



AGENDA REPORT

TO: DEANNA J. SANTANA
CITY ADMINISTRATOR

FROM: Katano Kasaine
Acting DHRM Director

SUBJECT: Supplemental to the Vacancy Report

DATE: June 12, 2013

City Administrator
Approval

A handwritten signature in black ink, appearing to read 'Deanna J. Santana'.

Date

6/12/13

COUNCIL DISTRICT: City-Wide

RECOMMENDATION

Staff recommends acceptance of this supplemental report to the semi-annual informational report on budgeted vacant positions and hiring for the Period September 6, 2012 Through April 8, 2013.

EXECUTIVE SUMMARY

This is an informational report that provides additional information requested by the Finance & Management Committee at its June 11, 2013 meeting.

- **Open Recruitments:** *Attachment A* provides a chart showing the status of recruitments that are currently open.
- **Criminalist Positions:** Below is a brief outline of the key milestones and timelines related to the open recruitments for positions in the Crime Lab – civilian positions in Police.

OUTCOME

There are no specific outcomes associated with acceptance of this informational report.

BACKGROUND/LEGISLATIVE HISTORY

At its June 11, 2013 meeting, members of the Finance & Management Committee requested supplemental information to the semi-annual vacancy report that was presented. Requested information included an update on the status of open recruitments to fill current vacancies and details on the hiring process to fill Criminalist positions.

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ANALYSIS

A. Open Recruitments

There are currently open recruitments for 51 positions; *Attachment A* provides a list by department and classification title and indicates the date by which the Department of Human Resources Management (DHRM) estimates that an eligible list will be established. There are recruitments for positions throughout the City organization that are in various stages of implementation or completion. The estimated “end date” represents the date at which the hiring department can expect to receive a certified eligible list. The date by which an employee is actually hired depends on the department’s hiring process, the degree to which the candidates meet the department’s needs, and the willingness of preferred candidates to accept a job offer when made.

B. OPD Crime Lab – Criminalists Hiring

During the past year there have been several vacancies in the Crime Lab and DHRM and OPD staff have been engaged in strategies to fill all of the vacant positions: Criminalist I, Criminalist II, Forensic Technician and Latent Print Examiner. In planning for the needs of the unit overall, staff focused on some of the most immediate staffing needs first, which at the time were vacancies for Criminalist I and Forensic Technician; recruitments were conducted and those positions were filled in December 2012. Activities related to filling the Criminalist II positions were addressed concurrently. The Criminalist II positions have existed in the Crime Lab budget for many years and became vacant due to attrition.

Date	Milestone	Notes
8/20/12	DHRM receives authorized requisition to fill three Criminalist II positions	DHRM advises department that eligible lists exist and candidates must be considered
10/16/12	DHRM & OPD determine that a new recruitment will be required to fill Criminalist II positions; department first moves forward with considering existing eligibles	Exam planning begins – discussion of need to revise class specs, selective certification reqs
1/13/13	OPD considering existing eligibles	Interviews conducted
Feb 2013	Communication between DHRM and OPD regarding specialized requirement, class spec revisions, selective certification	Job announcement and job specs revised and refined several times
3/5/13	Notice of selective certification requirements and class spec revisions sent to union with an offer to meet	Union meeting occurs 4/8/13
5/9/13	Revised class spec approved by Civil Service	Job announcement finalized
5/29/13	Job Announcement opens for Criminalist II (Forensic Chemistry)	Job announcement closes 6/17/13; list to dept 7/29/13
5/29/13	Job Announcement opens for Criminalist II (Forensic Firearms) * Closing date extended per OPD due to an upcoming professional conference where strategic outreach could be conducted.	Job announcement closes 7/24/13*; list to dept 8/19/13

PUBLIC OUTREACH/INTEREST

No public outreach was necessary for this report.

COORDINATION

DHRM coordinated the collection and verification of data provided in this report with staff in the Police Department.

COST SUMMARY/IMPLICATIONS

This is an informational report; there are no cost implications to accepting the information.

SUSTAINABLE OPPORTUNITIES

Economic: There are no economic impacts associated with this informational report.

Environmental: There are no environmental impacts associated with this informational report.

Social Equity: There are no social equity impacts associated with this informational report.

For questions regarding this report, please contact Kip Walsh, Recruitment & Classification Manager, at (510) 238-7334.

Respectfully submitted,



KATANO KASAINÉ

Acting Director

Department of Human Resources Management

Prepared by:

Kip Walsh, Recruitment & Classification Manager

Attachments: *A – Open Recruitments June 12, 2013*

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CURRENT RECRUITMENTS

ATTACHMENT A

June 12, 2013

No.	Department	Title	Eligible List (Target Date)	Status
1	Admin Svcs Dept	Budget & Operations Analyst III	6/11/2013	Eligible list referred to dept. 6/11/13
2	Admin Svcs Dept	Investment Supervisor	9/30/2013	Exam preparation w/dept
3	Admin Svcs Dept	Principal Revenue Analyst	6/14/2013	Eligible list to be referred by 6/13/13
4	Admin Svcs Dept	Supervising HR Systems Analyst	12/31/2013	Exam Plan Meeting being scheduled.
5	CAO	Accounting Supervisor	7/12/2013	Announcement closed; working to identify and schedule oral panelists
50	CAO/ONI	Real Estate Agent	5/30/2013	Exam Plan Meeting being scheduled.
51	CAO/OEWD	Program Analyst II (Workforce)	TBD	Announcement pending selective certification review meeting with union
6	City Attorney	Deputy City Attorney II	N/A	Dept Interviewing
7	City Attorney	Deputy City Attorney V	N/A	Dept Interviewing
8	City Auditor	Receptionist to the City Auditor	7/12/2013	Announcement closed; working w/dept on exam
9	DHRM	Human Resource Analyst	7/31/2013	Currently posted; closes 6/17/13
10	DHS	Child Education Coordinator	7/31/2013	Currently posted; closes 6/24/13
11	DHS	Early Childhood Center Director	7/12/2013	Announcement closed; working to identify and schedule oral panelists
12	DHS	Program Analyst II (Public Health Communications)	6/27/2013	Announcement closed; working to identify supplemental raters
13	DHS	Senior Services Supervisor	7/31/2013	Currently posted; closes 6/24/13
14	DHS	Senior Services Manager	N/A	Exempt - dept reviewing applications
15	DPB	Specialty Combination Inspector	TBD	Currently posted; closes 6/21/13
16	Fire	Engineer of Fire	TBD	Stage II completed 6/6-6/7/13. Stage III in mid-July.
17	Fire	Fire Investigator	TBD	Announcement pending class spec revision and meet & confer
18	Fire	Firefighter Trainee	5/14/2013	List referred to OFD for departmental interviews
19	Library	Librarian I	TBD	New recruitment; exam planning
20	Police	Accountant III	TBD	New recruitment; exam planning
21	Police	Captain of Police	TBD	Upcoming per MOU Provision; contract being drafted and exam planning.
22	Police	Criminalist II (Forensic Chemistry)	7/29/2013	Currently posted; closes 6/17/13
23	Police	Criminalist II (Forensic Firearms)	8/19/2013	Currently posted; closes 7/24/13
24	Police	Director of Animal Services	TBD	Exempt; Community Outreach planning; OPD researching consultants
25	Police	Latent Print Examiner III	TBD	Exam plan meeting on 6/6/13; announcement to post 6/24/13 (tentative)
26	Police	Parking Control Technician	6/7/2013	List referred 6/7 to OPD for interviews
27	Police	Police Communications Supervisor	7/31/2013	Announcement closed; working to identify and schedule oral panelists
28	Police	Police Officer Trainee	4/20/2013	168th Academy Group A (Sep 2013) Candidates in OPD backgrounds
29	Police	Police Officer Trainee	6/17/2013	168th Academy Group B (Sep 2013) Candidates to be referred for OPD backgrounds

CURRENT RECRUITMENTS

ATTACHMENT A

June 12, 2013

30	Police	Police Officer Trainee	8/16/2013	169th Academy Group A (Dec 2013); written complete 6/10/13
31	Police	Police Officer Trainee	10/1/2013	169th Academy Group B (Dec 2013); Physical Ability scheduled 8/5/13
32	Police	Police Services Technician II	Mid-July/2013	Written exam week of 6/24 if facility confirmed
33	Police	Project Manager II (Ceasefire)	7/31/2013	Currently posted; closes 6/28/13
34	Police	Public Information Officer II	7/26/2013	Oral panel rescheduled to 7/8/13 per OPD
35	Police	Sergeant of Police	TBD	Upcoming per MOU Provision; exam planning and RFP for consultants
36	Police	Volunteer Program Specialist II (Animal Shelter)	7/31/2013	Currently posted; closes 6/13/13
37	Public Works	Accountant I	TBD	Citywide class; exam planning
38	Public Works	Const and Maint Supervisor	6/5/2013	Eligible list to be referred by 6/13/13
39	Public Works	Custodian		Currently posted
40	Public Works	Electrical Services Manager	6/24/2013	Exempt - dept reviewing applications
41	Public Works	Gardner Crew Leader	TBD	On Hold pending meet & confer on class spec 6/13/13
42	Public Works	Management Assistant	7/31/2013	Oral panel scheduled 6/17/13
43	Public Works	Park Equipment Operator	6/21/2013	Performance exam 6/6/13
44	Public Works	Park Supervisor I	7/23/2013	Oral panels 7/9/13
45	Public Works	Program Analyst III (Environmental)	5/7/2013	List referred to department
46	Public Works	Program Analyst III (ADA Program Specialist)	8/31/2013	Announcement opens 6/17/13
47	Public Works	Project Manager II (Watershed)	TBD	Announcement pending selective certification review meeting with union
48	Public Works	PW Maintenance Worker	7/15/2013	Screening apps (562)
49	Public Works	Sewer Maintenance Worker	7/15/2013	Screening apps (388); exam week of 6/25