLIC WORKS	402	PUBLIC WORKS TRAINEE	089	0.75	4195	WOLLAND, RONALD J	37	U	402	Z
P305	37	PUBLIC WORKS	402	PUBLIC WORKS TRAINEE	089	0.75	3144	NATLAND, KIRK L	37	U	402	Z
P306	37	PUBLIC WORKS	402	PUBLIC WORKS TRAINEE	089	0.75	3680	WHETRO, THOMAS R	37	U	402	Z
P307	37	PUBLIC WORKS	228	CONSTR INSPECTOR	161	0.75			37		228	
P407	41	PUBLIC WORKS	402	PUBLIC WORKS TRAINEE	089	0.67			41		402	
P408	41	PUBLIC WORKS	402	PUBLIC WORKS TRAINEE	089	0.67			41		402	
P409	41	PUBLIC WORKS	402	PUBLIC WORKS TRAINEE	089	0.67			41		402	
P410	41	PUBLIC WORKS	402	PUBLIC WORKS TRAINEE	089	0.75	4050	FITZGERALD, ROBERT J	41	U	402	Z
P411	41	PUBLIC WORKS	402	PUBLIC WORKS TRAINEE	089	0.75	3908	ARMENTA-ALONSO, MANUEL	41	U	402	Z
P412	42	PUBLIC WORKS	445	CUSTODIAN	108	0.67			42	U	445	
P413	42	PUBLIC WORKS	445	CUSTODIAN	108	0.67	3721	DOMINGUEZ, EARNEST L	42	U	445	Z
P414	42	PUBLIC WORKS	445	CUSTODIAN	108	0.67	3157	GOMEZ, JESUS RICHARD	42	U	445	Z
P415	42	PUBLIC WORKS	445	CUSTODIAN	108	0.67	3341	GONZALEZ, JORGE	42	U	445	Z
P416	42	PUBLIC WORKS	445	CUSTODIAN	108	0.67	0084	NGUYEN, KHUONG	42	U	445	Z
P417	42	PUBLIC WORKS	445	CUSTODIAN	108	0.67	2970	PICOTTE, MATT G	42	U	445	Z
P418	42	PUBLIC WORKS	445	CUSTODIAN	108	0.67	3719	FLORES VAZQUEZ, CYNTHIA	42	U	445	Z
P419	42	PUBLIC WORKS	445	CUSTODIAN	108	0.67	3523	HARO, GLORIA A	42	U	445	Z
P420	42	PUBLIC WORKS	445	CUSTODIAN	108	0.67	3405	FERNANDEZ, CECELIA A	42	U	445	Z
P421	42	PUBLIC WORKS	445	CUSTODIAN	108	0.67	3576	FERNANDEZ, CONRAD A	42	U	445	Z
P422	42	PUBLIC WORKS	445	CUSTODIAN	108	0.67	7469	RODRIGUEZ, JAVIER	42	U	445	Z
P423	42	PUBLIC WORKS	445	CUSTODIAN	108	0.67	2058	REYES, DELFRADO C	42	U	445	Z
P424	42	PUBLIC WORKS	445	CUSTODIAN	108	0.67	3197	NICHOLS, VIRGINIA	42	U	445	Z
P425	42	PUBLIC WORKS	445	CUSTODIAN	108	0.67	3733	ESPINOZA, JULIA	42		445	Z
P401	43	PUBLIC WORKS	402	PUBLIC WORKS TRAINEE	089	0.67			43		402	
P402	43	PUBLIC WORKS	402	PUBLIC WORKS TRAINEE	089	0.75	3546	GARCIA, ANTONIO	43	U	402	Z
P403	43	PUBLIC WORKS	402	PUBLIC WORKS TRAINEE	089	0.75	3799	QUIROZ, ROLANDO	43	U	402	Z
P404	43	PUBLIC WORKS	402	PUBLIC WORKS TRAINEE	089	0.75	3917	ALLEN, CHRISTOPHER L	43	U	402	Z
P405	43	PUBLIC WORKS	402	PUBLIC WORKS TRAINEE	089	0.67			43	U	402	
P406	44	PUBLIC WORKS	402	PUBLIC WORKS TRAINEE	089	0.67	3688	GLENN, JEREMY J	44	U	402	Z

PART-TIME AUTHORIZED POSITION LIST

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POS#	DIV	DEPT-NAME	CLS	TITLE	RNG	POS%	EMP#	NAME	DIV	REP	CLS	TYPE
P710	06	COMMUNITY SERV	014	SR ADMIN AIDE	150	0.51	3715	THAI, KRISTY H	06	E	014	Z
P702	75	COMMUNITY SERV	067	SR OFFICE ASSISTANT	123	0.75	5546	MCINTOSH, JACQUELINE S	75	E	067	Z
P703	75	COMMUNITY SERV	289	COMM SERV COORD	130	0.75	3643	ALVARADO, YOLANDA A	75	E	289	Z
P704	75	COMMUNITY SERV	289	COMM SERV COORD	130	0.75	3321	OCHOA, LORI	75	O	289	Z
P705	75	COMMUNITY SERV	289	COMM SERV COORD	130	0.67	3085	VICTORIA, PAUL E	75	E	289	Z
P706	75	COMMUNITY SERV	289	COMM SERV COORD	130	0.75	0940	GRANT, JACOB R	75	E	289	Z
P707	75	COMMUNITY SERV	289	COMM SERV COORD	130	0.75	4496	KELLER-PLUMB, ANN	75	E	289	Z
P708	75	COMMUNITY SERV	289	COMM SERV COORD	130	0.75	1552	MEDINA, JESUS	75	E	289	Z
P709	75	COMMUNITY SERV	289	COMM SERV COORD	130	0.75			75	E	289	Z
P711	75	COMMUNITY SERV	253	SR RECREATION SPECIA	101	0.51			75		253	
P712	75	COMMUNITY SERV	253	SR RECREATION SPECIA	101	0.51	0925	SCHLUMPBERGER, EMERON J	75	E	253	Z
P713	75	COMMUNITY SERV	253	SR RECREATION SPECIA	101	0.51			75		253	
P714	75	COMMUNITY SERV	058	CLERICAL ASSISTANT	108	0.51			75		058	
P715	75	COMMUNITY SERV	058	CLERICAL ASSISTANT	108	0.51			75		058	
P716	75	COMMUNITY SERV	273	ELIGIBILITY TECHNICI	128	0.51			75		273	
P601	67	POLICE	099	COMMUNITY SERVICE OF	131	0.75	4016	GUERRERO, FLOR DE LIZ	67	E	099	Z
P603	67	POLICE	099	COMMUNITY SERVICE OF	131	0.75	4149	BOGUE, SUMMER A	67	E	099	T
P717	68	POLICE	310	RESERVE POLICE OFF	310	0.67	2887	FOSTER, VICTORIA M	68	P	310	Z
P718	68	POLICE	310	RESERVE POLICE OFF	310	0.67	4444	JULIENNE, PATRICK R	68	P	310	Z
P719	68	POLICE	310	RESERVE POLICE OFF	310	0.67	2709	NELSON, VERONICA	68	P	310	Z
P720	68	POLICE	061	JAIL & FLEET SUPERVI	171	0.75			68		061	
P602	69	POLICE	099	COMMUNITY SERVICE OF	131	0.75	3830	MANES, JOSHUA S	69	E	099	Z