



## Staff Reports Details (With Text)

**File #:** 299-2021      **Version:** 1      **Name:**  
**Type:** Afternoon Administrative Report      **Status:** Agenda Ready  
**File created:** 8/3/2021      **In control:** CITY COUNCIL OF THE CITY OF NAPA  
**On agenda:** 9/21/2021      **Final action:**  
**Title:** Quarterly Recruitment Update  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. ATCH 1 - Quarterly Recruitment Update Presentation

Date	Ver.	Action By	Action	Result
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**To:** Honorable Mayor and Members of City Council

**From:** Heather Ruiz, Human Resources Director

**Prepared By:** Gabrielle Petersen, Management Analyst II

**TITLE:**  
Quarterly Recruitment Update

**RECOMMENDED ACTION:**  
Receive presentation regarding the Quarterly Recruitment Update.

**DISCUSSION:**  
After the freezing of several positions due to COVID-19, Council approved the return of roughly sixty (60) full-time positions to the Fiscal Year 2021/2022 Budget. The Human Resources Department worked closely with the Executive Team to determine the recruitment timelines to refill each of these positions and would like to share regular updates with Council on overall recruitment progress.

The attached presentation (Attachment A) provides a simple overview of the Human Resources Team's efforts to refill these positions as well as details on the Civil Service Process, Nationwide Recruitment Data, and more.

**FINANCIAL IMPACTS:**  
No additional funding is needed beyond what has already been approved in the Citywide budget.

**CEQA:**  
The Human Resources Director has determined that the Recommended Action described in this Agenda Report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

**DOCUMENTS ATTACHED:**

ATCH 1 - Quarterly Recruitment Update Presentation

**NOTIFICATION:**

N/A