



AGENDA REPORT

TO: Jestin D. Johnson
City Administrator

FROM: Mary Hao
Director, Human Resources
Management

SUBJECT: SUPPLEMENTAL – Semi-Annual
Staffing Report December 2023

DATE: February 26, 2024

City Administrator Approval


Jestin Johnson (Mar 1, 2024 09:23 PST)

Date: Mar 1, 2024

RECOMMENDATION

Staff Recommends That City Council Receive A Semi-Annual Informational Report On City-Wide Staffing From The City Administrator Regarding (1) The Vacancy Rates Of All City Departments Through October 1, 2023, (2) The Budgeted Vacancy Rate For The Fiscal Year 2023/24, (3) The Vacancy Rates Of Regional Local Public Entities, (4) The Status Of Human Resources And Workforce Development Partnerships With Non-Profits To Recruit Oakland Residents For City Of Oakland Jobs, (5) The Analysis Of The City Workforce And Recruitment Conditions, And (6) A Summary Of Executive Search Recruitments; On The December 12, 2023 Finance And Management Committee Agenda

REASON FOR SUPPLEMENTAL

This supplemental report provides additional information that was requested by the Finance & Management Committee at its January 23, 2024 meeting (**Attachment A**). At the meeting, the Committee made the following requests:

1. Provide more information on the Department Hiring Priorities.

To prioritize the recruitment efforts for the City, Human Resources Management Staff work with City Departments to gather information through regular meetings, and communication. Departments are required to submit requisitions to fill vacant positions and are asked to rank the vacant classifications in the order of priority for the department to fill. **Table 1** represents the priorities by department and the current status of each priority as of February 23, 2024.

City Department	Priority #	Class Title	Current Status
Animal Services	1	Animal Care Attendant	Accepting Applications until 3/13/24
Animal Services	2	Executive Assistant (ELDE)	Non-Civil Service Recruitment Pending

Finance and Management Committee
March 12, 2024

City Department	Priority #	Class Title	Current Status
Animal Services	3	Animal Control Supervisor	Pending Analyst Assignment
Animal Services	4	Vet Assistant	Pending Analyst Assignment
Animal Services	5	Senior Public Service Representative	No Requisition Submitted
Animal Services	6	Shelter Manager	No Requisition Submitted
City Administrator	1	Program Analyst - SC Early Childhood Ed	Pending Analyst Assignment
City Administrator	2	Administrative Analyst I	Selection Process & Scoring
City Attorney	1	Paralegal	Selection Process and Scoring
City Attorney	2	Legal Administrative Assistant	Selection Process and Scoring
City Attorney	3	Information Systems Specialist II	Recruitment Planning & Prep
City Auditor	1	Executive Assistant to the City Auditor	Accepting Applications until 3/4/24. (Non-civil Service)
City Clerk			No Civil Service Recruitments
City Council			No Civil Service Recruitments
Economic & Workforce Dev	1	Real Estate Agent	Pending Analyst Assignment
Economic & Workforce Dev	2	Special Activity Permit Inspector	recruitment planning
Economic & Workforce Dev	3	Urban Economic Analyst III	Pending Analyst Assignment
Economic & Workforce Dev	4	Urban Economic Analyst II	Pending Analyst Assignment
Economic & Workforce Dev	5	Program Analyst III	Pending Analyst Assignment
Economic & Workforce Dev	6	Program Analyst II, PPT	On Hold by Department pending Near List
Finance	1	Budget and Management Analyst	Selection Process and Scoring
Finance	2	Treasury Analyst II	Selection Process and Scoring
Finance	3	Revenue Assistant	Recruitment Planning & Prep
Finance	4	Assistant Revenue & Tax Administrator	Pending Analyst Assignment
Finance	5	Principal Financial Analyst	Pending Analyst Assignment
Finance	6	Purchasing Supervisor	Pending Analyst Assignment
Finance	7	Project Manager (SC Oracle)	Pending Analyst Assignment

City Department	Priority #	Class Title	Current Status
Finance	8	Revenue Operations Supervisor	Pending Analyst Assignment
Finance	9	Tax Auditor I	Pending Analyst Assignment
Finance	10	SR. HR/Payroll Systems Analyst	Pending Analyst Assignment
Finance	11	Senior HR Operations Technician	Pending Analyst Assignment
Finance	12	HR Operations Technician	Pending Analyst Assignment
Finance	13	Office Assistant II, PPT	Pending Analyst Assignment
Finance	14	Contracts & Purchasing Manager	New Class Spec not Finalized yet.
Finance	15	Business Analyst III (SC Oracle)	On Hold by Department pending Near List
Finance	16	Sr. Budget Management Analyst	On Hold by Department pending Near List
Finance	17	Principal Budget & Management Analyst	Pending Analyst Assignment
Fire	1	Fire Division Manager	Non-Civil Service Posting closed 2/21/24
Fire	2	Assistant Fire Marshal (Sworn)	Recruitment Planning & Prep
Fire	3	Assistant Fire Marshal (Non-Sworn)	No Requisition Submitted
Fire	4	Fire Dispatcher	On Hold by Department pending Near List
Fire	5	Fire Inspector, Civilian	Recruitment Planning & Prep
Fire	6	Emergency Medical Services Coordinator	On Hold pending Class Spec Updates
Fire	7	Public Information Officer I MACRO	Selection Process and Scoring
Fire	8	Data Analyst II	Pending Analyst Assignment
Fire	9	Assistant Fire Protection Engineer	Class Spec updates pending union review in March 2024
Fire	10	Hazardous Materials Inspector II	Class Spec updates pending union review in March 2024
Fire	11	Office Assistant I	Pending Analyst Assignment
Housing & Community Dev	1	Rent Adjustment Program Assistant	Recruitment Planning & Prep
Housing & Community Dev	2	Rehabilitation Advisor I	Selection Process and Scoring
Housing & Community Dev	3	Housing Development Coordinator IV	Pending Analyst Assignment

City Department	Priority #	Class Title	Current Status
Housing & Community Dev	4	Housing Development Coordinator II	Pending Requisition Approval
Housing & Community Dev	5	Hearing Officer	Pending Analyst Assignment - ELDE
Housing & Community Dev	6	Budget & Grants Administrator	Pending Analyst Assignment - ELDE
Housing & Community Dev	7	Project Manager	Pending Analyst Assignment
Housing & Community Dev	8	Housing Development Coordinator V	New Class Spec pending Union Review on 2/23/24
Human Resources	1	HR Tech	Selection Process and Scoring
Human Resources	2	Data Specialist	Accepting Applications until 2/26/24
Human Resources	3	Risk Manager	Non-Civil Service Recruitment Pending
Human Services	1	Family Services Specialist	Accepting Applications until 3/8/24
Human Services	2	Case Manager I - Homelessness	Selection Process & Scoring
Human Services	3	Case Manager I – Aging may need SC Chinese	No Requisition Submitted
Human Services	4	HHS Planner	Selection Process & Scoring
Human Services	5	Administrative Assistant I - Citywide	Selection Process & Scoring
Human Services	6	Program Analyst II - CYS/OFCY	No Requisition Submitted
Human Services	7	Maintenance Mechanic	Selection Process & Scoring
Human Services	8	Human Services Manager	No Requisition Submitted
Information Technology	1	Reprographic Offset Operator	Selection Process & Scoring
Information Technology	2	Information Systems Specialist I	Recruitment Planning & Prep
Information Technology	3	Information Systems Specialist II	Recruitment Planning & Prep
Information Technology	4	Information Systems Specialist III	Recruitment Planning & Prep
Information Technology	5	Electronics Supervisor	Class Spec updates scheduled for next CSB meeting
Information Technology	6	Database Administrator	Pending Analyst Assignment
Information Technology	7	Application Developer III	Pending Analyst Assignment

City Department	Priority #	Class Title	Current Status
Information Technology	8	Telephone Services Specialist	Pending Analyst Assignment
Information Technology	9	Information Systems Administrator	Pending Analyst Assignment
Library	1	Administrative Analyst II	Selection Process and Scoring
Library	2	Archivist	Pending Analyst Assignment
Library	3	Senior Librarian (SC Cataloging)	Pending Analyst Assignment
Library	4	Librarian I	Pending Analyst Assignment
Library	5	Senior Librarian Asst (SC AAMLO)	Pending Analyst Assignment
Mayor			No Civil Service Recruitments
Parks, Recreation & Youth Dev			Did not provide a list
Planning & Building	1	Planning Investigator	Recruitment Planning & Prep
Planning & Building	2	Administrative Analyst I	Selection Process & Scoring
Planning & Building	3	Administrative Analyst II	Selection Process & Scoring
Planning & Building	4	Civil Engineer - Continuous	Continuous Recruitment
Planning & Building	5	Assistant Engineer - Continuous	Continuous Recruitment
Police	1	Police Officer Trainee	Continuous Recruitment
Police	2	Police Communications Dispatcher	Continuous Recruitment
Police	3	Police Cadet	Continuous Recruitment
Police	4	Lieutenant of Police	Recruitment Planning & Prep
Police	5	Sergeant of Police	Recruitment Planning & Prep
Police	6	Police Property Supervisor	Selection Process & Scoring
Police	7	Police Property Specialist	Selection Process & Scoring
Police	8	Police Communications Manager	Non-Civil Service - Accepting Applications until 2/26/24.
Police	9	Grants Coordinator	Recruitment Planning & Prep
Police	10	Police Services Technician II	Pending Analyst Assignment
Police	11	Police Evidence Technician	Class Spec updates pending Department Review
Police	12	Fleet Compliance Coordinator	On Hold pending Class Spec Updates

City Department	Priority #	Class Title	Current Status
Police	13	Police Services Manager I - Records	Non-Civil Service - Accepting Applications until 3/6/24.
Police	14	Police Performance Auditor	Recruitment Planning & Prep
Police	15	Police Personnel Operations Specialist	Recruitment Planning & Prep
Police	16	Police Communications Supervisor	Pending Analyst Assignment
Police	17	Police Communications Operator	Pending Analyst Assignment
Police	18	Police Services Manager I - OIA	No Requisition Submitted
Police	19	Administrative Services Manager II - Fiscal	Recruitment On Hold Pending Class Spec Review
Police	20	Program Analyst III	Recruitment Planning & Prep
Police	21	Criminalist II SC-Forensic Chemistry	Pending Analyst Assignment
Police	22	Criminalist III SC-Forensic Chemistry (Drug Analysis)	No Requisition Submitted
Police	23	Public Information Officer I	Pending Requisition Approval
Police	24	Crime Analyst	No Requisition Submitted
Police	25	Management Assistant	Recruitment Planning & Prep
Police	26	Latent Print Examiner II	Pending Analyst Assignment
Police	27	Executive Assistant to the Director	Non-Civil Service Recruitment Pending
Police	28	Administrative Assistant I	Selection Process and Scoring
Police	29	Administrative Analyst II	Selection Process and Scoring
Police	30	Reprographic Offset Operator	Selection Process and Scoring
Police Commission - CPRA			Did not provide a list
Police Commission - OIG			No Civil Service Recruitments
Public Ethics Commission	1	Program Manager I – Democracy Dollars	New Class Spec in Development
Public Works	1	Pool Tech	Recruitment Planning & Prep
Public Works	2	Assistant to Director	Requisition Pending Approval
Public Works	3	Manager Recycling Program	Recruitment Planning & Prep

City Department	Priority #	Class Title	Current Status
Public Works	4	Facilities Complex Manager	Recruitment Planning & Prep
Public Works	5	Facilities Complex Manager, Assistant	Recruitment Planning & Prep
Public Works	6	Tree Trimmer Crew Leader	Pending Analyst Assignment
Public Works	7	Tree Trimmer	Pending Analyst Assignment
Public Works	8	Environmental Program Specialist	Pending Analyst Assignment
Public Works	9	Program Analyst III (Contracts)	No Requisition Submitted
Public Works	10	Project Manager II (Contracts)	Pending Analyst Assignment
Public Works	11	Equipment Parts Technician	Recruitment Planning & Prep
Public Works	12	Equipment Supervisor	Recruitment Planning & Prep
Public Works	13	Project Manager II (Engineering & Construction, Watershed)	Pending Analyst Assignment
Public Works	14	Project Manager (Capital Projects, Facilities, and Sewers)	Pending Analyst Assignment
Public Works	15	Stationary Engineer	Pending Analyst Assignment
Public Works	16	Equipment Body Repair Worker	No Requisition Submitted
Public Works	17	Electrician	Pending Analyst Assignment
Public Works	18	Painter (Graffiti Abatement & Rapid Response)	Recruitment Planning & Prep
Public Works	19	Park Equipment Operator	Pending Analyst Assignment
Public Works	20	Custodian Supervisor	Pending Analyst Assignment
Public Works	21	Construction Inspector (Field)	Recruitment Planning & Prep
Public Works	22	Auto Equipment Mechanic	Pending Analyst Assignment
Public Works	23	Heavy Equipment Service Worker	Pending Analyst Assignment
Race & Equity			No Vacancies
Transportation	1	City Land Surveyor	Recruitment Planning & Prep
Transportation	2	Chief of Party	Department is Proposing Spec Updates, Recruitment on Hold
Transportation	3	Sr. Survey Technician	Recruitment Planning & Prep

City Department	Priority #	Class Title	Current Status
Transportation	4	Survey Technician	Recruitment Planning & Prep
Transportation	5	Process Coordinator III	Class Spec updates pending union review in March 2024
Transportation	6	Parking Control Technician II	New Class Spec pending Union Review on 2/27/24
Transportation	7	Parking Meter Repair Worker	Accepting Applications until 2/29/24
Transportation	8	Parking Meter Collector	Pending Analyst Assignment
Transportation	9	Sr. Construction Inspector	Recruitment Planning & Prep
Transportation	10	Construction inspector	Recruitment Planning & Prep
Transportation	11	Parking Enforcement Supervisor I	No Requisition Submitted
Transportation	12	Transportation Planner I	No Requisition Submitted
Transportation	13	Transportation Planner II	Pending Analyst Assignment
Transportation	14	Transportation Planner III	Pending Analyst Assignment
Transportation	15	Senior Transportation Planner	Pending Analyst Assignment
Transportation	16	Senior Public Service Representative	Pending Analyst Assignment
Violence Prevention	1	Violence Prevention Services Supervisor	Recruitment Planning & Prep
Violence Prevention	2	Violence Prevention Program Planner	Pending Analyst Assignment
Violence Prevention	3	Administrative Analyst I	Selection Process and Scoring
Violence Prevention	4	Administrative Assistant I	Selection Process and Scoring
Workforce & Employment Standards	1	Management Assistant	Recruitment Planning & Prep
Workforce & Employment Standards	2	Contract Compliance Officer	No Requisition Submitted
Workforce & Employment Standards	3	Assistant Contract Compliance Officer	No Requisition Submitted
Workforce & Employment Standards	4	Executive Assistant to the Director	Non-Civil Service Posting Pending Requisition

2. The status of Human Resources and Workforce Development Partnerships with Non-Profits, the Analysis of City Workforce and Recruitment, & Summary of Executive Search Recruitments.

The requested information was included in the original report (**Attachment B**). Updated data will be included in the next regular Semi-Annual staffing report.

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends That The City Council Receive A Semi-Annual Informational Report On City-Wide Staffing From The City Administrator Regarding (1) The Vacancy Rates Of All City Departments Through October 1, 2023, (2) The Budgeted Vacancy Rate For The Fiscal Year 2023/24, (3) The Vacancy Rates Of Regional Local Public Entities, (4) The Status Of Human Resources And Workforce Development Partnerships With Non-Profits To Recruit Oakland Residents For City Of Oakland Jobs, (5) The Analysis Of The City Workforce And Recruitment Conditions, And (6) A Summary Of Executive Search Recruitments.

For questions regarding this report, please contact Mary Hao, Human Resources Director, at (510) 238-6450.

Respectfully submitted,

Mary Hao

Mary Hao (Feb 29, 2024 15:25 PST)

Mary Hao
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