



CITY OF EUREKA City Attorney

531 K Street Eureka, California 95501-1165
(707) 441-4147 • FAX (707) 441-4148

April 16, 2019

VIA EMAIL

SoHum Freelance
sohumfreelance@gmail.com

RE: Public Records Act Request Received April 6, 2019

Dear Sir or Madam:

Attached please find a memorandum from the City of Eureka Human Resources Director that makes clear the actual dates of service for Alanna Powell. While this memo is not technically a response to your public records request, I thought you should have it to clarify the documents you have received.

Sincerely,

Robert N. Black
City Attorney

RNB:cll
Enclosures

cc: City Clerk
Development Services
Human Resources



CITY OF EUREKA
HUMAN RESOURCES DEPARTMENT

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MEMORANDUM

April 15, 2019

RE: Alanna Powell / Dates of Service Clarification

To Whom It May Concern,

On April 8, 2019 the City of Eureka received a PRA from SoHum Freelance which requested, among other things, documentation related to dates of service, the personnel action form, the job description and duties of Alanna Powell during her work for the city in 2017. The responsive documents that relate to this specific information include two Personnel Action forms (PA's) – one for Alanna's appointment to her temporary position, and the other which ends that appointment. For clarification; Alanna's actual dates of service range from her appointing date of 3/13/2017 to her last day of paid work, which was 9/13/2017.

It is not unusual for temporary appointments to be officially terminated by PA well after a temporary employee has stopped working, due to the expectation that they may return to work on the project again or a similar program on a seasonal basis. However, often times the temporary employee will not return to work at all, and departments will eventually submit a official PA ending their appointment – sometimes with an effective date of when the terminating PA was created rather than the employee's actual last day worked. This appears to have been that case with Alanna.

Will Folger

Director of Human Resources

☐ FULL TIME / RPT -
☒ TEMPORARY
☐ RETIRED / ANNUITANT

PERSONNEL ACTION FORM

SECTION 1

Employee #: 3832

Effective Date: 1/1/2019

Name: Alanna Powell

SECTION 2

Address:

Birth Date:

Phone Number:

CITY OF EUREKA

JAN 29 2019

PERSONNEL

ENTERED
1-30-19

SECTION 3

- ☐ Appointment
☐ Reappointment
☐ Promotion
☐ Resignation
☐ Normal Step Increase
☐ Accelerated Step Increase
☐ Reclassification
☐ FMLA/CFRA Leave
☐ Temporary Disability Leave
☐ Parental Bonding Leave
☐ Military Leave
☐ Extension of Leave
☐ Return from Leave
☐ Other

- ☒ End of Appointment
☐ Lay Off
☐ Deceased
☐ End Probation
☐ Extend Probation
☐ Change of Address
☐ Department Transfer
☐ Division Transfer

DISCIPLINE

- ☐ Suspension
☐ Demotion
☐ Termination
☐ Other

Personal Information:

TO:

Name:

Address:

FROM:

Name:

Address:

SECTION 4

TO:

Department:

Title:

Yearly:

Monthly:

Hourly:

Account/s # Affected:

FROM:

Department: Development Services

Title: Project Manager

Pay Range Code & Step: GC 141 55

Yearly: 76,232

Monthly: 6,353

Hourly: 36.65

Account/s # Affected: 110 46101 1290

SECTION 5

Explanation of Action or Request:

Temporary Employee - Project Completed

SECTION 6

For Separations Only:

Eligible for Rehire? ☒ Yes ☐ No City Property Returned? ☒ Yes ☐ No At least two weeks notice given? ☐ Yes ☐ No
Evaluation of Service: Outstanding: Competent: Highly Competent: Unsatisfactory:

BY:

Department Head Signature and Date

Personnel Officer/City Manager Signature and Date

(For HR Dept only): PAYROLL/FINANCE/DEPT/EMPLOYEE

T 5541

PERSONNEL ACTION FORM
TEMPORARY (HOURLY) EMPLOYEES

Employee No: 3832

Effective Date: 3/13/2017

SECTION 1

Name: **POWELL, ALANNA**

SECTION 2

Birthdate: [REDACTED]

Phone Number: [REDACTED]

Address: [REDACTED]
City State and Zip: [REDACTED]

SECTION 3

Appointment **XX**
Reappointment
Normal Step Increase
Accelerated Step Increase
Other:

Resignation
End of Appointment
Lay Off
Deceased

Personal Information

TO:

Name:
Address:
Phone:

FROM:

Name:
Address:
Phone:

SECTION 4

TO:

Department: **Development Services**
Title: **Project Manager (TEMP)**
Step and Salary: **S5, \$36.14/HR**
Account # Affected: **110-46101-1290**

FROM:

Department:
Title:
Step and Salary:
Account # Affected:

SECTION 5

Explanation of Action or Request:

NOTE: Temporary and Seasonal Employees may not work more than 999 hours in a fiscal year for the City, regardless of the Department in which they work.

Alanna Powell is being appointed to Project Manager (temporary) in Economic Development, effective 3/13/2017.

SECTION 6

For Separations Only:

Eligible for Rehire?

Evaluation of Service: Outstanding:

City Property Returned?

Highly Competent:

At least two weeks notice given?


Competent:

Unsatisfactory:

By:

 3/16/17

For Department Head Signature and Date

 3/16/17
For Personnel Officer/City Manager Signature and Date

MHOK T4184



Project Manager

Class Code:
U16

Bargaining Unit: Unrepresented/Management-Mid-
Management

CITY OF EUREKA
Revision Date: Aug 15, 2013

SALARY RANGE

\$5,279.00 - \$6,417.00 Monthly
\$63,348.00 - \$77,004.00 Annually

DESCRIPTION SUMMARY:

DEFINITION

Under general direction, provides administrative, program, budgetary, grant, purchasing, training and work-flow support and project management to an assigned department and/or division; analyzes departmental practices and procedures and makes recommendations for organizational, operational, policy and procedural improvements; develops, summarizes and maintains administrative and fiscal records; directs, oversees and manages cultural, environmental, grant, and other programs, special projects and studies and performs related administrative support functions; fosters cooperative working relationships among City departments and acts as liaison with various community, public and regulatory agencies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises general and direct supervision over assigned staff.

CLASS CHARACTERISTICS

This is an advanced journey-level class in the professional administrative support series. Responsibilities include developing and implementing policies and procedures for the following programmatic functions: budget development, financial administration and reporting, expenditure monitoring, grant funds disbursement, purchasing, contract administration, management analysis, project management, automation and program evaluation. Incumbents provide a professional-level resource for organizational, managerial and operational analyses and studies. Supervision of staff or consultants may be required on a project basis. This class is distinguished from other administrative support classifications by its size, complexity and scope of responsibilities, including project management and the oversight of programmatic functions, in addition to administrative responsibilities.

EXAMPLE OF JOB DUTIES:

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

When performing all duties:

- Plans, designs, develops, organizes and oversees multiple highly complex projects and programs, such as property management, housing programs, stormwater programs, police programs, and other environmental, redevelopment and economic development programs and projects; assists in developing goals, objectives, policies, procedures, work standards and administrative control systems; manages program budgets; acts as the liaison between the City and outside agencies and vendors; oversees or participates in committees formed for these programs; receives, reviews and organizes program applications; presents committees' recommendations to the City Council.
- Coordinates, oversees and performs professional-level administrative work in such areas as budget development, financial administration and reporting, grants application development and oversight, purchasing, contract administration, management analysis, project management, public information and program evaluation;
- Leads in the development and implementation of key departmental and City projects related to the goals and functions of the department.
- Collects, compiles, and analyzes information from various sources on a variety of specialized topics related to projects and programs administered by the position or by management staff including complex financial, budget, or administrative issues or questions; prepares comprehensive technical records and reports to present and interpret data, identifies alternatives, and makes and justifies recommendations.
- Conducts a variety of analytical and operational studies, research, and statistical analyses on administrative, fiscal, personnel, public policy, and operational problems or issues regarding departmental and programmatic activities; evaluates alternatives, makes recommendations and assists with the implementation of procedural, administrative and/or operational changes after approval; monitors legislation and analyzes proposed legislation.

- Serves as a liaison with employees, public, and private organizations, community groups and other organizations; provides information and assistance to the public regarding the assigned projects and programs and services; receives and responds to complaints, violations, and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
- May assist in the development and reporting of alternate funding sources and ensures that Federal, State, City and funding agency and City accounting and reporting requirements and applicable laws, requirements, regulations and professional accounting practices are met.
- Prepares and submits City Manager and City Council agenda reports and various other commission, committee and staff reports, resolutions, ordinances and correspondence regarding assigned activities.
- Confers with other management staff regarding provision of administrative and support services, including contracts, agreements and grant reporting.
- Prepares or assists in the preparation of requests for proposals and bids and administers consultant contracts.
- Maintains accurate records, databases, and files; develops storage of records and retention schedules.
- Assists with and coordinates and organizes special events; provides public relations, outreach and education programs to the community.
- Communicates orally, in writing or through graphic representations and statistical summaries with colleagues, managers, employees, the public, organized employee groups and representatives of various organizations.
- May participate in the selecting, training, motivating and evaluating of assigned staff; provide or coordinate staff training; work with employees to correct deficiencies.
- May direct the work activities of assigned clerical and technical personnel; prioritize and coordinate work assignments; review work for accuracy; recommend improvements in workflow, procedures and use of equipment and forms.
- May be responsible for development and supervision of capital improvement projects.
- Performs other duties as assigned

When performing the Economic Development assignment:

- Manages economic development grant programs; prepares grant funding applications; implements, administers, monitors and reports grant activities according to applicable grant regulations; prepares RFQ's for professional services and administering grant program consulting services; directs and reviews the implementation of the City's Community Development Block Grants, including providing necessary direction and approving the implementation of various housing assistance programs.
- Assists in the development and execution of the goals, strategies, and actions associated with the City's Strategic Vision and Economic Development Strategic Plan. Serve as staff to the Economic Development Commission.
- Develops and prepares graphics, diagrams, marketing materials and other visual illustrations; conducts marketing, recruitment, retention, and public information programs in support of the City's economic development goals; develops strategies for identifying target businesses, monitors competition, and establishes marketing tools specific to the needs of target businesses.
- Assists with implementing, administering, monitoring and reporting grant activities according to applicable grant regulations.
- Conducts studies and needs assessments for the development of programs to address significant development issues; Conducts a range of economic analyses; compiles information for a variety of studies and reports; researches, analyzes, and interprets social, economic, population and land use data and trends; develops recommendations and prepares written reports on various economic development matters; prepares spreadsheets and establishes and maintains comprehensive databases; conducts cost benefit analyses.
- Confers with and advises to the business community and the general public regarding City programs such as the Foreign Trade Zone and state/federal business assistance programs; promotes business loan program and guidelines; preparing legal business loan documents.
- Serves as liaison between the City organization and the private development community; participates in development of business assistance, business retention, and financing plans; provides assistance to private development projects; answers questions and provides information to the public; assists with economic development ombudsman duties with City departments on behalf of private developers locating or located within the City; works with citizen committees, special interest groups, non-profit organizations, and neighborhood groups concerning economic development issues and problems; establishes and maintains an effective working relationship with business executives, site selectors, regional and state economic development agencies, developers, and city official, management, departments and advisory boards.
- Coordinates and/or performs a key role in planning and implementing a variety of special events, including, but not limited to: business informational workshops, business announcements, marketing tours, and tourism related activities.
- Engages in workforce development; participates in small business development initiatives.
- Researches and assists in preparing ordinances for review; prepares staff reports for the Planning Commission, City Council, various committees and advisory boards as directed; prepares research, reports, maps, and conducts briefings; participates in coordinating City planning and development related activities with other City departments and with outside agencies.
- Manages City housing programs, including preparing grant funding applications for City projects and programs in the area housing (CDBG and HOME grants); implementing, administering, monitoring and reporting grant activities according to applicable grant regulations.
- Manages property management, including developing marketing materials to dispose of real property interests; secure execution of formal lease documents; prepare outline and lease terms for attorney's use; obtain, examine, and interpret property records and title reports to determine the extent and types of encumbrances and the status of interests in properties; inspect City owned leased buildings; review independent appraisals to determine market value and costs necessary in to acquire properties for City use or sale of properties.

When performing the Police assignment:

- Performs technical administrative assistance and support duties for the Police department; creates, implements, and participates in various technical processes, procedures and programs.
- Organizes, coordinates, maintains, and updates departmental record systems; enters and updates information with departmental activity, inventory files, and report summaries.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Provides backup support to administrative support personnel.
- Coordinates, develops, plans, implements and/or conducts training activities.
- Reviews legislation and regulations relating to training and ensures compliance with training requirements; provides documentation of required training activities to State and Federal agencies.
- Maintains records and statistical data pertaining to training and related program activities.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures
- Principles and practices of municipal government management.
- Basic principles, practices and procedures of budgeting, funding sources and grant funds disbursement.
- Project and/or program management, analytical processes and report preparation techniques; municipal programs such as, but not limited to, purchasing, personnel, grant administration, risk management, finance, budgeting, and other related governmental programs.
- Organizational and management practices as applied to the analysis, evaluation, development and implementation of programs, policies and procedures.
- Basic principles and practices of public administration as applied to operational unit and program administration.
- Research and reporting methods, techniques and procedures.
- Sources of information related to a broad range of municipal programs, services and administration.
- Applicable Federal, State, and local laws, codes, regulations, and procedures.
- Public relations techniques.
- Principles and practices of public agency budget development and administration and sound financial management policies and procedures.
- Techniques of contract administration.
- Modern office practices, methods and computer equipment.
- Business letter writing and the standard format for reports and correspondence.
- Record keeping principles and procedures.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.
- Techniques, laws and regulations for planning, organizing, conducting and evaluating training programs.

Ability to:

- Supervise, select, train, motivate, and evaluate the work of staff.
- Assist in the development of goals, objectives, policies, procedures and work standards for the department.
- Organize and prioritize a variety of complex programs and projects.
- Coordinate and oversee departmental and programmatic administrative, project management, budgeting and fiscal reporting activities.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Plan and conduct effective management, administrative and operational studies.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Interpret, apply and explain complex Federal, State, and local laws, codes, regulations, departmental policies and procedures.
- Conduct research on a wide variety of administrative topics, including grant funding, contract feasibility, budget and staffing proposals, and operational alternatives.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Organize, direct, and coordinate the work of assigned professional, administrative, and clerical staff, depending on assignment.
- Direct the work of contract consultants on a program or project basis.
- Understand the organization and operation of the assigned department and of outside agencies as necessary to assume assigned responsibilities.
- Prepare clear and effective financial, statistical, narrative, informational and educational reports, correspondence, policies, procedures and other written material.

- Make accurate arithmetic, financial and statistical computations.
- Effectively conduct meetings and make presentations to various groups.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

REQUIREMENTS:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to graduation from an accredited four-year college or university with major coursework in business or public administration, accounting, economics, economic development, environmental sciences, or a field related to the assigned program area(s), and
- Five (5) years of professional-level programmatic, special projects, and
- Related administrative support experience, with
- Two years supervisory experience.

License:

- Valid California class C driver's license with satisfactory driving record.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends and holidays.