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2013 JUN 21 AM 8:55

AGENDA REPORT

TO: Deanna Sahtana
City Administrator

FROM: Katano Kasaine
Acting Director, DHRM

SUBJECT: Vacancy Report & Filling of Positions

DATE: June 20, 2013

City Administrator
Approval

Deanna Sahtana

Date

6/21/13

COUNCIL DISTRICT: City-Wide

RECOMMENDATION

Staff recommends acceptance of this second 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

The purpose of this supplemental report is to transmit information related to the recent Semi-Annual Vacancy Report submitted to the Finance & Management Committee of the City Council on June 11, 2013 and to provide additional information related to Department of Human Resources Management (DHRM) staffing and capacity to support recruitments.

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. The Committee report and a supplemental report were submitted to City Council for discussion at the July 18, 2013 meeting. However, Council referred the item to be added to the agenda for its June 27, 2013 Budget Hearing. The information in this report supplements both the original Committee report and the supplemental report that was published with the materials for the June 18, 2013 City Council meeting. In addition, Attachment A, which was distributed during the Budget Hearing on June 18th, is attached and provides the status of the recruitments currently underway; updated as of June 17, 2013.

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ANALYSIS

Service Reductions – Past Budget Service Impacts

Staffing in the Department of Human Resources (DHRM) is inadequate to meet department needs for certifying eligible lists and conducting recruitments. Although there have been budget reductions and fewer positions in the City overall, the pace of recruitments and the need to fill positions has not slowed commensurately with fewer staff to drive the work, and in recent months recruitment activity has again picked up.

In 2008 there were 37.0 FTE positions in the Recruitment & Classification unit of DHRM including administrative staff (Civil Service Board support) and classification staff; in 2013 there are 19.7 positions – a reduction of 46% - the number of analysts was reduced from a high of 19 FTE to the current 9.7 FTE and support positions were reduced from 18 FTE in 2008 to the current 10 FTE.

RECRUITMENT & CLASSIFICATION UNIT STAFFING HISTORY			
Title	FY08/09	FY10/11	FY12/13
Human Res Analyst, Senior Supervising	1.00	0.00	0.00
Human Resource Analyst (CONF)	9.00	5.00	5.70
Human Resource Analyst, Assistant	3.00	0.00	0.00
Human Resource Analyst, Principal	3.00	2.00	2.00
Human Resource Analyst, Senior	4.00	1.00	2.00
Human Resource Clerk	3.00	0.00	0.00
Human Resource Operations Supervisor	1.00	1.00	1.00
Human Resource Technician	7.00	6.00	6.00
Manager, Human Resources	1.00	1.00	1.00
Office Assistant II	2.00	1.00	1.00
Public Service Representative	3.00	1.00	1.00
Grand Total	37.00	18.00	19.70

The City Administrator did not propose any reduction to DHRM in the FY13/15 Proposed Policy Budget in recognition that current staffing levels are already less than adequate to provide the level of service needed.

Beyond the high priority recruitments that were conducted this year for Police (e.g., academies), DHRM conducted a recruitment for entry level Firefighters for the first time in six years (processing 3200 applications to fill eleven (11) vacancies) the annual recruitment for Parks & Recreation summer hiring of part-time staff was conducted, and Public Works had critical

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vacancies in positions for which hundreds of applicants required testing. Simply put, more staff in DHRM would improve recruitment timelines. Staff is not being idle; rather, they are working very hard to maintain service as much as possible, with 46% fewer people. This is not a sustainable service model: to continue to provide the same level of service with about half of the resources, we must be clearer about the delays in hiring and processing DHRM duties.

In addition to the reductions in DHRM staff, reductions in administrative staff throughout the City organization have contributed to the delays in filling positions. Cuts to classifications such as Administrative Analyst, Management Assistant, and Administrative Services Manager have resulted in the loss of departmental staff across the City who were knowledgeable about the City's hiring processes and could facilitate efforts that require coordination between DHRM and the hiring department. DHRM staff is increasingly called upon to coach hiring managers on the processes that must be followed and the City's policies that govern the different aspects of the process. The absence of training funds for basic City processes compounds the lack of institutional knowledge.

Background – Process to Fill Positions

To fill a budgeted civil service position in the City of Oakland, from authorization of a personnel requisition to certification of an eligible list takes an average of 4.5 months with current Human Resources staffing levels and is very process-intensive. Once the hiring department has an eligible list, it generally takes another 4-6 weeks before an employee is appointed. To fill a position, the department first issues a requisition that is routed for various levels of approval. DHRM reviews the approved requisition and assesses availability of eligible lists (reinstatement, transfer, restricted or promotional, open). During a hiring freeze, eligible candidates on lists more than two years old are contacted to determine availability for employment. If a viable list exists, it is certified to the hiring department and the department schedules interviews. If a viable list does not exist, DHRM works with the hiring department to review the classification specification against the department's hiring needs and an "exam plan" is created. Once the exam plan is agreed to, a job announcement may be posted. A job announcement is open for a minimum of 10 days, but often open longer to seek a high applicant pool. The specific "test" for a particular position is determined in the exam plan and may include a written exam, oral panels, performance test, and/or other appropriate screening mechanism. Additionally, highly specialized positions like the Criminalist series in the Police Department Crime Lab require selective certification for unique specialties. Selective certification requires providing the union with an opportunity to meet to review the special requirements.

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Other Factors that Affect the Hiring Process

There has also been a significant amount of turnover in DHRM in the past two years and some positions continue to be vacant. Increasingly, DHRM has found it more difficult to recruit qualified candidates for open positions of every kind. The economic crisis and the highly publicized budget challenges in the City of Oakland, and the public sector in general, may have made the City a less attractive employer. Recent changes to CalPERS retirement benefits also decrease the attractiveness of public sector positions. For example, when the City recently conducted a recruitment for the Human Resources Director position, the comparably low salary range failed to attract the interest of highly qualified applicants when similar positions in the area with more competitive packages were also open: similarly, the same has happened for other recruitments.

Police Vacancies

Since early in 2012, the City has been engaged in an accelerated effort to increase the number of Police Officers. To recruit candidates for Police academies, DHRM and Police recruitment staff have been engaged in continuous testing cycles for Police Officer Trainees (POTs). There have been four sessions of POT testing, two lateral recruitments, and promotional testing for Captain (March 2012) and Lieutenant (April 2013). When continuous testing for Police Officer Trainee (academy candidates) was first initiated in 2006, there were five (5) DHRM positions budgeted to support Police recruitments – a Senior HR Analyst, an HR Analyst, and three HR Technicians. Currently there is one Senior HR Analyst specifically funded to support Police recruiting (added Sept. 2012). The balance of the work is distributed among other DHRM staff who are also supporting other departments. OPD's personnel unit staffing has been similarly reduced in recent years.

Recruiting continuously for Police Officer Trainees is an extremely labor-intensive process. Civilian recruitments are conducted concurrently, but with so few staff in both DHRM and the recruitment unit of the Police Department, it is not possible to move expeditiously on all of the Police Department's hiring and recruitment needs while maintaining turnaround times for the rest of the City. In terms of the 14 classifications for which the Police Department has civilian vacancies (47.5 FTE), there are recruitments underway for 31 of those vacancies, eligible lists have been certified to the department for 10 vacancies (Dispatch and Parking Control), and DHRM has not received authorized requisitions for the remaining 6.5 (4 classifications/titles).

- **Criminalists (I & II)** – a recruitment for Criminalist I was conducted in late 2012 and an eligible list has been established. When the department is ready to fill the vacancies, there is a list of candidates for them to consider. Planning has been underway for the recruitment for Criminalist II since early fall 2012. These vacancies represent highly specialized positions that required intensive preparation in terms of classification

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specification revisions and setting selective certification requirements; the spec revision and selective certification also required meeting with the representative union prior to posting the job announcements. The job announcements are currently posted.

- Dispatch (Communications) Unit – A recruitment for Police Communications Dispatcher was conducted in the spring of 2012 and an eligible list was established in June 2012. That eligible list is used to fill both Police Communications Dispatcher vacancies and Police Communications Operator vacancies. Due to the high level of public contact for these positions, the Equal Access to Services Ordinance (Ordinance No. 12324 C.M.S.) requires that the City make its best effort to recruit for and fill positions with bilingual candidates. All of the qualified bilingual candidates were screened and considered; however, more bilingual candidates were needed than could fill available vacancies. The Police Department is currently considering other qualified candidates to fill existing vacancies. Due to anticipated turnover and continuing needs, DHRM and OPD are engaged in planning a new recruitment.
- Police Services Technician II – In January 2013 City Council authorized the addition of 20 new PST II positions DHRM and OPD staff immediately began planning and preparing to recruit for the positions. A job announcement was posted in early April 2013 for several weeks. Identifying an appropriate testing site at no cost took some time; the written test is scheduled for mid-July and the eligible list will be established soon thereafter. Background checks and departmental interviews should be completed by early fall.

Moving Forward

DHRM continues to make efforts to be innovative and has implemented several efforts to streamline the hiring process and create efficiencies in the face of shrunken resources – a new online hiring program (NeoGov) (which is currently being tested through a pilot with the Library recruitments), allows for all-electronic processing of applications, and the City Administrator has organized a working group to identify ways to streamline and improve the hiring process and increasing communication between hiring departments and DHRM. In addition, recruitments are currently underway to fill vacancies in DHRM. We are also looking at strategic ways of staffing the intermittent demands of high volume recruitments through temporary contracts so experienced and skilled staff are not called away to provide support.

The DHRM staffing level and workload conditions are not uncommon to other administrative/internal service functions in the City: simply said, over the past five plus years, due to budgetary challenges, the City has cut so much in administrative service departments, that despite how hard existing staff work, we can neither keep up with expected timelines nor provide service at levels that are more satisfactory.

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For questions regarding this report, contact Kip Walsh, Recruitment & Classification Manager at kwalsh@oaklandhet.com or (510) 238-7334.



Katano Kasaine, Acting Director
Department of Human Resources Management

Prepared by:
Kip Walsh, Recruitment & Classification Manager

Attachments: A – *Updated Vacancies by Department (Updated 06/19/13)*

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DEPT	ORG	RFUND	JOB CLASSIFICATION TITLE	REV FTE	ROS#	Vacancy Date	Status
CITY ADMIN	02971	2195	Admin Analyst II, PPT	0.50	33786.33786	3/1/2013	Budget Cut
CITY ADMIN	02631	1010	Administrative Analyst II	1.00	32650.3927	11/29/2011	
CITY ADMIN	02111	1010	Assistant City Administrator	1.00	34259.34259	7/1/2012	
CITY ADMIN	02811	1010	City Administrator Analyst	1.00	34091.32721	12/9/2012	
CITY ADMIN	02851	1010	Revenue Analyst, Principal	1.00	33854.33854	7/1/2012	Recruitment
CITY ADMIN	02991	1010	Graphic Design Specialist	1.00	33362.49	3/2/2013	
CITY ADMIN	02111	1760	Program Analyst III	1.00	32570.32570	9/2/2012	
CITY ADMIN	02881	1010	Public Service Representative	1.00	33554.2702	1/29/2013	Filled
CITY ADMIN	02881	1010	Public Service Representative	1.00	33557.3391	2/15/2013	Filled
CITY ADMIN	02431	1770	Real Estate Agent	1.00	33292.5637	4/19/2013	Recruitment
CITY ADMIN	02431	1770	Real Estate Services Manager	1.00	33926.33647	5/10/2012	Filled
CITY ADMIN	02881	1010	Revenue Operations Supervisor	1.00	33855.33855	7/1/2012	Filled
CITY ADMIN	02421	1610	Urban Economic Analyst II	1.00	33111.31603	4/19/2013	
CITY ADMIN	02421	1610	Urban Economic Analyst IV, Projects	1.00	33444.124	10/26/2012	
CITY ADMIN	02421	1610	Urban Economic Coordinator	1.00	33297.3827	12/21/2012	
CITY ADMIN Total				14.50			
CITY ATTORNEY	04311	1100	Deputy City Attorney V	1.00	13456.13456	3/8/2013	Recruitment
CITY ATTORNEY	04111	1010	Legal Administrative Assistant	1.00	4912.4912	10/21/2012	
CITY ATTORNEY Total				2.00			
DHRM	05211	1010	Human Resource Analyst (CONF)	1.00	26345.26345	3/1/2013	Recruitment
DHRM	05211	1010	Human Resource Technician	1.00	28250.5740	1/4/2013	Recruitment
DHRM Total				2.00			
FINANCE	08222	1010	Accountant II	1.00	28363.28363	10/15/2010	
FINANCE	08222	1010	Accounting Supervisor	1.00	34150.34150	7/1/2012	Recruitment
FINANCE	08751	7100	Investment Supervisor	1.00	34223.34223	7/1/2012	Recruitment
FINANCE	08261	1010	Budget & Operations Analyst III	0.80	32679.4929	2/3/2012	Recruitment
FINANCE	08261	1010	Budget & Operations Analyst III	0.80	33571.30632	8/17/2012	Filled
FINANCE	08721	1010	Controller, Assistant	1.00	34222.34222	7/1/2012	
FINANCE	08111	1010	Exec Asst to Agency Director	0.50	1053.1053	11/24/2012	Budget Cut
FINANCE	08211	1010	Systems Accountant III	0.80	12220.1508	11/23/2012	
FINANCE Total				6.90			
POLICE	106510	2411	Account Clerk II	1.00	30705.30705	8/5/2011	
POLICE	106510	1010	Accountant II	1.00	27528.27528	3/19/2013	Budget Cut
POLICE	103130	1010	Animal Control Officer	1.00	27505.1509	3/14/2011	
POLICE	103130	1010	Animal Control Officer	1.00	27506.2682	8/5/2012	
POLICE	103130	1010	Animal Control Officer, PPT	0.50	31420.30532	2/18/2011	
POLICE	102610	1010	Criminalist I	1.00	11747.11747	8/17/2012	
POLICE	102610	1010	Criminalist I	1.00	2067.2067	2/8/2013	
POLICE	102610	1010	Criminalist II	1.00	24459.21979	6/9/2012	Recruitment
POLICE	102610	1010	Criminalist II	1.00	15095.15095	6/24/2012	Recruitment
POLICE	102610	1010	Criminalist II	1.00	26910.26910	6/15/2012	Recruitment
POLICE	102610	1010	Latent Print Examiner III	1.00	34230.34230	2/20/2013	Recruitment
POLICE	107511	1010	Parking Control Technician	1.00	34187.2548	1/4/2013	Eligible List
POLICE	107511	1010	Parking Control Technician	1.00	34197.30606	1/31/2012	Eligible List
POLICE	107511	1010	Parking Control Technician	1.00	34198.30731	11/18/2011	Eligible List
POLICE	107511	1010	Parking Control Technician, PPT	1.00	34170.2183	4/13/2012	Eligible List
POLICE	103310	1010	Police Communications Dispatcher	1.00	1149.1149	11/14/2012	Eligible List
POLICE	103310	1010	Police Communications Operator	1.00	33652.33652	2/14/2013	Eligible List
POLICE	103310	1010	Police Communications Operator	1.00	33653.33653	5/10/2012	Eligible List
POLICE	103310	1010	Police Communications Operator	1.00	33654.33654	5/10/2012	Eligible List
POLICE	103310	1010	Police Communications Supervisor	1.00	19337.19337	1/4/2013	Recruitment
POLICE	101130	1010	Police Records Specialist	1.00	22766.2275	2/22/2013	Eligible List
POLICE	103242	1010	Police Records Specialist	1.00	9499.2370	2/22/2013	Eligible List
POLICE	102350	1010	Police Services Technician II	1.00	22965.1279	1/13/2013	Recruitment
POLICE	107010	1010	Police Services Technician II	1.00	29810.2689	3/2/2013	Recruitment
POLICE	107110	1010	Police Services Technician II	1.00	29866.362	12/22/2012	Recruitment
POLICE	107110	1010	Police Services Technician II	1.00	30028.28228	2/28/2013	Recruitment

DEPT	ORG	PFUND	JOB CLASSIFICATION TITLE	REV FTE	POS#	Vacancy Date	Status
POLICE	107510	2172	Police Services Technician II	20.00	TBD	2/20/2013	Recruitment
POLICE	101110	1010	Public Information Officer II	1.00	34231.34231	2/13/2013	Recruitment
POLICE	103130	1010	Volunteer Program Specialist II	1.00	27516.19726	8/4/2012	Recruitment
POLICE Total				47.50			
FIRE	20411	1010	Battalion Chief	1.00	25211.1601	5/30/2010	
FIRE	20411	1010	Captain of Fire Department	1.00	1269.1269	12/20/2012	
FIRE	20411	1010	Captain of Fire Department	1.00	14098.2112	11/20/2012	
FIRE	20411	1010	Captain of Fire Department	1.00	2270.2270	12/24/2009	
FIRE	20411	1010	Captain of Fire Department	1.00	25192.5068	7/21/2012	
FIRE	20411	1010	Captain of Fire Department	1.00	25217.6914	3/18/2013	
FIRE	20411	1010	Captain of Fire Department	1.00	25219.12523	6/7/2012	
FIRE	20411	1010	Captain of Fire Department	1.00	25276.5426	11/25/2012	
FIRE	20411	1010	Captain of Fire Department	1.00	25340.21531	11/23/2011	
FIRE	20411	1010	Captain of Fire Department	1.00	25364.436	2/18/2011	
FIRE	20411	1010	Captain of Fire Department	1.00	25378.5782	8/26/2011	
FIRE	20411	1010	Captain of Fire Department	1.00	33929.33635	10/2/2012	
FIRE	20411	1010	Captain of Fire Department	1.00	32342.10539	4/17/2012	
FIRE	20814	1010	Captain of Fire Department	1.00	16812.1390	2/11/2011	
FIRE	20311	1010	Deputy Chief of Fire Department	1.00	24873.24873	3/2/2013	
FIRE	20711	2123	Emergency Planning Coordinator, Sr	1.00	31343.28480	8/25/2009	
FIRE	20711	2123	Emergency Planning Coordinator, Sr	1.00	34297.34297	3/20/2013	
FIRE	20711	2123	Emergency Planning Coordinator, Sr	1.00	34298.34298	3/20/2013	
FIRE	20411	1010	Engineer of Fire Department	1.00	12530.12530	12/9/2011	Recruitment
FIRE	20411	1010	Engineer of Fire Department	1.00	14089.1838	12/30/2010	Recruitment
FIRE	20411	1010	Engineer of Fire Department	1.00	14132.2166	12/24/2011	Recruitment
FIRE	20411	1010	Engineer of Fire Department	1.00	25165.2630	9/1/2012	Recruitment
FIRE	20411	1010	Engineer of Fire Department	1.00	25193.5070	7/4/2012	Recruitment
FIRE	20411	1010	Engineer of Fire Department	1.00	25207.6013	10/22/2012	Recruitment
FIRE	20411	1010	Engineer of Fire Department	1.00	25265.1743	3/22/2013	Recruitment
FIRE	20411	1010	Engineer of Fire Department	1.00	25274.1157	2/18/2011	Recruitment
FIRE	20411	1010	Engineer of Fire Department	1.00	25278.18310	10/16/2012	Recruitment
FIRE	20411	1010	Engineer of Fire Department	1.00	25334.21549	5/11/2012	Recruitment
FIRE	20411	1010	Engineer of Fire Department	1.00	32344.17268	1/28/2011	Recruitment
FIRE	20251	2412	Fire Communications Dispatcher	1.00	401.401	1/18/2013	
FIRE	20251	2412	Fire Communications Dispatcher	1.00	939.939	11/1/2012	
FIRE	20251	3100	Fire Communications Dispatcher	1.00	2817.2817	11/29/2012	
FIRE	20411	1010	Fire Fighter	1.00	22051.21598	4/4/2012	Eligible List
FIRE	20411	1010	Fire Fighter	1.00	22320.22320	12/23/2011	Eligible List
FIRE	20411	1010	Fire Fighter	1.00	22626.22416	12/10/2010	Eligible List
FIRE	20411	1010	Fire Fighter	1.00	24792.24792	4/1/2011	Eligible List
FIRE	20411	1010	Fire Fighter	1.00	25135.1476	7/25/2012	Eligible List
FIRE	20411	1010	Fire Fighter	1.00	25143.1761	5/13/2011	Eligible List
FIRE	20411	1010	Fire Fighter	1.00	25154.1920	4/5/2013	Eligible List
FIRE	20411	1010	Fire Fighter	1.00	25185.5790	12/23/2011	Eligible List
FIRE	20411	1010	Fire Fighter	1.00	25200.5650	5/3/2012	Eligible List
FIRE	20411	1010	Fire Fighter	1.00	25206.5997	5/1/2011	Eligible List
FIRE	20411	1010	Fire Fighter	1.00	25216.10504	1/18/2013	Eligible List
FIRE	20411	1010	Fire Fighter	1.00	25317.3157	12/16/2005	Eligible List
FIRE	20411	1010	Fire Fighter	1.00	25318.5071	11/27/2011	Eligible List
FIRE	20411	1010	Fire Fighter	1.00	25321.2180	4/1/2011	Eligible List
FIRE	20411	1010	Fire Fighter	1.00	25322.2267	8/31/2012	Eligible List
FIRE	20411	1010	Fire Fighter	1.00	25327.3152	5/2/2011	Eligible List
FIRE	20411	1010	Fire Fighter	1.00	2563.2563	12/10/2010	Eligible List
FIRE	20411	1010	Fire Fighter	1.00	26296.2461	4/1/2011	Eligible List
FIRE	20411	1010	Fire Fighter	1.00	26301.22441	4/1/2011	Eligible List
FIRE	20411	1010	Fire Fighter	1.00	26570.1609	12/14/2008	Eligible List
FIRE	20411	1010	Fire Fighter	1.00	26572.5427	4/17/2009	Eligible List

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FIRE	20411	1010	Fire Fighter	1.00	26574.3156	9/29/2011	Eligible List
FIRE	20411	1010	Fire Fighter	1.00	26577.3166	11/3/2009	Eligible List
FIRE	20411	1010	Fire Fighter	1.00	26582.5052	2/22/2013	Eligible List
FIRE	20411	1010	Fire Fighter	1.00	26586.810	11/19/2012	Eligible List
FIRE	20411	1010	Fire Fighter	1.00	26611.841	12/22/2012	Eligible List
FIRE	20411	1010	Fire Fighter	1.00	26631.3173	2/22/2012	Eligible List
FIRE	20411	1010	Fire Fighter	1.00	26640.2618	6/11/2011	Eligible List
FIRE	20411	1010	Fire Fighter	1.00	26645.3163	7/2/2011	Eligible List
FIRE	20814	1010	Fire Fighter	1.00	19448.821	12/23/2012	Eligible List
FIRE	20814	1010	Fire Fighter	1.00	26840.1815	12/1/2010	Eligible List
FIRE	20814	1010	Fire Fighter	1.00	26841.262	12/20/2011	Eligible List
FIRE	20814	1010	Fire Fighter	1.00	26842.1302	4/6/2012	Eligible List
FIRE	20411	1010	Fire Fighter Paramedic	1.00	19342.2062	5/11/2009	Filled
FIRE	20411	1010	Fire Fighter Paramedic	1.00	19345.14121	10/31/2008	Filled
FIRE	20411	1010	Fire Fighter Paramedic	1.00	19356.14790	10/31/2008	Filled
FIRE	20411	1010	Fire Fighter Paramedic	1.00	19358.1524	1/18/2013	
FIRE	20411	1010	Fire Fighter Paramedic	1.00	22333.21545	10/14/2011	Filled
FIRE	20411	1010	Fire Fighter Paramedic	1.00	22342.21555	4/6/2007	Filled
FIRE	20411	1010	Fire Fighter Paramedic	1.00	22347.3150	4/6/2007	Filled
FIRE	20411	1010	Fire Fighter Paramedic	1.00	25282.10553	1/24/2007	Filled
FIRE	20411	1010	Fire Fighter Paramedic	1.00	25285.14157	4/6/2007	Filled
FIRE	20411	1010	Fire Fighter Paramedic	1.00	25314.10557	4/1/2011	
FIRE	20411	1010	Fire Fighter Paramedic	1.00	25315.2673	12/10/2010	
FIRE	20411	1010	Fire Fighter Paramedic	1.00	25316.3143	10/7/2005	
FIRE	20341	1010	Fire Investigator	1.00	18302.18302	12/26/2012	Recruitment
FIRE	20331	1010	Fire Prevent Bureau Inspect, Civil	1.00	28094.21523	1/20/2013	
FIRE	20411	1010	Lieutenant of Fire Department	1.00	1795.1795	12/24/2011	
FIRE	20411	1010	Lieutenant of Fire Department	1.00	25136.1507	1/6/2012	
FIRE	20411	1010	Lieutenant of Fire Department	1.00	25184.5428	1/6/2012	
FIRE	20411	1010	Lieutenant of Fire Department	1.00	25231.1006	4/3/2012	
FIRE	20411	1010	Lieutenant of Fire Department	1.00	25234.5062	6/8/2012	
FIRE	20411	1010	Lieutenant of Fire Department	1.00	25365.1286	6/8/2012	
FIRE Total				85.00			
PUBLIC WORKS	30541	4100	Auto Equipment Mechanic	1.00	24043.3592	11/30/2012	
PUBLIC WORKS	30541	4100	Auto Equipment Painter	1.00	24070.1239	12/26/2012	
PUBLIC WORKS	30234	5510	Capital Improvement Project Coor	1.00	31814.19887	4/13/2012	
PUBLIC WORKS	30232	3100	Construction Coordinator	1.00	31792.5886	8/10/2012	
PUBLIC WORKS	30232	3100	Construction Coordinator	1.00	31793.337	12/29/2012	
PUBLIC WORKS	30232	3100	Construction Inspector, Sup II	1.00	31790.18370	11/19/2010	
PUBLIC WORKS	30632	4400	Custodian	1.00	24041.5093	11/25/2012	Recruitment
PUBLIC WORKS	30632	4400	Custodian	1.00	24074.1321	6/30/2012	Recruitment
PUBLIC WORKS	30632	4400	Custodian	1.00	32352.32352	8/4/2011	Recruitment
PUBLIC WORKS	30633	4400	Custodian	1.00	24091.1846	5/13/2012	Recruitment
PUBLIC WORKS	30635	2310	Custodian	1.00	23730.6261	3/9/2012	Recruitment
PUBLIC WORKS	30635	2310	Custodian	1.00	23927.2379	2/23/2013	Recruitment
PUBLIC WORKS	30635	2310	Custodian	1.00	23957.14904	11/25/2012	Recruitment
PUBLIC WORKS	30635	4400	Custodian	1.00	24225.18711	5/13/2012	Recruitment
PUBLIC WORKS	30635	4400	Custodian	1.00	24226.18712	5/13/2012	Recruitment
PUBLIC WORKS	30635	4400	Custodian	1.00	24228.18714	5/13/2012	Recruitment
PUBLIC WORKS	30632	4400	Custodian, PPT	0.89	25934.25934	8/14/2012	Recruitment
PUBLIC WORKS	30244	3100	Drafting Technician, Int (Office)	1.00	31890.5089	7/1/2010	
PUBLIC WORKS	30242	2211	Drafting/Design Technician, Sr	1.00	31827.5783	12/11/2010	
PUBLIC WORKS	30689	4450	Electrical Engineer II	1.00	31156.31156	7/16/2010	
PUBLIC WORKS	30541	4100	Employee Fleet & Safety Coordinator	1.00	31606.28231	8/17/2012	
PUBLIC WORKS	30232	7760	Engineer, Assistant II (Office)	1.00	32281.32281	7/1/2011	
PUBLIC WORKS	30243	7760	Engineer, Assistant II (Office)	1.00	32415.32415	7/1/2011	
PUBLIC WORKS	30232	7760	Engineer, Civil (Office)	1.00	32294.32294	6/2/2012	

DEPT.	ORG	PFUND	JOB CLASSIFICATION TITLE	REV FTE	POS#	Vacancy Date	Status
PUBLIC WORKS	30245	7760	Engineer, Civil (Office)	1.00	32811.3433	3/17/2013	
PUBLIC WORKS	30242	2211	Engineer, Civil Supv (Office)	1.00	31838.3417	12/30/2011	
PUBLIC WORKS	30541	4100	Equipment Supervisor	1.00	23983.3605	12/31/2012	
PUBLIC WORKS	30651	4400	Facilities Complex Manager	1.00	264650.264650	7/1/2011	
PUBLIC WORKS	30652	2310	Gardener Crew Leader	1.00	32664.5154	12/14/2012	Recruitment
PUBLIC WORKS	30541	4100	Heavy Equipment Mechanic	1.00	24132.2656	12/28/2012	
PUBLIC WORKS	30541	4100	Heavy Equipment Mechanic	1.00	24158.13129	3/19/2013	
PUBLIC WORKS	30541	4100	Heavy Equipment Mechanic	1.00	24159.13151	3/17/2013	
PUBLIC WORKS	30541	4100	Heavy Equipment Service Worker	1.00	24048.3601	12/30/2011	Filled
PUBLIC WORKS	30541	4100	Heavy Equipment Service Worker	1.00	24119.3603	9/16/2012	
PUBLIC WORKS	30634	4400	Maintenance Mechanic, PPT	0.50	32063.32063	7/1/2010	Budget Cut
PUBLIC WORKS	30533	3100	Management Assistant	1.00	34276.34276	3/14/2013	Recruitment
PUBLIC WORKS	30652	1720	Park Attendant, PPT	1.00	24324.22113	8/10/2009	
PUBLIC WORKS	30652	2310	Park Equipment Operator	1.00	23837.3676	12/31/2011	Recruitment
PUBLIC WORKS	30652	2310	Park Supervisor I	1.00	23974.3699	8/3/2012	Recruitment
PUBLIC WORKS	30684	3100	Program Analyst II	1.00	33674.33674	7/1/2012	
PUBLIC WORKS	30214	7760	Program Analyst III	1.00	34367.34367	3/27/2013	Recruitment
PUBLIC WORKS	30245	5321	Program Analyst III	1.00	31906.27705	12/12/2011	Recruitment
PUBLIC WORKS	30683	1720	Program Analyst III	1.00	33916.33916	9/17/2012	Recruitment
PUBLIC WORKS	30211	5321	Project Manager II	1.00	34366.34366	3/27/2013	Recruitment
PUBLIC WORKS	30232	5320	Project Manager II	1.00	32047.32047	8/24/2010	Recruitment
PUBLIC WORKS	30532	3100	Public Works Maintenance Worker	1.00	24299.19829	2/17/2013	Recruitment
PUBLIC WORKS	30534	2141	Public Works Maintenance Worker	1.00	23695.3495	12/10/2011	Filled
PUBLIC WORKS	30534	2230	Public Works Maintenance Worker	1.00	23887.3488	2/17/2013	Recruitment
PUBLIC WORKS	30534	2230	Public Works Maintenance Worker	1.00	23926.5462	11/11/2012	Recruitment
PUBLIC WORKS	30534	2231	Public Works Maintenance Worker	1.00	32304.32304	12/15/2011	Filled
PUBLIC WORKS	30674	1710	Public Works Maintenance Worker	1.00	23815.5109	7/15/2012	Filled
PUBLIC WORKS	30674	1720	Public Works Maintenance Worker	1.00	23786.1829	8/31/2012	Recruitment
PUBLIC WORKS	30674	1720	Public Works Maintenance Worker	1.00	23862.1548	9/15/2012	Filled
PUBLIC WORKS	30674	1720	Public Works Maintenance Worker	1.00	26106.2674	9/2/2012	Recruitment
PUBLIC WORKS	30674	1720	Public Works Maintenance Worker	1.00	31295.6619	11/25/2012	Recruitment
PUBLIC WORKS	30674	1720	Public Works Maintenance Worker	1.00	32061.1618	9/4/2012	Filled
PUBLIC WORKS	30533	3100	Sewer Maintenance Leader	1.00	24019.217	1/20/2013	
PUBLIC WORKS	30533	3100	Sewer Maintenance Leader	1.00	24139.3518	10/15/2011	
PUBLIC WORKS	30533	3100	Sewer Maintenance Planner	1.00	34270.34270	9/17/2012	Eligible List
PUBLIC WORKS	30533	3100	Sewer Maintenance Worker	1.00	24185.9994	2/17/2013	Recruitment
PUBLIC WORKS	30533	3100	Sewer Maintenance Worker	1.00	24196.1817	1/8/2012	Filled
PUBLIC WORKS	30533	3100	Sewer Maintenance Worker	1.00	24200.3535	8/4/2012	Recruitment
PUBLIC WORKS	30533	3100	Sewer Maintenance Worker	1.00	32320.32320	11/11/2012	Recruitment
PUBLIC WORKS	30533	3100	Sewer Maintenance Worker	1.00	32321.32321	6/10/2012	Recruitment
PUBLIC WORKS	30232	7760	Spatial Data Analyst III	1.00	32840.32295	7/1/2011	
PUBLIC WORKS	30632	4400	Stationary Engineer	0.25	32351.32351	7/1/2011	Budget Cut
PUBLIC WORKS	30632	4400	Stationary Engineer	1.00	24024.3623	1/26/2013	Recruitment
PUBLIC WORKS	30633	4400	Stationary Engineer	1.00	24163.11063	1/22/2013	Recruitment
PUBLIC WORKS	30634	4400	Stationary Engineer	1.00	24106.2129	5/13/2012	Recruitment
PUBLIC WORKS	30672	1720	Street Sweeper Operator	1.00	23731.6324	5/11/2012	Recruitment
PUBLIC WORKS	30672	1720	Street Sweeper Operator	1.00	23763.3555	12/30/2011	Recruitment
PUBLIC WORKS	30672	1720	Street Sweeper Operator	1.00	23906.3550	7/11/2010	Recruitment
PUBLIC WORKS Total				70.64			
DIT	46521	4200	Electronics Technician	1.00	31207.1078	8/5/2012	
DIT	46261	1010	Microcomputer Systems Spec III	1.00	31218.10374	10/14/2012	
DIT	46261	1010	Microcomputer Systems Specialist I	1.00	32955.32955	1/31/2012	
DIT	46251	1010	Microcomputer Systems Specialist II	1.00	33589.33357	1/31/2012	Eligible List
DIT	46251	7760	Microcomputer Systems Specialist II	1.00	33766.32298	7/17/2012	Eligible List
DIT	46321	4200	Telecommunication Systems Engineer	1.00	32956.32956	2/15/2013	Budget Cut
DIT Total				6.00			
COMM SERVS	47211	2251	Program Analyst I	1.00	33858.28607	8/22/2012	Filled

DEPT	ORG	RFUND	JOB CLASSIFICATION TITLE	REV FTE	POS#	Vacancy Date	Status
COMM-SERVS Total				1.00			
PARKS & REC	502332	1010	Facility Security Assistant	1.00	32934.32189	12/8/2011	
PARKS & REC	501240	1820	Facility Security Assistant, PPT	0.75	26434.26434	7/6/2009	
PARKS & REC	509290	2310	Gardener Crew Leader	1.00	28324.15462	7/8/2012	
PARKS & REC	502332	1010	Recreation General Supervisor	1.00	34217.32186	10/18/2011	
PARKS & REC	502237	1010	Recreation Leader II, PPT	0.75	30342.30342	1/18/2013	
PARKS & REC	502350	1010	Recreation Leader II, PPT	0.75	33620.33620	5/4/2012	
PARKS & REC	504410	1010	Recreation Leader II, PPT	0.75	31041.30345	8/17/2012	
PARKS & REC	509237	1010	Recreation Leader II, PPT	0.75	30517.30517	11/9/2012	
PARKS & REC	509330	1010	Recreation Leader II, PPT	0.75	28410.28410	10/15/2010	
PARKS & REC	501270	1820	Recreation Program Director	1.00	32877.32204	10/28/2011	
PARKS & REC	502233	1010	Recreation Program Director	1.00	26188.26188	11/9/2012	
PARKS & REC	502331	1010	Recreation Program Director	0.50	27397.18762	12/14/2008	
PARKS & REC	504410	1010	Recreation Program Director	1.00	27473.27473	2/1/2009	
PARKS & REC	502310	1010	Recreation Specialist II, PPT	1.00	23580.20695	1/4/2013	
PARKS & REC	502332	1820	Recreation Specialist II, PPT	1.00	32940.4868	12/21/2012	
PARKS & REC	502340	1010	Recreation Leader II, PPT	0.75	32941.31089	12/8/2011	
PARKS & REC Total				13.75			
LIBRARY	61132	1010	Librarian II	1.00	27996.6838	12/21/2012	
LIBRARY	61313	2241	Librarian II, PPT	0.80	1221.1221	1/4/2013	
LIBRARY	61321	2241	Librarian, Supervising PPT	0.80	33919.3741	7/1/2012	
LIBRARY	61212	1010	Library Aide	1.00	30306.30306	3/16/2012	
LIBRARY	61243	1010	Library Aide	1.00	14602.3744	10/12/2012	
LIBRARY	61243	1010	Library Aide	1.00	3743.3743	10/12/2012	
LIBRARY	61132	2241	Library Aide, PPT	0.80	28010.4858	7/31/2009	
LIBRARY	61231	2241	Library Aide, PPT	0.60	32819.15692	12/21/2012	
LIBRARY	61331	2241	Library Aide, PPT	0.60	19042.19042	9/7/2006	
LIBRARY	61332	2241	Library Aide, PPT	0.60	15439.15439	12/9/2011	
LIBRARY	61339	2241	Library Aide, PPT	0.60	31010.31010	8/24/2011	
LIBRARY	61132	2241	Library Assistant	1.00	28012.26557	12/23/2008	
LIBRARY	61321	1010	Library Asst, PPT	0.00	28023.11974	10/12/2012	
LIBRARY	61333	2241	Library Asst, PPT	0.60	19559.19559	1/31/2008	
LIBRARY	61121	2241	Museum Guard	1.00	32637.218	7/14/2012	
LIBRARY	61121	2241	Storekeeper II	0.50	32754.3579	12/28/2012	
LIBRARY Total				11.90			
DHS	78311	2251	Administrative Assistant I, PPT	0.80	33432.27993	7/6/2012	
DHS	75231	2128	Case Manager II	1.00	3810.3810	6/29/2011	Budget Cut
DHS	78231	2128	Child Education Coordinator	1.00	5607.5607	11/14/2012	Recruitment
DHS	78231	2605	Data Entry Operator	1.00	32712.32712	8/23/2011	
DHS	78231	2128	Early Childhood Center Director	0.80	5284.5284	12/31/2008	Recruitment
DHS	78231	2128	Early Childhood Center Director	0.90	3724.3724	12/28/2012	Recruitment
DHS	78231	2128	Early Childhood Center Director	0.90	3726.3726	8/27/2012	Recruitment
DHS	78231	2128	Early Childhood Instructor	0.80	13475.13475	10/24/2012	Budget Cut
DHS	78231	2128	Early Childhood instructor	0.80	30714.30714	10/24/2012	Budget Cut
DHS	78231	2128	Early Childhood instructor	0.90	10575.10575	4/7/2011	Budget Cut
DHS	78231	2128	Early Childhood Instructor	0.90	3703.3703	6/1/2011	Budget Cut
DHS	78231	2605	Early Childhood Instructor	1.00	32209.32209	8/27/2012	Filled
DHS	78241	2102	Food Program Coordinator, PPT	1.00	2847.2847	3/8/2004	
DHS	78231	2128	Food Service Worker	0.89	33867.2491	7/1/2012	
DHS	78231	2605	Head Start Supervisor	1.00	31501.31501	7/8/2011	
DHS	75231	2128	Nurse Case Manager	1.00	2859.2859	12/23/2011	Budget Cut
DHS	78111	2159	Program Analyst II, PPT	1.00	32843.32843	7/19/2012	Filled
DHS Total				15.69			
DPBNP	84411	2415	Deputy Director/Building Official	1.00	33780.33640	3/31/2013	Recruitment
DPBNP	84431	2415	Engineer, Civil (Office)	1.00	33207.3432	12/28/2012	
DPBNP	84421	2415	Engineer, Civil Supv (Office)	1.00	33386.17477	8/17/2011	
DPBNP	84211	2415	Graphic Delineator	1.00	33385.32387	2/28/2013	Eligible List

DEPT	ORG	RFUND	JOB CLASSIFICATION TITLE	REV FTE	POS#	Vacancy Date	Status
DPBNP	84454 -	2415	Manager, Building Services	1.00	34151.34151	2/4/2013	Budget Cut
DPBNP	84412 -	2415	Office Assistant II	1.00	33264.5624	1/18/2013	Budget Cut
DPBNP	84211 -	2415	Planner 1	1.00	33394.25780	6/15/2012	Budget Cut
DPBNP	84211 -	2415	Planner II	1.00	33160.18480	1/20/2013	Budget Cut
DPBNP	84421 -	2415	Process Coordinator II	1.00	33195.10458	8/3/2012	Budget Cut
DPBNP	84452 -	2415	Specialty Combination Insp, Senior	1.00	33389.32359	2/23/2012	
DPBNP	84452 -	2415	Specialty Combination Inspector	1.00	33806.5309	8/8/2012	Recruitment
DPBNP	84454 -	2415	Specialty Combination Inspector	1.00	33256.2327	6/22/2012	Recruitment
DPBNP	84454 -	2415	Specialty Combination Inspector	1.00	33830.18248	3/29/2013	Recruitment
DPBNP Total				13.00			
DHCD	89949 -	2108	Community Dev Prgm Coordinator	1.00	33084.24902	6/1/2012	
DHCD	89919 -	2109	Development/Redevelopment Prgm MG	1.00	33605.31540	12/28/2012	
DHCD	89929 -	1610	Housing Development Coordinator III	1.00	33320.18847	7/27/2012	Budget Cut
DHCD	89929 -	1610	Housing Development Coordinator III	1.00	33321.289	3/16/2012	Budget Cut
DHCD	89929 -	2612	Housing Development Coordinator III	1.00	33322.3796	9/17/2012	Budget Cut
DHCD	89969 -	2413	Program Analyst II	1.00	33375.17923	10/3/2011	Recruitment
DHCD Total				6.00			

Grand Total

295.88

*Status

Budget Cut = position slated for elimination in Proposed Policy Budget

Eligible List = eligible list established and provided to the hiring department

Recruitment = DHRM currently recruiting for the position(s)

Filled = position was filled between April 8 and June 17, 2013

Blank = No HR action pending for the position