

MEMORANDUM

TO: Mayor and City Council

FROM: Faye Stewart, Public Works & Development Director

SUBJECT: APPROVAL OF TEMPORARY PART-TIME PAYROLL-HUMAN RESOURCES ASSISTANT

DATE: October 4, 2023

Background

Currently there are 10 open positions throughout the City departments and one retirement planned this December. Recruiting, interviewing, testing, and onboarding new employees is very time consuming. With 10 employee positions vacant at one time filling the vacancies is more work than one Human Resources staff member is able to manage.

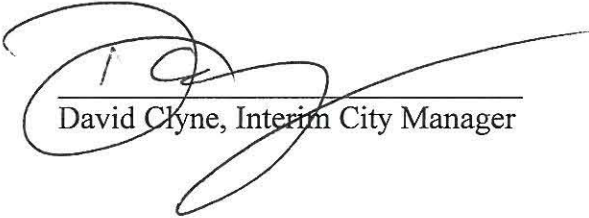
Staff is proposing creating a temporary part time Payroll-Human Resources Assistant to assist the HR Specialist in processing payroll and providing HR related support. The assistant will assist in payroll processing, preparation of recruitment materials, post vacancies, schedule interviews, perform reference checks, and prepare on boarding materials. The cost of the temporary position for November-June is \$36,784.32.

Recommendation


The City Council approve by motion the Temporary Part Time Payroll-Human Resources Assistant position effective upon passage.

Cost

Staff proposes using \$36,784.32 of budgeted unspent salary savings to pay for the temporary position through June 30, 2023. At that time staff will review the position and determine if there is a need to propose a regular part-time Payroll-Human Resources Assistant to be included in the 24-25 budget year.



David Clyne, Interim City Manager



Faye Stewart, Public Works &
Development Director