

**CITY OF OAKLAND  
COUNCIL AGENDA REPORT**

OFFICE OF THE CITY CLERK  
2006 FEB -2 PM 6:00

TO: Office of the City Administrator  
ATTN: Deborah A. Edgerly  
FROM: Finance and Management Agency  
DATE: February 14, 2006

RE: **An Informational Report on the Current Number of Authorized Vacancies for  
Fiscal Year 2005-2006**

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## **SUMMARY**

Using the Position Control Program, OPRM developed the semi-annual vacancy report based on January 10, 2006 position data. About 459.53 FTE of the total Fiscal Year 2005-06 authorized 4,265.93 FTE are vacant. To fill positions, OPRM worked with Agencies and Departments to create an inventory of vacancies and prioritize positions. OPRM continues to conduct numerous recruitments.

## **FISCAL IMPACTS**

This is an informational report. There are no fiscal impacts.

## **BACKGROUND**

During the FY 2005-07 Budget Hearings, the City Council requested the Office of Personnel Resource Management (OPRM) provide semi-annual vacancy reports. With the adoption of the Budget for Fiscal Year 2005-2007, the Office of Personnel Resource Management (OPRM), in conjunction with the City Administrator's Office, initiated a Position Control reconciliation program. This program allows OPRM to maintain the integrity of the personnel budgets for each Agency/Department.

## **KEY ISSUES AND IMPACTS**

The tables on the following pages reflect the authorized number of vacancies as of January 10, 2006. The City has 439.53 FTE authorized positions vacant within all of its funding sources, of which 278.53 are civilian and 161.00 are sworn. These vacancies include the 4% mandated General Fund vacancy rate for non-sworn positions. Seasonal and project-related positions are also included. In addition, 73 retirements occurred in first half of the current fiscal year.

**CITY WIDE VACANCY**

<b>Funding</b>	<b>Job</b>	<b>FTE</b>
<b>1010</b>	Sworn (Fire)	53.00
	Sworn (Police)	50.00
	Civilian	121.67
	<b>FTE Total</b>	<b>224.67</b>
<b>Non-1010</b>	Sworn (Fire)	1.00
	Sworn (Police)	57.00
	Civilian	156.86
	<b>FTE Total</b>	<b>214.86</b>
<b>All</b>	Sworn (P&F)	161.00
	Civilian	278.53
	<b>FTE Total</b>	<b>439.53</b>

OPRM in conjunction with each City Agency recently completed a comprehensive inventory of all pending requisitions. OPRM and the agencies jointly prioritized the inventory based on the needs of the Agency. The chart on the following page summarizes the current vacancies and all pending requisitions to fill them. OPRM's goal is to complete the exam associated with each requisition within 90 days of receipt. Currently, all recruitment, examination and hiring is assigned to four analysts. Two additional analysts recently left the City and OPRM is currently recruiting to fill the two positions.

Additionally, staff is recruiting for Police Officer Trainees on a continuous testing basis. Staff conducts four to six test sessions each month, drawing a total of approximately 240 candidates. Currently OPRM has sufficient candidates available to fill the next scheduled academy. Staff also recruited and tested about 1,000 Fire Fighter Candidates in the first half of this fiscal year.

**PENDING REQUISITIONS AND RECRUITMENTS  
TO FILL CLASSIFICATIONS**

<b>Requisitions</b>	<b>No. of Vacancies</b>	<b>Pending Requisition for Recruitment/ Exams</b>
CITYWIDE Classifications		3
CEDA	26.5	7
CITY ADMIN	6	5
CITY CLERK	3.5	0
CITY COUNCIL	2.5	0
DHS	18.12	7
FIRE 54 Sworn 8 Non Sworn	62	4 (all Sworn)
FMA	23.85	6
LIBRARY	19.75	3
MAYOR	3	0
MUSEUM	11.35	1
OPD 107 Sworn 26 Non Sworn	133	16 (13 non-sworn and 3 sworn)
OPR	28.97	7
PWA	100.99	21
<b>TOTALS</b>	<b>439.53</b>	<b>80</b>

**SUSTAINABLE OPPORTUNITIES**

None

**DISABILITY AND SENIOR CITIZEN ACCESS**

The City provides handicap accessible facilities for all examinations and engages in an accommodation process for candidates who have disabilities and/or require accommodation.

**RECOMMENDATION AND RATIONALE**

No action is required. The report is informational.

Respectfully submitted,



**William E. Noland,**  
**Director, Finance & Management Agency**

Prepared by:  
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Office of Personnel Resource Management

APPROVED AND FORWARDED TO THE  
FINANCE AND MANAGEMENT COMMITTEE:



Office of the City Administrator