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OAKLAND
2018 APR 12 PM 3:18

AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

FROM: Ian Appleyard
Director, HRM

SUBJECT: Semi-Annual Vacancy Report

DATE: April 2, 2018

City Administrator Approval

Date:

4/12/18

RECOMMENDATION

Staff Recommends That The City Council Receive The Semi-Annual Informational Report On Budgeted Vacant Positions Through March 12, 2018.

EXECUTIVE SUMMARY

This is an informational report that provides an update on vacant positions as of March 12, 2018. Table 1 on the second page of this report provides a citywide summary by fund categories and position type, illustrating that 9.79 percent of positions citywide are vacant. **Attachment A** provides a list of the vacancies citywide, broken out by department or agency, including the primary fund associated with the position. **Attachment B** provides a list of positions that were added in the fiscal year (FY) 2017-19 Adopted Policy Budget and indicates the status of filling each position. **Attachment C** provides a list of the vacancies in the Oakland Public Works Department (OPW) and the Department of Transportation (DOT), including the primary fund associated with the position and the date which the position became vacant.

BACKGROUND / LEGISLATIVE HISTORY

The Human Resources Management Department (HRM) provides a semi-annual report at the request of both the Finance and Management Committee and Public Works Committee. This semi-annual report addresses vacant positions within the City of Oakland.

ANALYSIS AND POLICY ALTERNATIVES

The lists of vacancies provided in **Attachment A** reflect "true vacancies" citywide. A "true vacancy" is defined as a vacant position that is available to be filled and is not personnel-encumbered in any other way, i.e. linked, frozen, funding allocated (fully or partly) to temporary personnel staffing, overtime, or to fund backfill/acting costs.

In the report presented on November 14, 2017, there were 406.70 Full Time Equivalent (FTE) positions vacant citywide; as of March 12, 2018, there were 419.50 FTE positions vacant

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citywide, which represents 9.79 percent of positions. In general, six to eight percent of positions are vacant at any one time. The percentage of vacant positions supports the budgeted “vacancy factor” of zero-six percent, depending on the department. The budgeted vacancy factor is a percentage of a department’s overall budgeted personnel cost – but the budgeted value of the vacancies may or may not be sufficient to cover the budgeted vacancy factor. For example, the vacancy factor would not be met if a department’s vacancies are in positions with the lowest value. Additionally, this report reflects vacant positions as of March 12, 2018 but the status of vacancies changes constantly. The budgeted vacancy factor is a fixed ratio applied to the total personnel allocation for a given department – the number of vacant positions and the percentage of vacant positions does not correlate directly to the budgeted vacancy factor.

The vacancy rate is currently above the range that is considered the general average. The slight increase in the vacancy rate is attributed to the establishment of 133.00 FTE of new positions added to the FY 2017-19 Adopted Budget. Human Resources Management has recruitments for seventy-five (75) positions in various stages of planning or completion.

Table 1: Citywide Vacancy Summary

FUND	TYPE	VACANT	ALL POSITIONS	% VACANT
GPF (1010)	Sworn (Fire)	52.00	507.00	10.25%
	Sworn (Police)	16.00	827.00	1.93%
	Civilian	118.20	1146.23	10.31%
Total GPF (1010)		186.20	2480.23	7.50%
Non-GPF	Sworn (Fire)	0.00	1.00	0.00%
	Sworn (Police)	1.00	62.00	1.61%
	Civilian	232.30	1739.74	13.35%
Total Non-GPF		233.30	1802.74	12.94%
All Funds	Sworn (OPD & OFD)	69.00	1397.00	4.93%
	Civilian	350.50	2885.97	12.14%
Citywide Total		419.50	4282.97	9.79%

During the November 14, 2017 Finance and Management Committee meeting, the Human Resources Management Department was asked to survey regional public agencies to compare vacancy rate data. Staff contacted nine agencies and eight responded. The survey results show that, while there is a wide range of rates, the average vacancy rate is 10.9 percent.

The table below contains the vacancy rates of surveyed agencies.

Table 2: Surveyed Agencies Vacancy Rates

Comparator Agencies	No. of Depts	No. of Budgeted positions	No. of vacant positions	Vacancy Rate
City of Berkeley	18	1514	216	14.27%
City of Concord	10	620	32	5.16%
Contra Costa County	23	10604	1834	17.30%
City of Fremont	14	1,590	71	4.47%
City of Hayward	13	880	80	9.09%
City of Richmond	24	816	58	7.11%
City & County of San Francisco	49	36,500	6500	17.81%
City of San Jose	23	6250	758	12.13%
Regional Vacancy Rate Average				10.92%

The Human Resources staff is working closely with the City Administrator and Department Heads to develop strategies for filling vacancies, including enhancing cross-departmental communication, identifying recruitment priorities and collaborating on efficiencies. While these efforts are having a positive impact, HRM struggles with dynamic organizational priorities, lack of staffing resources and difficulty in filling HRM vacancies. In the coming months, HRM plans to hire a new Manager to oversee recruitment activities, enhance training for departments on the recruitment process and continue to invest current staff to gain efficiencies and expand capacity.

FISCAL IMPACT

This item is for informational purposes only and does not have a direct fiscal impact or cost. All positions reflected in this report are budgeted positions.

PUBLIC OUTREACH / INTEREST

No outreach was necessary for this report beyond the standard City Council agenda noticing procedures.

COORDINATION

Human Resources Management Department staff coordinated the collection and verification of data provided in this report with staff in each of the City's departments, the Finance Department's Budget Bureau, and the Office of the City Attorney.

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.

ACTION REQUESTED OF THE CITY COUNCIL

Staff recommends acceptance of this semi-annual informational report on budgeted vacant positions through March 12, 2018.

For questions regarding this report, please contact Suzie Lawson, Acting HR Manager of Recruitment & Classification, at (510) 238-4479.

Respectfully submitted,



IAN APPLEYARD
Director, Human Resources Management

Reviewed by:
Suzie Lawson, Acting HR Manager
Recruitment and Classification Division

Prepared by:
Lisa Wright, HR Operations Supervisor
Recruitment and Classification Division

Attachment:

- A – Citywide Vacancies by Department*
- B – New Vacancies Created in Adopted Policy Budget FY2017-19*
- C – Vacancies in Oakland Public Works and the Department of Transportation*

DEPT	JOB CLASSIFICATION TITLE	REV FTE	STATUS OF VAC/REQ
CAO	Animal Care Attendant	1.00	Posting Open
CAO	Animal Control Officer	2.50	Req Approval (in progress)
CAO	Animal Control Sup	1.00	Dept. Interviews Scheduled
CAO	Assist to the City Administrator	2.00	Posting Open
CAO	Assistant City Administrator	1.00	Dept. Interviews Scheduled
CAO	City Administrator Analyst	1.00	On Hold
CAO	Muni Code Enforcement Officer	2.00	Dept. Interviews Scheduled
CAO	Veterinary Tech	1.00	Request to fill (authorized)
CAO Total		11.50	
OCA	Deputy City Attorney IV	1.00	Offer Extended
OCA	Exec Asst to Asst City Attorney	1.00	Offer Extended
OCA	Neigh Law Corps Attorney	1.00	Posting Open
OCA	Office Assistant I	1.00	Pre-Recruit planning w/HR
OCA	Open Government Coord	1.00	Pre-Recruit planning w/HR
OCA Total		5.00	
HRM	Emp & Labor Rel Analyst, Sr.	1.00	FY17-18 A/D in progress
HRM	Human Resource Analyst, Sr.	1.00	Pre-Recruit planning w/HR
HRM	Human Resource Tech	1.00	FY17-18 A/D in progress
HRM	Human Resources Manager	1.00	FY17-18 A/D in progress
HRM	Management Assistant	1.00	FY17-18 A/D in progress
HRM Total		5.00	
AUDITOR	Performance Audit Manager	1.00	Dept. Interviews Scheduled
AUDITOR Total		1.00	
FINANCE	Assistant Budget Analyst	1.00	Req Approval (in progress)
FINANCE	Budget & Operations Analyst III	1.00	Req Approval (in progress)
FINANCE	Budget Administrator, Assistant	1.00	Req Approval (in progress)
FINANCE	Business Analyst I	1.00	On Hold
FINANCE	Business Analyst II	1.00	Pre-Recruit planning w/HR
FINANCE	Controller, Assistant	2.00	Dept. Interviews Scheduled
FINANCE	Manager, Agency Admin	1.00	Req Approval (in progress)
FINANCE	Parking Meter Collector Sup	1.00	Req Approval (in progress)
FINANCE	Program Analyst II	1.00	Pre-Recruit planning w/HR
FINANCE	Project Manager II	1.00	Req Approval (in progress)
FINANCE	Public Service Representative	3.00	Req Approval (in progress)
FINANCE	Revenue Assistant	3.00	Pre-Recruit planning w/HR
FINANCE Total		17.00	
POLICE	Account Clerk II	1.00	Dept. Interviews Scheduled
POLICE	Account Clerk III	1.00	Offer Extended
POLICE	Accountant II	1.00	Pre-Recruit planning w/HR
POLICE	Captain of Police (PERS)	1.00	Dept. Interviews Scheduled
POLICE	Crime Analyst	1.00	Request to fill (authorized)
POLICE	Criminalist I	1.00	Offer Extended
POLICE	Criminalist III	1.00	Request to fill (authorized)
POLICE	Crossing Guard, PPT	1.00	Inactive (no immediate plan)
POLICE	Deputy Chief of Police (PERS)	1.00	Inactive (no immediate plan)
POLICE	Intake Tech	1.00	Request to Hire (pending)
POLICE	Lieutenant of Police (PERS)	4.00	Req Approval (in progress)
POLICE	Police Comm Dispatcher	12.00	Dept. Interviews Scheduled
POLICE	Police Comm Operator	3.00	Inactive (no immediate plan)
POLICE	Police Comm Sup	1.00	Inactive (no immediate plan)
POLICE	Police Pgrm & Perf Audit Sup	1.00	Pre-Recruit planning w/HR
POLICE	Police Records Specialist	8.00	Hire Authorization (pending)
POLICE	Police Services Tech II	7.00	Request to fill (authorized)
POLICE	Sergeant of Police (PERS)	11.00	Examination in progress
POLICE Total		57.00	
FIRE	Admin Assistant II	1.00	Dept. Interviews Scheduled
FIRE	Battalion Chief	1.00	Encumbered-OT
FIRE	Captain of Fire Dept	13.00	Encumbered-OT
FIRE	Emergency Planning Coord, Sr	2.00	Req Approval (in progress)
FIRE	Engineer of Fire Dept	4.00	Encumbered-OT
FIRE	Fire Comm Dispatcher, Sr	1.00	On Hold
FIRE	Fire Communications Manager	1.00	Dept. Interviews Scheduled

DEPT	JOB CLASSIFICATION TITLE	REV FTE	STATUS OF VAC/REQ
FIRE	Fire Fighter	15.00	Examination in progress
FIRE	Fire Fighter Paramedic	5.00	Examination in progress
FIRE	Fire Investigator	1.00	Encumbered-OT
FIRE	Fire Marshall, Assistant	1.00	Pre-Recruit planning w/HR
FIRE	Fire Prevent Bureau Insp, Civil	1.00	Hire Authorization (pending)
FIRE	Lieutenant of Fire Dept	12.00	Examination in progress
FIRE	Manager, Emergency Services	1.00	Offer Extended
FIRE	Office Assistant I, PPT	0.60	Request to fill (authorized)
FIRE Total		69.60	
OPW	Admin Analyst II	1.00	Req Approval (in progress)
OPW	Admin Assistant I	1.00	Dept. Interviews Scheduled
OPW	Admin Assistant II	1.00	Req Approval (in progress)
OPW	Assistant to the Director	1.00	Dept. Interviews Scheduled
OPW	Auto Equip Mechanic	1.00	Dept. Interviews Scheduled
OPW	CIP Coordinator	1.00	Req Approval (in progress)
OPW	Construction & Maint Mechanic	1.00	Req Approval (in progress)
OPW	Construction & Maint Supv I	2.00	Req Approval (in progress)
OPW	Construction Insp (Field)	1.00	Req Approval (in progress)
OPW	Construction Insp Sup (Field)	1.00	Req Approval (in progress)
OPW	Construction Insp, Sr (Field)	1.00	Dept. Interviews Scheduled
OPW	Custodian, PPT	1.00	Dept. Interviews Scheduled
OPW	Electrical Engineer II	1.00	Req Approval (in progress)
OPW	Electrical Painter	2.00	Req Approval (in progress)
OPW	Engineer, Assistant II (Office)	3.00	Dept. Interviews Scheduled
OPW	Engineer, Civil (Office)	2.00	Referral of Eligibles (pending)
OPW	Environmental Prog Specialist	1.00	Inactive (no immediate plan)
OPW	Fleet Specialist	1.00	Req Approval (in progress)
OPW	Gardener Crew Leader	3.00	Dept. Interviews Scheduled
OPW	Gardener II	2.00	Dept. Interviews Scheduled
OPW	Heavy Equip Mechanic	1.00	Req Approval (in progress)
OPW	Heavy Equip Operator	1.00	Req Approval (in progress)
OPW	Heavy Equip Service Worker	1.00	Req Approval (in progress)
OPW	Irrigation Repair Specialist	1.00	Request to fill (authorized)
OPW	Maint Mechanic	5.00	Req Approval (in progress)
OPW	Manager, Equip Services	1.00	Req Approval (in progress)
OPW	Painter	1.00	Req Approval (in progress)
OPW	Park Attendant, PPT	1.00	Dept. Interviews Scheduled
OPW	Park Equip Operator	1.00	Req Approval (in progress)
OPW	Park Sup I	2.00	Pre-Recruit planning w/HR
OPW	Program Analyst III	2.00	Dept. Interviews Scheduled
OPW	Project Manager	1.00	Req Approval (in progress)
OPW	Project Manager II	1.00	Req Approval (in progress)
OPW	Public Works Maint Worker	3.00	Dept. Interviews Scheduled
OPW	Public Works Sup I	1.00	Req Approval (in progress)
OPW	Public Works Sup II	1.00	Req Approval (in progress)
OPW	Sewer Maint Leader	1.00	Req Approval (in progress)
OPW	Sewer Maint Worker	3.00	Req Approval (in progress)
OPW	Stationary Engineer	1.00	Req Approval (in progress)
OPW	Street Maint Leader	5.00	Post Exam (pending list)
OPW	Tree Sup I	1.00	Exam Scheduled
OPW	Tree Trimmer	6.00	Exam Scheduled
OPW Total		69.00	
DOT	Assist Dir, Pub Works Agency	1.00	Dept. Interviews Scheduled
DOT	Business Analyst II	1.00	On Hold
DOT	City Land Surveyor	1.00	Pre-Recruit planning w/HR
DOT	Construction Inspector (Field)	5.00	Dept. Interviews Scheduled
DOT	Drafting/Design Tech, Sr	1.00	On Hold
DOT	Electrical Engineer III	1.00	Req Approval (in progress)
DOT	Engineer, Assistant II (Office)	9.00	Req Approval (in progress)
DOT	Engineer, Civil (Office)	1.00	Req Approval (in progress)
DOT	Engineer, Transportation	4.00	Req Approval (in progress)
DOT	Engineer, Transportation Supv	1.00	Req Approval (in progress)

DEPT	JOB CLASSIFICATION TITLE	REV FTE	STATUS OF VAC/REQ
DOT	Engineering Tech II (Office)	2.00	Post Exam (pending list)
DOT	Heavy Equip Operator	3.00	On Hold
DOT	Office Assistant II	1.00	On Hold
DOT	Parking Control Tech	4.00	Dept. Interviews Scheduled
DOT	Parking Control Tech, PPT	1.00	Dept. Interviews Scheduled
DOT	Parking Meter Repair Worker	1.00	Req Approval (in progress)
DOT	Program Analyst I	1.00	On Hold
DOT	Program Analyst I	1.00	Request to Hire (pending)
DOT	Program Analyst II	1.00	Pre-Recruit planning w/HR
DOT	Program Analyst III	3.00	On Hold
DOT	Project Manager	1.00	Pre-Recruit planning w/HR
DOT	Project Manager II	1.00	Inactive (no immediate plan)
DOT	Public Service Representative	1.00	Request to Hire (pending)
DOT	Public Works Maint Worker	7.00	Offer Extended
DOT	Public Works Sup I	2.00	On Hold
DOT	Public Works Sup II	2.00	On Hold
DOT	Sign Maint Worker	2.00	Req Approval (in progress)
DOT	Street Maint Leader	5.00	Referral of Eligibles (pending)
DOT	Surveying Tech, Sr (Field)	1.00	Req Approval (in progress)
DOT	Traffic Engin Tech, Senior (O)	1.00	Post Exam (pending list)
DOT	Traffic Sign Maker	1.00	On Hold
DOT Total		67.00	
ITD	Information Systems Manager I	1.00	Request to fill (authorized)
ITD	Project Manager II	1.00	On Hold
ITD Total		2.00	
OPR	Admin Services Manager I	1.00	Inactive (no immediate plan)
OPR	Assistant to the Director	1.00	Pre-Recruit planning w/HR
OPR	Facility Security Assistant, PPT	2.73	Inactive (no immediate plan)
OPR	Office Assistant II	1.00	Referral of Eligibles (pending)
OPR	Program Analyst II	1.00	Inactive (no immediate plan)
OPR	Public Service Representative	1.00	Referral of Eligibles (pending)
OPR	Recreation Center Director	1.00	Req Approval (in progress)
OPR	Recreation General Sup	1.00	Pre-Recruit planning w/HR
OPR	Recreation Leader II, PPT	7.50	Pre-Recruit planning w/HR
OPR	Recreation Program Director	2.00	Pre-Recruit planning w/HR
OPR	Recreation Program Director	1.00	Referral of Eligibles (pending)
OPR	Recreation Specialist I, PPT	0.48	Inactive (no immediate plan)
OPR	Recreation Specialist II, PPT	2.95	Inactive (no immediate plan)
OPR	Recreation Sup	1.00	Req Approval (in progress)
OPR	Van Driver, PPT	0.75	Posting Open
OPR	Van Driver, PPT	0.75	Posting Open
OPR Total		26.16	
LIBRARY	Librarian I	3.00	Encumbered-exempt backfill
LIBRARY	Librarian I, PPT	0.04	Encumbered-exempt backfill
LIBRARY	Librarian II	1.00	Encumbered-exempt backfill
LIBRARY	Librarian, Senior	1.00	Exam Scheduled
LIBRARY	Library Aide	1.00	Inactive (no immediate plan)
LIBRARY	Library Aide, PPT	1.20	Dept. Interviews Scheduled
LIBRARY	Library Assistant	5.00	Encumbered-exempt backfill
LIBRARY	Library Asst, PPT	4.00	Encumbered-exempt backfill
LIBRARY	Literacy Assistant, Senior	1.00	Req Approval (in progress)
LIBRARY	Museum Guard	1.00	Encumbered-exempt backfill
LIBRARY Total		18.24	
COMM	Admin Analyst II	1.00	Dept. Interviews Scheduled
COMM	Complaint Investigator II	1.00	On Hold
COMM	Complaint Investigator III	1.00	Frozen
COMM Total		3.00	
VPA	Admin Analyst II	1.00	On Hold
VPA	Dep Dir, Public Ethics Comm	1.00	On Hold
VPA Total		2.00	
HSD	Case Manager II	2.00	Req Approval (in progress)
HSD	Case Manager, Supervising	1.00	Posting Open

DEPT	JOB CLASSIFICATION TITLE	REV FTE	STATUS OF VAC/REQ
HSD	Cook III	1.00	Req Approval (in progress)
HSD	Early Childhood Center Director	1.00	Req Approval (in progress)
HSD	Early Head Start Instructor	5.00	Posting Open
HSD	Head Start Instructor	10.00	Posting Open
HSD	Headstart Program Coord	2.00	Post Exam (pending list)
HSD	Health & Hum Svcs Planner	1.00	Dept. Interviews Scheduled
HSD	Manager, Human Services	1.00	Dept. Interviews Scheduled
HSD	Outreach Developer	1.00	Referral of Eligibles (pending)
HSD	Program Analyst I	2.00	Referral of Eligibles (pending)
HSD	Program Analyst II	2.00	Req Approval (in progress)
HSD	Senior Center Director	1.00	Pre-Recruit planning w/HR
HSD Total		30.00	
PBD	Management Assistant	1.00	Pre-Recruit planning w/HR
PBD	Manager, Zoning	1.00	Req Approval (in progress)
PBD	Office Assistant II	1.00	Request to fill (authorized)
PBD	Planner I	2.00	Referral of Eligibles (pending)
PBD	Planner II	2.00	Referral of Eligibles (pending)
PBD	Planner III	4.00	Offer Extended
PBD	Planner III, Historic Preservation	1.00	Dept. Interviews Scheduled
PBD	Planner IV	1.00	Dept. Interviews Scheduled
PBD	Process Coord II	2.00	Req Approval (in progress)
PBD	Process Coord III	1.00	Pre-Recruit planning w/HR
PBD	Project Manager	1.00	Request to fill (authorized)
PBD	Public Service Representative	1.00	Dept. Interviews Scheduled
PBD	Specialty Combo Insp, Senior	2.00	Pre-Recruit planning w/HR
PBD	Specialty Combination Insp	4.00	Request to fill (authorized)
PBD Total		24.00	
EWD	Accountant II	1.00	Pre-Recruit planning w/HR
EWD	Dep Dir, Econ Dev & Emp	1.00	Pre-Recruit planning w/HR
EWD	Graphic Design Specialist	1.00	On Hold
EWD	Program Analyst I	1.00	Pre-Recruit planning w/HR
EWD	Urban Economic Analyst III	1.00	FY18-19 Midcycle action
EWD	Urban Economic Coord	2.00	Referral of Eligibles (pending)
EWD Total		7.00	
HCD	Account Clerk II	1.00	FY 17-18 A/D in process
HCD	Business Analyst III	1.00	Req Approval (in progress)
HCD	Community Dev Prgm Coord	1.00	Req Approval (in progress)
HCD	Dev/Redev Prgm MGR	1.00	
HCD	Home Management Spec III	1.00	Dept. Interviews Scheduled
HCD	Mortgage Advisor	1.00	FY 17-18 A/D in process
HCD	Office Assistant I	1.00	On Hold
HCD	Program Analyst I	1.00	Referral of Eligibles (pending)
HCD	Admin Analyst II	1.00	Req Approval (in progress)
HCD	Program Analyst II	1.00	On Hold
HCD	Program Analyst III	1.00	Req Approval (in progress)
HCD	Project Manager	1.00	Req Approval (in progress)
HCD	Project Manager II	1.00	Req Approval (in progress)
HCD	Rehabilitation Advisor I	1.00	Dept. Interviews Scheduled
HCD	Rehabilitation Advisor III	1.00	Req Approval (in progress)
HCD Total		15.00	

Grand Total

419.50

DEPARTMENT	TITLE	FTE	PC#	STATUS
Mayor	Special Assistant to the Mayor III.EM250	1.00	40139	Filled
CAO	Assist to the City Administrator.EM117	1.00	40140	Posting Open
	Contract Compliance Officer.AP153	1.00	40143	Filled
	Municipal Code Enforcement Officer	1.00	40004	Dept Interviews scheduled
	Municipal Code Enforcement Officer	1.00	40297	Dept Interviews scheduled
Attorney	Paralegal.AP212	1.00	40144	Filled
Finance	Accounting Technician	1.00	40145	Requisition approvals in progress
	Account Clerk I.AF001	1.00	40146	Filled
	Account Clerk II.AF020	1.00	40147	Filled
	Assistant Budget Analyst.AF055	1.00	40150	Requisition approvals in progress
	Budget Administrator, Assistant.EM265	1.00	40151	Requisition approvals in progress
	Budget Administrator.EM172	1.00	40009	Filled
	Revenue Operations Supervisor.SC213	1.00	40148	Filled
Tax Auditor II.AF022	1.00	40149	Filled	
Fire	Administrative Assistant I.SS102	1.00	40154	Filled
	Business Analyst I.AP116	1.00	40155	Dept Interviews scheduled
	Fire Prevent Bureau Inspect, Civil.PS142	1.00	40010	Filled
	Fire Prevent Bureau Inspect, Civil.PS142	1.00	40011	Filled
	Fire Prevent Bureau Inspect, Civil.PS142	1.00	40156	Filled
	Fire Prevent Bureau Inspect, Civil.PS142	1.00	40157	Filled
	Fire Prevent Bureau Inspect, Civil.PS142	1.00	40158	Filled
	Fire Prevent Bureau Inspect, Civil.PS142	1.00	40159	Filled
	Fire Suppression District Inspector.IS112	1.00	40013	Filled
OPW	Administrative Services Manager II.EM100	1.00	40014	Encumbered (Acting)
	Capital Improvement Project Coord.SC112	1.00	40016	Filled
	Capital Improvement Project Coord.SC112	1.00	40017	Filled
	Administrative Analyst II.AP106	1.00	40539	Requisition approvals in progress
	Public Works Maintenance Worker.TR174	1.00	40023	Filled
	Public Works Maintenance Worker.TR174	1.00	40024	Filled
	Public Works Maintenance Worker.TR174	1.00	40025	Filled
	Street Maintenance Leader.TR180	1.00	40026	Request to hire candiated authorized
	Tree Supervisor I.SC229	1.00	40018	Examination scheduled
	Tree Trimmer.TR189	1.00	40019	Examination scheduled
	Tree Trimmer.TR189	1.00	40020	Examination scheduled
	Tree Trimmer.TR189	1.00	40021	Examination scheduled
	Tree Trimmer.TR189	1.00	40022	Examination scheduled
DOT	Accountant II.AF021	1.00	40030	Dept Interviews scheduled
	Accountant III.AF031	1.00	40031	Pre-Recruitment (planning w/HR)
	Administrative Analyst I.AP103	1.00	40028	Dept Interviews scheduled
	Business Analyst II.AP117	1.00	40049	On Hold
	Engineer, Assistant II (Office).ET113	1.00	40033	Filled
	Engineer, Assistant II (Office).ET113	1.00	40034	Filled
	Engineer, Assistant II (Office).ET113	1.00	40035	Dept Interviews scheduled
	Engineer, Assistant II (Office).ET113	1.00	40036	Dept Interviews scheduled
	Engineer, Assistant II (Office).ET113	1.00	40037	Dept Interviews scheduled
	Engineer, Assistant II (Office).ET113	1.00	40038	Dept Interviews scheduled
	Engineer, Assistant II (Office).ET113	1.00	40047	Dept Interviews scheduled
	Engineer, Assistant II (Office).ET113	1.00	40048	Dept Interviews scheduled
	Engineer, Assistant II (Office).ET113	1.00	40050	Dept Interviews scheduled
	Engineer, Assistant II (Office).ET113	1.00	40072	Dept Interviews scheduled
	Engineer, Assistant II (Office).ET113	1.00	40077	Dept Interviews scheduled
	Engineer, Civil (Office).ET116	1.00	40039	Filled
	Engineer, Civil (Office).ET116	1.00	40040	Filled
	Engineer, Transportation.ET122	1.00	40073	Requisition approval in progress
	Engineering Technician II (Office).ET125	1.00	40051	Post exam (pending list)
	Heavy Equipment Operator.TR146	1.00	40052	On hold
	Heavy Equipment Operator.TR146	1.00	40053	On hold
	Heavy Equipment Operator.TR146	1.00	40054	On hold
	Program Analyst I.AP292	1.00	40029	On hold
Program Analyst II.AP293	1.00	40032	Filled	
Program Analyst II.AP293	1.00	40042	Filled	

DEPARTMENT	TITLE	FTE	PC#	STATUS
	Program Analyst II.AP293	1.00	40043	Pre-recruitment (planning w/HR)
	Program Analyst II.AP293	1.00	40044	Pre-recruitment (planning w/HR)
	Program Analyst II.AP293	1.00	40074	Filled
	Program Analyst III.SC204	1.00	40075	On Hold
	Public Service Representative.SS169	1.00	40027	Filled
	Public Works Maintenance Worker.TR174	1.00	40055	Filled
	Public Works Maintenance Worker.TR174	1.00	40056	Filled
	Public Works Maintenance Worker.TR174	1.00	40057	Filled
	Public Works Maintenance Worker.TR174	1.00	40058	Offer extended
	Public Works Maintenance Worker.TR174	1.00	40059	Offer extended
	Public Works Maintenance Worker.TR174	1.00	40060	Requisition approvals in progress
	Public Works Maintenance Worker.TR174	1.00	40061	Requisition approvals in progress
	Public Works Maintenance Worker.TR174	1.00	40062	Requisition approvals in progress
	Public Works Maintenance Worker.TR174	1.00	40063	Requisition approvals in progress
	Public Works Supervisor I.SC206	1.00	40064	On hold
	Public Works Supervisor I.SC206	1.00	40065	On hold
	Public Works Supervisor II.SC207	1.00	40066	On hold
	Street Maintenance Leader.TR180	1.00	40067	Referral of eligibles pending
	Street Maintenance Leader.TR180	1.00	40068	Referral of eligibles pending
	Street Maintenance Leader.TR180	1.00	40069	Referral of eligibles pending
	Street Maintenance Leader.TR180	1.00	40070	Referral of eligibles pending
	Street Maintenance Leader.TR180	1.00	40071	Referral of eligibles pending
	Transportation Planner, Senior.TR187	1.00	40076	Pre-Recruitment (planning w/HR)
ITD	Project Manager II.EM211	1.00	40079	On Hold
OPR	Administrative Services Manager I.MA103	1.00	40080	Inactive (no immediate plans to fill)
	Assist Director, Parks & Rec.EM109	1.00	40081	Filled
	Recreation General Supervisor.MA139	1.00	40082	Pre-Recruitment (planning w/HR)
	Recreation Leader II, PPT.PP133	0.75	40083	Filled
	Recreation Center Director	0.75	40552	Filled
	Recreation Leader II, PPT.PP133	0.75	40086	Referral of eligibles pending
	Recreation Leader II, PPT.PP133	0.75	40087	Referral of eligibles pending
	Recreation Leader II, PPT.PP133	0.75	40088	Referral of eligibles pending
	Recreation Leader II, PPT.PP133	0.75	40089	Referral of eligibles pending
Library	Librarian I.AP214	1.00	40096	Filled
Commission	Administrative Analyst II	1.00	40612	Dept Interviews scheduled
	Complaint Investigator II.AP146	1.00	40099	On Hold
	Complaint Investigator III.AP144	1.00	40100	Frozen
Violence PA	Administrative Analyst II.AP106	1.00	40101	On Hold
	Deputy Dir, Public Ethics Comm.EM262	1.00	40102	On Hold
	Director of Human Services.EM153	1.00	40103	Filled-Interim
HSD	Case Manager II.AP127	1.00	40109	Filled
	Early Head Start Instructor.PP174	1.00	40106	Filled
	Early Head Start Instructor.PP174	1.00	40107	Filled
	Head Start Supervisor.SC160	1.00	40108	Filled
	Outreach Developer.PP165	1.00	40104	Referral of eligibles pending
	Program Analyst II.AP293	1.00	40110	Requisition approvals in progress
PBD	Administrative Analyst II.AP106	1.00	40116	Filled
	Engineer, Assistant II (Office).ET113	1.00	40119	Filled
	Office Assistant II.SS153	1.00	40120	Filled
	Permit Technician I.ET130	1.00	40121	Filled
	Planner I.AP269	1.00	40111	Referral of eligibles pending
	Planner I.AP269	1.00	40114	Referral of eligibles pending
	Planner II.AP272	1.00	40115	Referral of eligibles pending
	Planner III.AP274	1.00	40112	Filled
	Planner IV.AP403	0.50	40113	Filled
	Process Coordinator II.AP290	1.00	40122	Requisition approvals in progress
	Process Coordinator III.SC202	1.00	40123	Pre-recruitment (planning w/HR)
	Project Manager II.EM211	1.00	40124	Filled
	Public Service Representative.SS169	1.00	40117	Filled
	Public Service Representative.SS169	1.00	40118	Filled
	Specialty Combination Insp, Senior.IS120	1.00	40125	Pre-recruitment (planning w/HR)

DEPARTMENT	TITLE	FTE	PC#	STATUS
	Specialty Combination Inspector.IS119	1.00	40126	Filled
	Specialty Combination Inspector.IS119	1.00	40127	Filled
EWD	Program Analyst I.AP292	1.00	40507	Requisition approvals in progress
	Deputy Director, Econ Dev & Employ.EM139	1.00	40129	Request to hire candiated authorized
	Exec Asst to the Director.SS124	1.00	40128	Filled
	Urban Economic Coordinator.SC231	1.00	40130	Referral of eligibles pending
HCD	Business Analyst III.AP118	1.00	40132	Requisition approvals in progress
	Community Dev Prgm Coordinator.SC121	1.00	40133	Filled
	Employment Services Supervisor.PP118	1.00	40134	Filled
	Home Management Specialist III.AP198	1.00	40137	Dept Interviews scheduled
	Housing Development Coord II.AP450	1.00	40135	Filled
	Housing Development Coordinator III.AP199	1.00	40136	Filled
	Program Analyst II.AP293	1.00	40138	On Hold
Total FTE/PPT Positions Added FY17-18		133.00		

DEPT	JOB CLASSIFICATION TITLE	REV FTE	STATUS OF VAC/REQ
OPW	Admin Analyst II	1.00	Req Approval (in progress)
OPW	Admin Assistant I	1.00	Dept. Interviews Scheduled
OPW	Admin Assistant II	1.00	Req Approval (in progress)
OPW	Assistant to the Director	1.00	Dept. Interviews Scheduled
OPW	Auto Equip Mechanic	1.00	Dept. Interviews Scheduled
OPW	CIP Coordinator	1.00	Req Approval (in progress)
OPW	Construction & Maint Mechanic	1.00	Req Approval (in progress)
OPW	Construction & Maint Supv I	2.00	Req Approval (in progress)
OPW	Construction Insp (Field)	1.00	Req Approval (in progress)
OPW	Construction Insp Sup (Field)	1.00	Req Approval (in progress)
OPW	Construction Insp, Sr (Field)	1.00	Dept. Interviews Scheduled
OPW	Custodian, PPT	1.00	Dept. Interviews Scheduled
OPW	Electrical Engineer II	1.00	Req Approval (in progress)
OPW	Electrical Painter	2.00	Req Approval (in progress)
OPW	Engineer, Assistant II (Office)	3.00	Dept. Interviews Scheduled
OPW	Engineer, Civil (Office)	2.00	Referral of Eligibles (pending)
OPW	Environmental Prog Specialist	1.00	Inactive (no immediate plan)
OPW	Fleet Specialist	1.00	Req Approval (in progress)
OPW	Gardener Crew Leader	3.00	Dept. Interviews Scheduled
OPW	Gardener II	2.00	Dept. Interviews Scheduled
OPW	Heavy Equip Mechanic	1.00	Req Approval (in progress)
OPW	Heavy Equip Operator	1.00	Req Approval (in progress)
OPW	Heavy Equip Service Worker	1.00	Req Approval (in progress)
OPW	Irrigation Repair Specialist	1.00	Request to fill (authorized)
OPW	Maint Mechanic	5.00	Req Approval (in progress)
OPW	Manager, Equip Services	1.00	Req Approval (in progress)
OPW	Painter	1.00	Req Approval (in progress)
OPW	Park Attendant, PPT	1.00	Dept. Interviews Scheduled
OPW	Park Equip Operator	1.00	Req Approval (in progress)
OPW	Park Sup I	2.00	Dept. Interviews Scheduled
OPW	Program Analyst III	2.00	Dept. Interviews Scheduled
OPW	Project Manager	1.00	Req Approval (in progress)
OPW	Project Manager II	1.00	Req Approval (in progress)
OPW	Public Works Maint Worker	3.00	Dept. Interviews Scheduled
OPW	Public Works Sup I	1.00	Req Approval (in progress)
OPW	Public Works Sup II	1.00	Req Approval (in progress)
OPW	Sewer Maint Leader	1.00	Req Approval (in progress)
OPW	Sewer Maint Worker	3.00	Req Approval (in progress)
OPW	Stationary Engineer	1.00	Req Approval (in progress)
OPW	Street Maint Leader	5.00	Post Exam (pending list)
OPW	Tree Sup I	1.00	Exam Scheduled
OPW	Tree Trimmer	6.00	Exam Scheduled
OPW Total		69.00	

DOT	Assist Dir, Pub Works Agency	1.00	Dept. Interviews Scheduled
DOT	Business Analyst II	1.00	On Hold
DOT	City Land Surveyor	1.00	Pre-Recruit planning w/HR
DOT	Construction Inspector (Field)	5.00	Dept. Interviews Scheduled
DOT	Drafting/Design Tech, Sr	1.00	On Hold
DOT	Electrical Engineer III	1.00	Req Approval (in progress)
DOT	Engineer, Assistant II (Office)	9.00	Dept. Interviews Scheduled
DOT	Engineer, Civil (Office)	1.00	Req Approval (in progress)
DOT	Engineer, Transportation	4.00	Req Approval (in progress)
DOT	Engineer, Transportation Supv	1.00	Req Approval (in progress)
DOT	Engineering Tech II (Office)	2.00	Referral of Eligibles (pending)
DOT	Heavy Equip Operator	3.00	On Hold
DOT	Office Assistant II	1.00	On Hold
DOT	Parking Control Tech	4.00	Dept. Interviews Scheduled
DOT	Parking Control Tech, PPT	1.00	Dept. Interviews Scheduled
DOT	Parking Meter Repair Worker	1.00	Req Approval (in progress)
DOT	Program Analyst I	2.00	Request to Hire (pending)

DEPT	JOB CLASSIFICATION TITLE	REV FTE	STATUS OF VAC/REQ
DOT	Program Analyst II	1.00	Pre-Recruit planning w/HR
DOT	Program Analyst III	3.00	On Hold
DOT	Project Manager	1.00	Pre-Recruit planning w/HR
DOT	Project Manager II	1.00	Inactive (no immediate plan)
DOT	Public Service Representative	1.00	Request to Hire (pending)
DOT	Public Works Maint Worker	7.00	Offer Extended
DOT	Public Works Sup I	2.00	On Hold
DOT	Public Works Sup II	2.00	On Hold
DOT	Sign Maint Worker	2.00	Req Approval (in progress)
DOT	Street Maint Leader	5.00	Referral of Eligibles (pending)
DOT	Surveying Tech, Sr (Field)	1.00	Req Approval (in progress)
DOT	Traffic Engin Tech, Senior (O)	1.00	Post Exam (pending list)
DOT	Traffic Sign Maker	1.00	On Hold
DOT Total		67.00	

Grand Total

136.00