



*City of Arts & Innovation*

# City Council Memorandum

**TO:** HONORABLE MAYOR AND CITY COUNCIL **DATE:** JANUARY 6, 2026

**FROM:** HUMAN RESOURCES DEPARTMENT **WARDS:** ALL

**SUBJECT:** INCREASE FULL-TIME EQUIVALENTS IN THE HUMAN RESOURCES DEPARTMENT PERSONNEL DETAIL BUDGET TO INCLUDE ONE (1) ADDITIONAL FULL-TIME GRANT FUNDED HUMAN RESOURCES ANALYST POSITION

## **ISSUE:**

Approve an increase in the number of full-time equivalents in the Human Resource Department's personnel detail budget to include one (1) additional grant funded Human Resources Analyst position to support the City of Riverside Youth Service Corps Fellows program in partnership with the State of California / California Volunteers.

## **RECOMMENDATIONS:**

That the City Council approve an increase in the number of full-time equivalents in the Human Resources Department's budget to include one (1) additional grant funded Human Resources Analyst.

## **BACKGROUND:**

In 2021, through the work of Mayor Lock Dawson and the Big City Mayors Coalition, the City received \$4.4 million Round 1 Grant funding from the State of California/ California Volunteers to develop the CaliforniansForAll / Youth Service Corps Youth Workforce Program.

In 2024, the City received \$1.74 million in Round 2 funding to continue the Youth Workforce Program in partnership with State of California/ California Volunteers which will be used through December 31, 2026. Round 2 funding is available to fund the Human Resource Analyst position.

In December 2025, the City applied for Round 3 funding in the amount of \$1,500,471 which will be funded beginning July 2026 through December 31, 2027. Grant award notifications for Round 3 funding will be issued by February 2026. The continued funding of round three will continue to support this position.

## **DISCUSSION:**

The Round 3 Youth Service Corps Grant has three goals: 1) Increase youth employment by providing foundational skills and work experience that will prepare participants for educational pursuits and/or career employment; 2) Develop career pathways for youth who participate in the program to move into gainful employment post-service; and 3) strengthen city/community capacity to address key areas of education, food insecurity, climate resilience, and public service.

This program serves as an important recruitment “pipeline program” for the City. In the first two rounds of funding, the program hired over 98 youth between the ages of 16-30, to work in 12 departments within the City, and 23 were subsequently hired to full-time regular positions within the city organization. The City also funded three non-profit partners who hired 27 youth between the ages of 16 to 30, and 6 were hired to full-time, regular positions.

For calendar year 2026, the City has allocated a total of 70 YSC Fellows to be employed for 19 hours per week, for up to 1,000 hours per fiscal year, across four focus areas: climate resilience, food insecurity, education, and public service.

The City plans to use this additional 100% grant-funded FTE to:

- Conduct all recruitments for Grant-funded Fellows/Interns
- Meet with Fellows/Interns Monthly (70 of them) to check in on what they are doing, ensure they are being given substantive work, and help guide them with career coaching and understanding the entry level opportunities open to them at the City
- Organize and run the Monthly intern/Fellow educational opportunities

#### **FISCAL IMPACT:**

The total fiscal impact of this action is \$119,736 annually, including salary and benefits. Sufficient funds are available from round 2 funding of the Youth Workforce Program in the Grants and Restricted Programs Fund, Californians Youth Workforce, State Operating Grant account 9350700-440210. Round three funding of the Youth Workforce Program, upon award will continue to fund this position.

Prepared by: Rene Goldman, Human Resources Director

Certified as to

availability of funds: Kristie Thomas, Chief Financial Officer

Approved by: Edward Enriquez, Assistant City Manager

Approved as to form: Rebecca McKee-Reimbold, Interim City Attorney