



AGENDA REPORT

SAN CLEMENTE CITY COUNCIL MEETING
Meeting Date: October 15, 2013

Agenda Item 6D

Approvals:

City Manager [Signature]

Dept. Head [Signature]

Attorney [Signature]

Finance [Signature]

Department: Finance and Administrative Services
Prepared By: Sam Penrod, Human Resources Manager [Signature]

Subject: *REQUEST TO AUTHORIZE A LIMITED-TERM, BENEFITED POSITION.*

Fiscal Impact: None. The costs of the requested position, \$6,621 per month, will be met by salary savings of \$6,674 per month from an employee currently out on a Worker's Compensation injury.

Summary: Staff is requesting that the City Council authorize a Limited-Term, benefited position to assist with the work load due to a temporary vacancy within the Beaches & Parks Maintenance Division. The request is to allow this position until the end of this fiscal year on June 30, 2014.

Background: The individual who will be assigned to this position has filled another temporary position as the result of an absence in Facilities Maintenance, and the staff member has proven to be an excellent employee with an appropriate skill set for the position requested. Staff would like to encourage the individual to stay with the City team while progress of the employee on Worker's Compensation is monitored.

Discussion: The temporary vacancy in Beaches & Parks Division has created a significant issue with workload. The absence of the employee out on Worker's Compensation is of an unknown duration, and should the issue not be resolved by the end of the fiscal year, staff will return to the City Council to request an extension of the Limited-Term position. Granting this temporary position would greatly assist in keeping the City's parks, beaches, medians, and trails in appropriate condition.

Recommended Action: STAFF RECOMMENDS THAT the City Council authorize a Limited-Term, benefited position (Maintenance Worker II) for the Beaches and Parks Maintenance Division, effective November 1, 2013 through the end of the fiscal year on June 30, 2014.

Attachments: None.

Notification: None.