

OFFICE OF THE CITY CLERK

2016 JUN-2 PM AGENDA REPORT

TO:

Sabrina B. Landreth

City Administrator

FROM: Anil Comelo

Director, HRM

SUBJECT:

Semi-Annual Vacancy Report

DATE: May 23, 2016

City Administrator Approval

Date:

RECOMMENDATION

Staff Recommends Acceptance Of This Semi-Annual Informational Report On Budgeted Vacant Positions Through April 25, 2016.

EXECUTIVE SUMMARY

This is an informational report that provides an update on vacant positions as of April 25, 2016. Table 1 on the second page of this report provides a citywide summary by fund categories and position type, illustrating that 8.38 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) 15/17 Adopted Policy Budget or later Council action and indicates the status of filling each position.

BACKGROUND / LEGISLATIVE HISTORY

The Human Resources Management Department (HRM) provides a semi-annual report on vacancies to the Finance and Management Committee as a standing item.

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 personnelencumbered 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 last report presented in October 2015, there were 432.72 Full Time Equivalent (FTE) positions vacant citywide; as of April 25, 2016, there were 349.50 FTE positions vacant citywide. which represents 8.38 percent of positions. In general, six percent 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

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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. The vacancy factor would not be met if, for example, all of a department's vacancies are in positions with the lowest value. Additionally, this report regarding vacant positions always reflects a snapshot in time. The number of vacant positions and which positions are vacant 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 within the range that is considered the general average. Human Resources Management has recruitments for ninety-eight (98) positions in various stages of planning or completion. *Attachment B* provides the status of recruitments or requisitions that are in process for positions newly added in the FY15/17 budget.

Table 1: Citywide Vacancy Summary

FUND	TYPE	VACANT	ALL POSITIONS	% VACANT
	Sworn (Fire)	72.00	503.00	14.31%
GPF (4040)	Sworn (Police)	0.00	745.00	0.00%
(1010)	Civilian	85.15	1075.42	7.91%
	Total GPF (1010)	157.15	2323.42	6.76%
	0 (5)			05.000
	Sworn (Fire)	1.00	4.00	25.00%
Non-GPF	Sworn (Police)	0.00	93.00	0.00%
	Civilian	191.35	1747.80	10.94%
	Total Non-GPF	192.35	1844.80	10.42%
	Sworn (OPD & OFD)	73.00	1345.00	5.42%
All Funds	Civilian	276.50	2823.22	9.79%
	Citywide Total	349.50	4168.22	8.38%

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 informational report beyond the standard City Council agenda noticing procedures.

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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 Controller's 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 April 25, 2016.

For questions regarding this report, please contact Kip Walsh, HR Manager of Recruitment & Classification, at (510) 238-7334.

Respectfully submitted,

ANIL COMELO

Director, Human Resources Management

Prepared by:

Kip Walsh, Human Resource Manager Recruitment and Classification Division

Attachments (2):

A – Citywide Vacancies by Department

B - New Vacancies Created in Adopted Policy Budget FY15/17

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DEPT	ORG	FUND	JOB CLASSIFICATION TITLE	FTE	POS#	VACANT DATE	STATUS OF VACANCY/REQUISITION
CAO		- 1010	Administrative Assistant I	1.00	36747.98	17-NOV-2015	Dept. Interviews Scheduled
CAO	02491		Animal Care Attendant	1.00	36748.36748	17 110 7 2010	Request to Fill (requisition) authorized
CAO	02491	- 1010	Animal Care Attendant	1.00	36753.36753	· · · · · · · · · · · · · · · · · · ·	Request to Fill (requisition) authorized
CAO	02491	- 1010	Animal Care Attendant	1.00	36754.36754	12-FEB-2016	Request to Fill (requisition) authorized
CAO	02491	- 1010	Animal Control Officer	1.00	36420.11870	12-FEB-2016	On Hold
CAO	02811	- 1010	Assist to the City Administrator	1.00	32849.32849	21-OCT-2015	Requisition in Progress
CAO	02491		Assistant to the Director	1.00	38374.38374		Requisition in Progress
CAO	02211	1010	Complaint Investigator II	1.00	35961.35961		HR Reviewing Appplications
CAO	02311 02711	- 1010	Equal Opportunity Specialist Ethics Analyst II	1.00	25412.25412	26-FEB-2016	Examination Scheduled
CAO	02111		Exec Asst to Asst City Administrator	1.00	37770.36353 33850.33850	09-MAR-2014	Pre-Recruitment (planning w/HR) Dept Reviewing Applications
CAO	02111		Exec Asst to City Administrator	1.00	24861.2188		Dept Reviewing Applications Dept Reviewing Applications
CAO			Public Service Rep, PPT	0.50	37511.37511	10-0014-2014	Dept. Interviews Scheduled
CAO	02491		Public Service Representative	1.00	37510.37510		Offer Extended
CAO	02491	- 1010	Veterinarian	1.00	36438.25843		HR Reviewing Appplications
CAO	02491	- 1010	Veterinary Technician	1.00	36439.25842	18-FEB-2016	Requisition in Progress
CAO Total				15.50			
CITY CLERK	03121	1010	Exec Asst to the Director	1.00	35935.10609	05-FEB-2016	Recruitment Open (Ads/App screening)
CLERK Total	0.011	1010		1.00			
CITY ATTORNEY		1010	Neighborhood Law Corps Attorney	1.00	34405.21883		Offer Extended
ATTORNEY Total	04111	2413	Paralegal	1.00	37537.37537	····	Post Exam (waiting for eligible list)
HRM	05611	1010	Benefits Analyst	2.00 1.00	28232.14537	24-JAN-2016	Dro Dogwitsont (alanning w/LID)
HRM	05211		Human Resource Technician	1.00	28250.5740		Pre-Recruitment (planning w/HR) Recruitment Open (Ads/App screening)
HRM	05211		Human Resource Technician	1.00	26348.26348		Recruitment Open (Ads/App screening)
HRM	05621		Safety & Loss Control Specialist	1.00	33075.1180		Recruitment Open (Ads/App screening)
HRM Total	- ·	1		4.00			riodialition open (riden spp deresting)
	07111		Administrative Assistant II	1.00	38404.38404	·	Request to Fill (requisition) authorized
	07111	1010	Performance Auditor, Sr.	1.00	30953.30953		Request to Fill (requisition) authorized
AUDITOR Total		1		2.00			
	08222		Business Analyst I	1.00	38403.38403		
FINANCE	08243		Buyer	1.00	34321.34321	10 100 0010	
	08441 08211		Cashier Controller	1.00	36295.32375		On Hold
FINANCE	08111		Director of Finance	1.00	33669.7214 36695.36696	07-AUG-2015	
FINANCE			Human Res Operations Tech, Senior	1.00	27096.1129	16-OCT-2015	Dept. Interviews Scheduled
	08441		Office Manager	1.00	36632.36632		On Hold
	08431		Revenue Assistant	1.00	34570.1112		Request to Fill (requisition) authorized
	08431	1010	Revenue Assistant	1.00	34572.26536		Request to Fill (requisition) authorized
	08441		Revenue Assistant	1.00	36142.18642		Request to Fill (requisition) authorized
	08441		Revenue Operations Supervisor	1.00	34713.11352		Pre-Recruitment (planning w/HR)
	08921	1010	Revenue Operations Supervisor	1.00	34633.33855	30-JUN-2015	Pre-Recruitment (planning w/HR)
FINANCE Total	400540	1010		12.00			
POLICE POLICE	100510	1010	Accountant II Crime Analyst	1.00	26168.6776		Pre-Recruitment (planning w/HR)
	102310		Crime Analyst	1.00	38351.38351		Pre-Recruitment (planning w/HR)
	102610		Criminalist II	1.00	38350.38350		Pre-Recruitment (planning w/HR)
	107510		Crossing Guard, PPT	1.00	26910.26910 29603.708		Pre-Recruitment (planning w/HR) Offer Extended
	106510		Grants Coordinator	1.00	32098.32098		Recruitment Open (Ads/App screening)
POLICE	101120		Intake Technician	1.00	34862.34862		Post Exam (waiting for eligible list)
POLICE	101120		Intake Technician	1.00	34864.34864		Post Exam (waiting for eligible list)
	107410		Neighborhood Services Coordinator	1.00	29872.571		Recruitment Open (Ads/App screening)
	103310		Police Communications Dispatcher	1.00	34913.34508		Dept. Interviews Scheduled
	103310	1010	Police Communications Dispatcher	1.00	13560.13560		Dept. Interviews Scheduled
	103310		Police Communications Dispatcher	1.00	1848.1848		Dept. Interviews Scheduled
	103310		Police Communications Dispatcher	1.00	15137.2049	19-APR-2015	Dept. Interviews Scheduled
	103310 103310		Police Communications Operator	1.00	33649.33649		Pre-Recruitment (planning w/HR)
	102120		Police Communications Operator Police Property Specialist	1.00	33651.33651 22783.192		Pre-Recruitment (planning w/HR)
	102310		Police Records Specialist	1.00	38394.38394		Pre-Recruitment (planning w/HR) Examination Scheduled
	103242		Police Records Specialist	1.00	8328.475		Examination Scheduled
	103242		Police Records Specialist	1.00	8470.2605		Examination Scheduled
POLICE	107410	1010	Police Services Technician II	1.00	36583.34523		Pre-Recruitment (planning w/HR)
POLICE	108110		Police Services Technician II	1.00	38258.34219		Pre-Recruitment (planning w/HR)
	108120		Police Services Technician II	1.00	36863.34215	25-MAR-2016	Pre-Recruitment (planning w/HR)
	108130	1010	Police Services Technician II	1.00	36831.34229		Pre-Recruitment (planning w/HR)
POLICE Total	00744	0400		23.00			
			Administrative Services Manager II	1.00	30811.30811		On Hold
			Battalion Chief	1.00	25212.1311	17-JUL-2015	On Hold
	20411 - 20411 -		Captain of Fire Department Captain of Fire Department	1.00	32342.10539	17 ADD 2040	
1.011	-UTII 1	1010	Captain of the Department	1.00	1376.1376	17-APR-2013	

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FIRE		Lieutenant of Fire Department Lieutenant of Fire Department		.00 1399.1	399	25-SEP-20	15	
FIRE	20411 1010	Lieutenant of Fire Department		.00 25121.	814	20-SEP-20	15	
FIRE	20411 11010	Lieutenant of Fire Department		.00 25126.0	626	25-SEP-20	15	
FIRE	20411 1010	Lieutenant of Fire Department		.00 25226.12 .00 2278.22		30-DEC-20	15_	
FIRE FIRE	20311 1010	Office Assistant II		00 2278.22 00 30708.30		25-SEP-20		
	20404 ====			.00	3708	31-DEC-20	08 Request to Fill (re	equisition) authorized
	30121 - 7760 30121 - 7760	Account Clerk III		00 32879.1	424	14-FEB-20°		
		Accountant II	1.	00 32737.25		21-JUN-20		Scheduled
PUBLIC WORKS		ADA Projects Coordinator Auto Equipment Mechanic		00 33059.14		27-FEB-201	5 On Hold	quisition) authorized
PUBLIC WORKS		Auto Equipment Mechanic		00 31377.27	788	18-JAN-201	5 Examination Sche	dulad
PUBLIC WORKS	30541 - 4100	Auto Equipment Mechanic		23994.11	144 1	18-JAN-201	5 Examination Sche	duled
PUBLIC WORKS	30541 - 4100 E	Blacksmith Welder	1.0			26-JUN-201	5 Examination Scho	duled
PUBLIC WORKS	30233 - 5510 C	Capital Improvement Project Coor	1.0			3-OCT-201	5 On Hold	
PUBLIC WORKS :	00000 - 14400	Construction & Maintenance Mechanic	0 1 (3-SEP-201		cheduled
PUBLIC WORKS (00000 - 14400 TC	Construction & Maintenance Mechanic	0 10			6-DEC-201	4 Examination Scher	duled
PUBLIC WORKS 3	0000 -14400 10	Onstruction & Maintenance Mechanic	1.0		316	0-OCT-201	4 Examination Sched	duled
PUBLIC WORKS	0243 - 13100 TC	onstruction Inspector (Field)	1.0			1-JUL-2015	Examination Sched	duled
PUBLIC WORKS 13	0243 - 3100 0	onstruction Inspector (Field)	1.0	0 31874.156		7-MAR-201		uisition) authorized
PUBLIC WORKS 13		onstruction Inspector (Field)	1.0	0 37761.359	85	141/11/-2011	PIRequest to Fill (rea	uisition) authorized
PUBLIC WORKS 3	0243 - 3100 C	onstruction Inspector (Field) onstruction Inspector (Field)	1.0	0 31876.157	36 28	3-FEB-2016	Request to Fill (req	uisition) authorized
PUBLIC WORKS 3	0232 - 3100	onstruction inspector (Field) onstruction inspector, Sup II	1.0	31871.183	28 06	-DEC-2015	Request to Fill (requ	uisition) authorized
PUBLIC WORKS 13	0635 - 2310 C	ustodian	1.0	31790.183	70 19	-NOV-2010	Request to Fill (requ	uisition) authorized
PUBLIC WORKS 3	0635 - 2310 Ci	ustodian	1.00		18 24	-MAY-2015	Request to Fill (requ	Jisition) authorized
PUBLIC WORKS 30 PUBLIC WORKS 30		istodian, PPT	0.89		01 17	-AUG-2014	request to Fill (regi	lisition) authorized
)244 3100 Dr	afting Technician, Int (Office)	1.00		34 06	-NOV-2015		lisition) authorized
	1242 12211 Dr	afting/Design Technician Sr	1.00	31827.578		DEO 60 to	_Irrequest to Fill (real	lisition) authorized
		ectrical Engineer II	1.00	31156.3115		-DEC-2010 -JUL-2010		ate plans to fill)
PUBLIC WORKS 30		ectrical Engineer III ectrician	1.00	31728.261	5 05-	DEC-2014	Inactive (no immedia	ate plans to fill)
PUBLIC WORKS 30		ectrician	1.00	32300.3230	0 03-	MAR-2016	On Hold Offer Extended	
UBLIC WORKS 30		gineer, Assistant II (Field)	1.00	23728.5840	31-	DEC-2015	Offer Extended	
UBLIC WORKS 130		gineer, Assistant II (Field)	1.00	37839.3783	9		On Hold	
PUBLIC WORKS 30	/.32 al / /KO Histor	gineer, Assistant II (Office)	1.00	38317.3831	7		On Hold	
UBLIC WORKS 302	232 - 1760 Eng	lineer, Assistant II (Office)	1.00	38079.3807	9		On Hold	
	42 2211 Eng	lineer, Assistant II (Office)	1.00	38080.38080 31830.10997			On Hold	
UBLIC WORKS 302	42 2211 Eng	lineer, Assistant II (Office)	1.00	31831.2175		VOV-2014	Dept. Interviews School	eduled
UBLIC WORKS 1302	44 7760 F	ineer, Assistant II (Office)	1.00	31892.5088		JAN-2016	On Hold	
UBLIC WORKS 302	44 7760 Eng	ineer, Assistant II (Office) ineer, Assistant II (Office)	1.00	36670.36670) 01-10	MAY-2015	On Hold	
		ineer, Assistant II (Office)	1.00	36677.36677	,		Dept. Interviews Sche	eduled
JELIC WORKS 1302	32 - 3100 Eng	ineer, Civil (Office)	1.00	36680.36680			Dept. Interviews Sche	eduled
DELIC WORKS 1302	32 - 7760 Engl	ineer, Civil (Office)	1.00	31771.30582		EP-2015	Pre-Recruitment (plan	min a (1 153)
JBLIC WORKS 1302	42 2211 Engi	neer, Civil (Office)	1.00	32294.32294	02-J	UN-2012	Pre-Recruitment (plan	ning W/HR)
JBLIC WORKS 302	12 7760 E ngi	neer, Civil (Office)	1.00	31834.5438	14-M	AR-2015	Pre-Recruitment (plan	ning W/HR)
JBLIC WORKS 302	13 - 2415 Engi	neer, Civil (Office)	1.00	36659.36659			Pre-Recruitment (plan	ning w/HR)
BLIC WORKS 3024	14 3100 Engir	neer, Civil (Office)	1.00	37577.22658 31897.3431		AIN-2016	Pre-Recruitment (plan	ning w/HR)
BLIC WORKS 3024	5 7760 Engir	neer, Civil (Office)	1.00	36672.36672	27-81	CP-2015	Pre-Recruitment (plan	ning w/HR)
BLIC WORKS 3023		neer, Civil (Office)	1.00	32811.3433	28 M		re-Recruitment (plani	ning w/HR)
PLIC WORKS 13024	2 7760 Engir	neer, Civil Supv (Office) neer, Civil Supv (Office)	1.00	32723.19905	07-DF		Pre-Recruitment (plani	ning w/HR)
			1.00	32808.28562	29-DF		On Hold On Hold	
BLIC WORKS 13024	3 2/15 [1.00	31939.683	18-JA		Request to Fill (requisit	II
		eering Technician II (Office) eering Technician, Sr (Office)	1.00	38392.38392			Request to Fill (requisit	ion) authorized
		onmental Program Specialist	1.00	38286.38286		15	xamination Scheduled	authorized
BLIC WORKS 3065			1.00	24179.2916	22-JU	N-2014 II	nactive (no immediate	plans to fill)
BLIC WORKS 30652 BLIC WORKS 30534	2 - 2310 Garde	ener Crew Leader	1.00	34485.34485 32664.5154	12-FE	B-2016	ecruitment Open (Ads	(App screening)
BLIC WORKS 30532	1-12230 Heavy	Equipment Operator	1.00	23761.3479	26-FE	D-5010 12	ecruitment ()nen (Ade	/Ann agrees
BLIC WORKS 3054		Equipment Service Worker	1.00	24168.6891	13-AU	0-2015	xamination Scheduled	
LIC WORKS 130533	-3100 Heavy	Equipment Service Worker	1.00	24047.803	<u> </u>	1-2014 C	n Hold	
LIC WORKS 130233	- 7760 Manag	nance Mechanic	1.00	36669.36669	1-1-121		ept. Interviews Schedu	uled
LIC WORKS 130261	- 7760 Office	Assistant II	1.00	36137.36137	13-SE		n Hold	
LIC WORKS 130652	- 1720 Park A	ttendant DDT	1.00	31915.309	10-JUN		n Hold	
LIC WORKS 130524	- 1010 Parking	Meter Popoin Media	1.00	24324.22113		lin.	active (no immediate pactive (no immediate p	plans to fill)
LIC WORKS 130524	- 1010 Parking	Meter Pensis West	1.00	33082.3481	19-SEF	-2015 120	ost Exam (waiting for e	plans to fill)
LIC WORKS 30684	- 3100 Prograi	m Analyst II	1.00	33081.3482	01-DEC	C-2015 Pc	st Exam (waiting for e	ligible list)
				77674 00074 T	0-0-		(*****************************	INDICEDISTI
IC WORKS 30245	-[2990 Program	m Analyst III	1.00	33674.33674 31904.27706	07-SEP 15-FEB	'-2014 IRE	quest to Fill (requisition	n) authorized

	DEPT	OBG	FUND	JOB CLASSIFICATION TITLE	REV FTE	POS#	VACANT DATE	STATUS OF VACANCY/REQUISITION
	IC WORKS	30245		Program Analyst III	1.00	31906.27705	12-DEC-2011	Recruitment Open (Ads/App screening)
		30275		Program Analyst III	1.00	36675.36675	12 020 2011	Request to Fill (requisition) authorized
	IC WORKS	30523		Public Works Maintenance Worker	1.00	32888.3498	12-MAR-2016	Examination Scheduled
	IC WORKS	30532		Public Works Maintenance Worker	1.00	24201.17698	13-MAR-2016	Examination Scheduled
	IC WORKS			Public Works Maintenance Worker	1.00_	24170.17585	01-FEB-2016	Examination Scheduled
	IC WORKS	30534 30534		Public Works Maintenance Worker Public Works Maintenance Worker	1.00	37521.37521 37522.37522	PM 8 PT	Examination Scheduled Examination Scheduled
	IC WORKS			Public Works Maintenance Worker	1.00	37523.37523		Examination Scheduled
			- 1720	Public Works Maintenance Worker	1.00	37627.1829	06-DEC-2015	Recruitment Open (Ads/App screening)
	IC WORKS			Public Works Maintenance Worker	1.00	23800.2816	19-JUN-2015	
				Public Works Maintenance Worker	1.00	24275.19054	28-DEC-2015	Recruitment Open (Ads/App screening)
	IC WORKS		1720	Public Works Maintenance Worker	1.00	37657.3502		Recruitment Open (Ads/App screening)
	IC WORKS		- 1710 - 3100	Recycling Specialist Sewer Maintenance Worker	1.00	24013.59 24039.767	13-MAR-2016 21-JUN-2015	Dept. Interviews Scheduled Post Exam (waiting for eligible list)
	IC WORKS		- 3100	Sewer Maintenance Worker	1.00	23977.3534	26-JUN-2015	Post Exam (waiting for eligible list)
PUBLI	IC WORKS	30632 -	- 4400	Stationary Engineer	1.00	24037.3620	04-DEC-2015	On Hold
	IC WORKS			Stationary Engineer	1.00	24075.1379	20-MAY-2014	On Hold
	IC WORKS		- 2231	Street Maintenance Leader	1.00	32326.32326		Dept. Interviews Scheduled
	IC WORKS		- 2230	Street Maintenance Leader	1.00	23855.3540		Dept. Interviews Scheduled
	IC WORKS		- 2230 - 1720	Street Maintenance Leader Street Maintenance Leader	1.00	26517.3539 34479.34479		Dept. Interviews Scheduled Dept. Interviews Scheduled
				Street Sweeper Operator	1.00	23759.3560		Pre-Recruitment (planning w/HR)
PUBLI	IC WORKS	30235	7760	Surveying Technician (Field)	1.00	35917.35917		Examination Scheduled
			- 2216	Traffic Engineering Tech, Senior (O)	1.00	31942.17114		Request to Fill (requisition) authorized
		30523 -	2230	Traffic Sign Maker	1.00	32760.21696	05-DEC-2014	On Hold
	IC WORKS W Total	30654	2310	Tree Trimmer	1.00	32831.25490	25-SEP-2015	On Hold
	ITD	46111	1010	Administrative Services Manager II	88.89 1.00	34473.34473	30-MAR-2016	
	ITD			Director of Info Technology	1.00	34717.34717	12-JUN-2015	
	ITD			Exec Asst to the Director	1.00	35941.35941		Request to Hire (requisition) authorized
		46461 -		Information Systems Supervisor	1.00	33355.32957	19-JUN-2015	Pre-Recruitment (planning w/HR)
	ITD			Microcomputer Systems Spec III	1.00	35942.35942		Post Exam (waiting for eligible list)
	ITD ITD	46261 - 46521 -		Microcomputer Systems Specialist II Microcomputer Systems Specialist II	1.00 1.00	31227.26094	15-MAR-2015	Post Exam (waiting for eligible list)
	ITD		+	Microcomputer Systems Specialist II	1.00	37579.37579 31225.25483	27-SEP-2015	Post Exam (waiting for eligible list) Post Exam (waiting for eligible list)
	ITD	46321		Systems Programmer III	1.00	31243.25474		Request to Fill (requisition) authorized
	ITD	46341		Systems Programmer III	1.00	37575.37575		Request to Fill (requisition) authorized
	D Total				10.00			
		501120		Administrative Assistant I	1.00	28285.824	15-JAN-2016	
		501120 501240		Office Assistant II Public Service Rep, Sr	1.00	37978.37978 36635.36635		Request to Hire (requisition) authorized
		501250		Recreation Leader II, PPT	0.75	34135.34135	23-JAN-2015	
				Recreation Leader II, PPT	0.75	30650.11011		Request to Hire (requisition) authorized
	KS & REC	502350	1010	Recreation Leader II, PPT	0.75	32868.32868	08-NOV-2015	Request to Hire (requisition) authorized
	(S & REC	504410	1010	Recreation Leader II, PPT	0.75	31041.30345	11-SEP-2015	
				Recreation Leader II, PPT	0.75	36123.33620	10-OCT-2014	*
				Recreation Program Director Recreation Program Director	1.00	32877.32204 27397.18762	14-DEC-2008	
		503231		Recreation Program Director	1.00	26116.26116	09-OCT-2015	
PARK	(S & REC	503232	1820	Recreation Specialist I, PPT	0.48	27498.27498	12-APR-2013	
		504320		Recreation Specialist I, PPT	0.75	37645.24523	14.5	
		503238		Recreation Specialist II, PPT	0.75	37687.36242	02-MAR-2016	
		509239 509239		Recreation Specialist II, PPT Recreation Specialist II, PPT	0.20	34667.34499 34666.34498	10-OCT-2014	
		509330		Recreation Specialist II, PP1 Recreation Supervisor	1.00	28411.28411	27-MAR-2012	
	R Total				13.68			
LIE	BRARY	61121		Account Clerk II	1.00	32406.32406	23-NOV-2012	Inactive (no immediate plans to fill)
		61321		Librarian I	1.00	28453.22457		Dept. Interviews Scheduled
		61339		Librarian I	1.00	30992.30992		Pre-Recruitment (planning w/HR)
		61347 · 61511 ·		Librarian I	1.00	648.648 33920.1586		Dept. Interviews Scheduled
		61235		Librarian I, PPT	0.04	30309.30309		Pre-Recruitment (planning w/HR) Encumbered with part-time staff
	BRARY	61131	2241	Librarian II	1.00	38280.38280		Pre-Recruitment (planning w/HR)
LIB	BRARY	61236	2241	Librarian II	1.00	2213.2213		Pre-Recruitment (planning w/HR)
		61339		Librarian II	1.00	32014.32014	05-DEC-2014	Pre-Recruitment (planning w/HR)
		61343		Librarian II	1.00	28306.5247		Pre-Recruitment (planning w/HR)
		61111 61231		Librarian, Supervising Library Aide	1.00	38279.38279 34928.237		Request to Fill (requisition) authorized Encumbered with part-time staff
					0.60			
LIB	SKAKY II	61121 I	224 1. 1	Library Aide, PPT	0.00	34404.13437	0 *JUL-ZUID II	Pre-Recruitment tolanning wirks
		61121 - 61231 -		Library Aide, PPT Library Aide, PPT	0.80	34282.15437 30156.30156		Pre-Recruitment (planning w/HR) Encumbered with part-time staff

DEPT	ORG	FUND	JOB CLASSIFICATION TITLE	REV FTE	POS#	VACANT DATE	STATUS OF VACANCY/REQUISITION
LIBRARY		2241	Library Aide, PPT	0.60	15443.15443		Encumbered with part-time staff
		1010	Library Assistant	1.00	28011.25518		Encumbered with part-time staff
		2241	Library Assistant	1.00	28012.26557		Encumbered with part-time staff
		2241	Library Assistant	1.00	3080.3080		Encumbered with part-time staff
		2241	Library Assistant	1.00	21041.21041		Pre-Recruitment (planning w/HR) Encumbered with part-time staff
	61337	2241	Library Assistant	1.00 1.00	26257.26257 11923.1897		Pre-Recruitment (planning w/HR)
	61338 61511	1010 2241	Library Assistant Library Assistant	1.00	37695.26555		Encumbered with part-time staff
		1010	Library Assistant	0.60	28023.11974		Pre-Recruitment (planning w/HR)
		1010	Library Asst, PPT	0.60	31011.31011		Encumbered with part-time staff
			Museum Guard	1.00	32636.348	20-JUN-2014	Encumbered with part-time staff
LIBRARY Total				22.84			
	64111 -	1010	Director of Race and Equity	1.00	38106.38106		Dept. Interviews Scheduled
RACE & EQUITY	64111 -	1010	Program Analyst II	1.00	37542.37542		On Hold
R&E Total				2.00		· · · · · · · · · · · · · · · · · · ·	
HSD	78235 -		Administrative Assistant II	1.00	37669.31543		
HSD	78311 -		Case Manager I	1.00	37546.37546 37545.37545		
HSD HSD	78311 - 78231 -		Case Manager I Early Childhood Center Director	1.00 0.80	5284.5284	31-DEC-2008	
HSD		2128	Early Childhood Instructor	1.00	13998.13998	11-OCT-2015	
HSD	78231 -		Early Childhood Instructor	1.00	14015.14015	26-JUN-2015	
	78231 -		Early Childhood Instructor	1.00	6117.6117	31-JAN-2016	:
	78231 -		Early Childhood Instructor	1.00	6118.6118	11-AUG-2013	
HSD	78231 -	2128	Early Childhood Instructor	1.00	6308.6308	31-AUG-2015	
HSD	78231 -		Early Childhood Instructor	1.00	17761.11205	16-FEB-2016	
HSD	78231 -		Early Childhood Instructor	1.00	17765.11206	06-MAR-2015	
HSD	78231 -	2128	Early Childhood Instructor	1.00	13490.13490	05-JAN-2016	
HSD	78231 -		Early Childhood Instructor	1.00	5962.5962	11-SEP-2015	Insetive (se immediate plane to fill)
HSD	78231 -		Early Childhood Instructor	1.00 1.00	6116.6116 57.57		Inactive (no immediate plans to fill) Inactive (no immediate plans to fill)
HSD HSD	78231 - 78231 -	2128	Early Childhood Instructor Early Childhood Instructor	1.00	375.375		Inactive (no immediate plans to fill)
HSD	78231 -		Early Childhood Instructor	1.00	3702.3702		Inactive (no immediate plans to fill)
	78231 -		Early Childhood Instructor	0.90	3703.3703		Inactive (no immediate plans to fill)
HSD	78231 -		Early Childhood Instructor	1.00	22387.22387		Inactive (no immediate plans to fill)
HSD	78231 -		Early Childhood Instructor	1.00	3707.3707		Inactive (no immediate plans to fill)
HSD	78231 -		Family Advocate	1.00	18187.18187		Inactive (no immediate plans to fill)
HSD		2102	Food Program Coordinator, PPT	1.00	2847.2847	08-MAR-2004	
HSD	78231 -		Food Service Worker	1.00	612.612	01-JUN-2015	<u></u>
HSD	78231 -		Food Service Worker	0.89	33867.2491	25-AUG-2015	
HSD	78231 -		Headstart Program Coordinator	1.00	31984.31984		Inactive (no immediate plans to fill) Inactive (no immediate plans to fill)
HSD HSD	78231 - 78235 -		Headstart Program Coordinator Health & Human Svcs Prgm Planner	1.00 1.00	3736.3736 37740.31502		Inactive (no immediate plans to fill)
HSD	78231 -		Office Assistant II	1.00	20606.20606	19-APR-2015	mactive (no infiniediate plans to mi)
	78311 -		Program Analyst I	1.00	36166.36166	27-SEP-2015	Request to Fill (requisition) authorized
HSD	78362 -		Program Analyst I	1.00	37639.32521		Offer Extended
HSD Total				29.59			
	84111 -		Business Analyst II	1.00	35595.35595		Dept. Interviews Scheduled
	84421 -		Engineer, Assistant II (Office)	1.00	38289.38289	The second secon	Post Exam (waiting for eligible list)
	84421 -		Engineer, Assistant II (Office)	1.00	38287.38287		Post Exam (waiting for eligible list)
	84431 -		Engineer, Civil (Office)	1.00	33204.1285		Dept. Interviews Scheduled
	84412 -		Office Assistant II	1.00	36661 36661		Recruitment Open (Ads/App screening) Recruitment Open (Ads/App screening)
	84412 - 84421 -		Office Assistant II	1.00	38396.38396 36667.36667		Recruitment Open (Ads/App screening) Recruitment Open (Ads/App screening)
	84421 - 84211 -		Office Assistant II Office Manager	1.00	38091.38091		Request to Fill (requisition) authorized
	84229 -		Planner I	1.00	33171 19069		Dept. Interviews Scheduled
	84229 -		Planner I	1.00	33172.25431		Dept. Interviews Scheduled
	84211 -		Planner II	1.00	33160.18480		Request to Fill (requisition) authorized
	84211 -		Planner III, Historic Preservation	1.00	37815.37815		Post Exam (waiting for eligible list)
PBD	84211 -	2415	Planner IV	1.00	37709.36653		Post Exam (waiting for eligible list)
	84211 -		Planner IV	1.00	33170.17478		Post Exam (waiting for eligible list)
PBD	84211 -	2415	Planner IV	1.00	38090.38090		Post Exam (waiting for eligible list)
	84229 -		Planning Investigator	1.00	38290.38290		Encumbered
	84421 -		Process Coordinator III	1.00	37711.36651		Post Exam (waiting for eligible list)
	84452 -		Public Service Rep, Sr	1.00	38395.38395		Pre-Recruitment (planning w/HR) Pre-Recruitment (planning w/HR)
	84412 - 84421 -		Public Service Representative Public Service Representative	1.00	33271.28054 33202.11842		Pre-Recruitment (planning w/HR)
	84452 -		Specialty Combination Insp, Senior	1.00	33389.32359		Inactive (no immediate plans to fill)
	84421 -		Specialty Combination Inspector	1.00	33799.1293		Inactive (no immediate plans to fill)
	84454 -		Specialty Combination Inspector	1.00	33832.5311		Inactive (no immediate plans to fill)
PBD Total				23.00			
	85221 -	1610	Account Clerk III	1.00	35725.444	14-FEB-2016	Pre-Recruitment (planning w/HR)
						-	

				REV			
DEPT	ORG	FUND	JOB CLASSIFICATION TITLE	FTE	POS#	VACANT DATE	STATUS OF VACANCY/REQUISITION
EWD	85511 -	1010	Graphic Design Specialist	1.00	35775.49	17-JUL-2015	Inactive (no immediate plans to fill)
EWD	85511 -	1010	Manager, Marketing Pgm	1.00	36417.14300		Post Exam (waiting for eligible list)
EWD	85521 -	5321	Program Analyst II	1.00	35779.12130	13-SEP-2015	
EWD	85521 -	5505	Program Analyst III	1.00	35780.11319	14-AUG-2015	
EWD	85221 -	1610	Project Manager III	1.00	35734.33648	08-OCT-2014	Dept. Interviews Scheduled
EWD	85221 -	1610	Urban Economic Analyst I	1.00	36367.36367		Examination Scheduled
EWD	85221 -	1610	Urban Economic Analyst II	1.00	35740.34149	04-AUG-2014	Recruitment Open (Ads/App screening)
EWD Total		ja T		8.00			
HCD	89939 -	2108	Administrative Assistant I	1.00	33339.11580	27-SEP-2015	Dept. Interviews Scheduled
HCD	89969 -	2413	Administrative Assistant I	1.00	36683.36683		Request to Fill (requisition) authorized
HCD	89949 -	2108	Budget & Grants Administrator	1.00	35957.35957	and the second second	Pre-Recruitment (planning w/HR)
HCD	89949 -	2108	Community Dev Prgm Coordinator	1.00	33344.26377	20-NQV-2015	Post Exam (waiting for eligible list)
HCD	89949 -	2108	Development/Redevelopment Pgrm MGF	1.00	33604.31538	30-JAN-2015	Request to Fill (requisition) authorized
HCD	89929 -	1610	Housing Development Coordinator III	1.00	33319.3823	16-AUG-2015	Pre-Recruitment (planning w/HR)
HCD.	89949 -	2108	Loan Servicing Administrator	1.00	36299.36299		Dept. Interviews Scheduled
HCD	89979 -	2105	Loan Servicing Specialist	1.00	33872.845	26-DEC-2014	On Hold
HCD	89939 -	2108	Rehabilitation Advisor III	1.00	33335.2663	15-FEB-2015	Pre-Recruitment (planning w/HR)
HCD	89939 -	2108	Rehabilitation Advisor III	1.00	33334.2722	14-JAN-2016	Pre-Recruitment (planning w/HR)
HCD Total				10.00			

Grand Total

349.50

DEPARTMENT	TITLE	FTE	PC#	PC#2	STATUS
CAO*	Administrative Assistant II	1	37512	37512	Filled
	Intake Technician	1	37514	37514	Filled
·	Intake_Technician	_11_	37515	37515	Filled
	Public Service Rep, PPT	0.5	37511	37511	Dept-Interviews-Scheduled
	Public Service Representative	1	37510	37510	Offer Extended
	Executive Director (Race & Equity)	1	37541	37541	Dept. Interviews Scheduled
	Program Analyst II	1	37542	37542	Recruitment upon hiring of Director
City Attorney	Deputy City Attorney III	1	37621	36742	Filled
	Deputy City Attorney III	1	37540	37540	Filled
	Paralegal	1	37535	37535	Filled
	Paralegal	1	37537	37537	Req authorized - referral pending
Police	"Crime Analysts"	2	37499	37499	Pre-Recruitment Planning
	Deputy Chief of Police (PERS)	1	37504	37504	Filled
	Internal Auditor III	2	36718	36718	Filled
	Police Evidence Technician	2	37501	37501	Filled
	Police Officer Trainee	50	36606	36606	Continuous Recruitment
	Project Manager III (Internal Affairs)	1	36743	36743	Filled
Fire	Fire Protection Engineer	1	36735	36735	Recruitment Open
Public Works	Engineer, Assistant II (Office)	4	36670	36670	Dept. Interviews Scheduled
	Engineer, Civil (Office)	2	36659	36659	Pre-Recruitment Planning
· ·	Gardener II	3	37524	37524	Filled
	Maintenance Mechanic	1	36669	36669	On Hold
	Program Analyst III	1	37731	36657	Downgraded to Prog Analyst II
	Program Analyst III	1	36673	36673	Encumbered, linked to ELDE
	Program Analyst III	1	36675	36675	Req authorized - referral pending
	Public Service Representative	1	36738	36738	Filled
·	Public Works Maintenance Worker	3	37521	37521	Examination Scheduled
	Street Maintenance Leader	1	37520	37520	Filled
Finance	Accounting Technician	1	36605	36605	Filled
	Buyer	1	36614	36614	Filled
	Office Manager	1	36632	36632	On Hold
	Revenue Assistant	2	36633	36633	Filled
Human Services	Tax Enforcement Officer II		37508	37508	Filled
numan Services	Case Manager I Case Manager II		37545 37528	37545	Candidates reffered
	Program Analyst II			37528	Filled Filled
Parks & Rec	Public Service Rep, Sr	1	37544 36635	37544	
Library	Library Asst, PPT		36618	36635 36618	Pending requisition to fill Filled
	Account Clerk II		36674	36674	Filled
Trianning & Bananing	Business Analyst IV		36671	36671	Filled
	Exec Asst to the Director		36697	36697	Filled
	Inspection Services Manager		37551	37551	Filled
	Office Assistant II		36660	36660	Filled
	Planner III		37707		Filled
	Planner IV		37707 37708		Filled
	Planner IV		37709		Post exam - referral pending
	Process Coordinator II		36668		Converted to Planner III
i	Process Coordinator III		37711		Post exam - referral pending
	Public Service Representative				Filled
	Program Analyst I, PPT		36615		Filled
1	Real Estate Agent	i i			Filled
	Accountant II		36640		Filled
	Administrative Assistant I				Filled
1	Home Management Counselor II	ı			Filled
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^{*}Department of Transportation Director position recruitment will be undertaken following the discussions regarding the structure of the department.