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OAKLAND

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AGENDA REPORT

TO: Deanna Santana
City Administrator

FROM: Anil Comelo
Human Resources Director

SUBJECT: Supplemental to the Vacancy Report

DATE: January 15, 2014

City Administrator
Approval

Date

1/16/14

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 April 8, 2013 through November 26, 2013

REASON FOR SUPPLEMENTAL REPORT

At the January 14, 2014 meeting, members of the Finance & Management Committee requested that staff provide a key to the descriptions listed in the "Comments" column of *Attachment A* to the Semi-Annual Vacancy Report and provide a general timeline for how much time is required for each category

ANALYSIS

The following is a list of terms used in *Attachment A* of the Semi-Annual Vacancy Report. The "comments" column on *Attachment A* captured comments provided by the hiring department or by DHRM staff and contained some variations in how the different recruitment stages are described. To help clarify, the list below provides the text from *Attachment A* with a corresponding column that distinguishes which stage the recruitment is in, shows an estimated timeframe for each recruitment stage, and provides which stage of the recruitment is next in the process. In future reports, a uniform description of each stage will be used.

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ATTACHMENT A COMMENTS	RECRUITMENT STAGE	TYPICAL TIMELINE	NEXT STEP
<i>Acting assignment</i>	No Action Pending	unknown	Dept Submits Requisition
<i>Employee Relations Manager vacancy</i>	No Action Pending	unknown	Dept Submits Requisition
<i>Funding unfrozen FY13/15</i>	No Action Pending	unknown	Dept Submits Requisition
<i>On Hold</i>	No Action Pending	unknown	Dept Submits Requisition
<i>Position Added per Budget FY 13/14</i>	No Action Pending	unknown	Dept Submits Requisition
<i>Recent vacancy due to resignation</i>	No Action Pending	unknown	Dept Submits Requisition
<i>Recent vacancy due to retirement</i>	No Action Pending	unknown	Dept Submits Requisition
<i>Add/Delete (Rec Center Dir added)</i>	In Route for Approval	1 week	Dept Submits Requisition
<i>Add/delete pending</i>	In Route for Approval	1 week	Dept Submits Requisition
<i>New per Add/Delete</i>	In Route for Approval	1 week	Dept Submits Requisition
<i>Newly added position 11/15/13 per Add/Delete</i>	In Route for Approval	1 week	Dept Submits Requisition
<i>Pending add/delete</i>	In Route for Approval	1 week	Dept Submits Requisition
<i>New Recruitment</i>	Planning w/Dept	2-4 weeks	Post Job Announcement
<i>Pending DHRM Exam</i>	Planning w/Dept	2-4 weeks	Post Job Announcement
<i>Personnel Requisition Submitted</i>	Planning w/Dept	2-4 weeks	Post Job Announcement
<i>Recruitment in progress</i>	Planning w/Dept	2-4 weeks	Post Job Announcement
<i>Recruitment in Progress</i>	Planning w/Dept	2-4 weeks	Post Job Announcement
<i>Recruitment pending</i>	Planning w/Dept	2-4 weeks	Post Job Announcement
<i>Recruitment, planning with department</i>	Planning w/Dept	2-4 weeks	Post Job Announcement
<i>Request submitted for new recruitment</i>	Planning w/Dept	2-4 weeks	Post Job Announcement
<i>WIB Vacancy, new request</i>	Planning w/Dept	2-4 weeks	Post Job Announcement
<i>Recruitment announcement posted</i>	Job Announcement Posted	2-4 weeks	Civil Service Exam
<i>Recruitment Opened 10/16/13</i>	Job Announcement Posted	2-4 weeks	Civil Service Exam
<i>Recruitment, announcement posted</i>	Job Announcement Posted	2-4 weeks	Civil Service Exam
<i>Exam 12/2/13, pending eligible list referral</i>	Civil Service Exam	3-5 weeks	Provide Dept with Eligible List – Dept Interviews
<i>Pending referral</i>	Civil Service Exam	3-5 weeks	Provide Dept with Eligible List – Dept Interviews
<i>Recruitment, exam December 2013</i>	Civil Service Exam	3-5 weeks	Provide Dept with Eligible List – Dept Interviews
<i>Recruitment, exam January 2014</i>	Civil Service Exam	3-5 weeks	Provide Dept with Eligible List – Dept Interviews
<i>12/11/13 Pending Hiring Interview</i>	Dept Interview	4-6 weeks	Reference Check & Appointment
<i>Eligible list referred to department</i>	Dept Interview	4-6 weeks	Reference Check & Appointment
<i>Exempt list referred to department</i>	Dept Interview	4-6 weeks	Reference Check & Appointment
<i>Pending departmental interview</i>	Dept Interview	4-6 weeks	Reference Check & Appointment
<i>Promotional appointments pending</i>	Dept Interview	4-6 weeks	Reference Check & Appointment
<i>Received List - In process of Interviewing</i>	Dept Interview	4-6 weeks	Reference Check & Appointment
<i>Recruitment, eligible list referred</i>	Dept Interview	4-6 weeks	Reference Check & Appointment

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<i>Recruitment, list referred to department</i>	Dept Interview	4-6 weeks	Reference Check & Appointment
<i>Recruitment, pending eligible list referred</i>	Dept Interview	4-6 weeks	Reference Check & Appointment
<i>12/6/13 Pending Background</i>	OPD or OFD Background	3-5 weeks	Appointment
<i>Appointment Pending Background</i>	OPD or OFD Background	3-5 weeks	Appointment
<i>Pending Appointment for 2014 Academy</i>	OPD or OFD Background	3-5 weeks	Appointment
<i>Pending Background</i>	OPD or OFD Background	3-5 weeks	Appointment
<i>Appointment pending</i>	Appointment Pending Approval	1 week	Employee Start Date

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



Anil Comelo, Director
Department of Human Resources Management

Prepared by
Kip Walsh, Recruitment & Classification Manager