



## ADMINISTRATIVE SERVICES DEPARTMENT

CITY HALL  
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### CITY COUNCIL INFORMATIONAL MEMORANDUM

Date: July 24, 2025

To: Cupertino City Council

From: Vanessa Guerra, Human Resources Manager

Re: Details of when vacancies were posted from 2022 and 2023

#### Background

The City Council requested additional information on full-time recruitments following the staff presentation on recruitment and vacancies at the May 15, 2025, council meeting. The council specifically requested information on dates recruitments had been posted in calendar years 2022 and 2023. That information is provided below:

Department	Position Class Title (Working Title)	Bargaining Group	Date Posted
Community Development	Associate/Senior Planner	CEA	1/3/2022
Community Development	Plan Check Engineer	CEA	1/10/2022
Parks and Recreation	Administrative Assistant	Unrep	1/11/2022
Community Development	Code Enforcement/Sr. Code Enforcement Officer	CEA	1/13/2022
Parks and Recreation	Recreation Coordinator	CEA	1/26/2022
Public Works	Maintenance Worker I	OE3	2/8/2022
Parks and Recreation	Management Analyst	Unrep	3/17/2022
Parks and Recreation	Facility Attendant	CEA	4/1/2022
Parks and Recreation	Recreation Supervisor	Unrep	4/18/2022
Community Development	Senior Planner Housing	CEA	4/21/2022
City Manager's Office	Communications Officer (PIO)	Unrep	4/22/2022
Administrative Services	Finance Manager	Unrep	4/22/2022
Parks and Recreation	Office Assistant/Sr. Office Assistant	CEA	4/26/2022
Public Works	Public Works Supervisor	Unrep	5/5/2022
Community Development	Assistant Planner	CEA	5/13/2022
City Manager's Office	Deputy City Manager	Unrep	6/21/2022

<b>Department</b>	<b>Position Class Title (Working Title)</b>	<b>Bargaining Group</b>	<b>Date Posted</b>
Parks and Recreation	Director of Parks and Recreation	Unrep	6/21/2022
Community Development	Associate/Senior Planner	CEA	8/18/2022
Administrative Services	Budget Manager	Unrep	8/25/2022
Public Works	Sr. Public Works Project Mgr	Unrep	8/30/2022
Administrative Services	Purchasing Manager	Unrep	9/15/2022
Public Works	Public Works Inspector	CEA	9/27/2022
Parks and Recreation	Recreation Coordinator	CEA	10/18/2022
City Manager's Office	Senior Office Assistant Communications	CEA	10/20/2022
Public Works	Public Works Project Manager	Unrep	11/8/2022
Information Services	Innovation Technology Manager Infrastructure	Unrep	11/18/2022
Public Works	Maintenance Worker I/II	OE3	12/2/2022
Public Works	Management Analyst - Public Works	Unrep	1/6/2023
Public Works	Maintenance Lead - Facilities	OE3	1/10/2023
Administrative Services	Finance Manager	Unrep	1/16/2023
Community Development	Code Enforcement Officer	CEA	1/18/2023
Public Works	Maintenance Lead - Streets	OE3	2/14/2023
City Manager's Office	Deputy City Manager	Unrep	2/20/2023
City Manager's Office	Assistant to the City Manager	Unrep	2/21/2023
Parks and Recreation	Community Outreach Specialist	CEA	2/27/2023
City Manager's Office	Management Analyst - Sustainability	Unrep	4/4/2023
Community Development	Administrative Assistant	Unrep	4/12/2023
Community Development	Building Official	Unrep	4/17/2023
Community Development	Assistant Director of Community Development	Unrep	4/17/2023
Public Works	Transit and Transportation Planner	CEA	4/19/2023
Community Development	Permit Technician	CEA	4/24/2023
PW/CMO	Administrative Assistant	Unrep	4/28/2023
Public Works	Senior Public Works Project Manager	Unrep	5/3/2023
City Manager's Office	Communications Officer (PIO)	Unrep	5/4/2023
City Manager's Office	Senior Management Analyst	Unrep	5/18/2023
City Manager's Office	Economic Development Manager	Unpre	5/18/2023
Public Works	Senior Office Assistant	CEA	7/18/2023
City Manager's Office	Office Assistant	CEA	7/27/2023
City Manager's Office	Economic Development Manager	Unrep	7/27/2023
Community Development	Building Inspector	CEA	8/3/2023
Community Development	Management Analyst	Unrep	8/24/2023
Information Services	Business Systems Analyst	Unrep	8/28/2023

Department	Position Class Title (Working Title)	Bargaining Group	Date Posted
Public Works	Associate Engineer	CEA	8/29/2023
Public Works	Public Works Supervisor	Unrep	10/5/2023
Public Works	Environmental Compliance Technician	CEA	10/20/2023
City Manager's Office	Communications and Marketing Coordinator	Unrep	11/29/2023
Public Works	Environmental Programs Specialist	CEA	11/30/2023

Sustainability Impact

No sustainability impact.

Fiscal Impact

No fiscal impact.

City Work Program Item/Description

None.

City Council Goal

Public Engagement and Transparency.

California Environmental Quality Act

Not applicable.

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Prepared by: Vanessa Guerra, Human Resources Manager

Reviewed by: Kristina Alfaro, Director of Administrative Services

Approved for Submission by: Tina Kapoor, Interim City Manager

Attachments: