



AGENDA REPORT

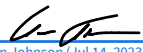
TO: Jestin D. Johnson
City Administrator

FROM: Mark Love
Interim Human Resources
Management Director

SUBJECT: SUPPLEMENTAL – Staffing Report

DATE: July 18, 2023

City Administrator Approval


Jestin Johnson (Jul 14, 2023 08:51 PDT)

Date: Jul 14, 2023

RECOMMENDATION

Staff Recommends That The City Council Receive A Semi-Annual Informational Report On City-Wide Staffing From The City Administrator Regarding (1) The Vacancy Rates Of All City Departments Through May 1, 2023, (2) The Vacancy Rates of Regional Local Public Entities, (3) The Analysis Of The City Workforce And Recruitment Conditions, And (4) The Budgeted Vacancy Rate For The Fiscal Year 2023-24.

REASON FOR SUPPLEMENTAL

This supplemental report responds to additional request for information made by the Finance & Management Committee at its June 27, 2023, meeting.

- 1. Include a chart to track hires made in the departments identified as the focus of the Council and Mayor's Office Priorities (Oakland Public Works, Housing & Community Development, Planning and Building Department, and the Department of Transportation).**

Table 1 addresses this information request. The table includes priority hires made from January 1, 2023, to June 16, 2023. The hires are categorized by Department and Classification. Please note that this chart does not include positions filled through internal promotion.

Table 1: Update On Council and Mayor’s Office Hiring Priorities

Department	Classification	Number of Hires
Public Works	Administrative Analyst II	1
Public Works	Manager, Capital Contracts	1
Public Works	Engineer, Assistant I (Office)	1
Public Works	Engineer, Assistant II (Office)	1
Public Works	Administrative Assistant I	1
Public Works	Equipment Body Repair Worker	1
Public Works	Painter	1
Public Works	Public Works Maintenance Worker	4
Public Works	Sewer Maintenance Leader	1
Public Works	Sewer Maintenance Worker	6
Total Public Works		18
Department of Transportation	Parking Meter Collector	2
Department of Transportation	Project Manager I (ELDE)	1
Department of Transportation	Transportation Planner III	3
Department of Transportation	Assistant to the Director	1
Department of Transportation	Engineer, Assistant I (Office)	1
Department of Transportation	Engineer, Assistant II (Office)	1
Department of Transportation	Construction Inspector (Field)	2
Department of Transportation	Public Works Maintenance Worker	3
Department of Transportation	Sign Maintenance Worker	2
Department of Transportation	Transportation Planner, Senior	1
Total Department of Transportation		17
Planning & Building Department	Account Clerk II (ELDE)	1
Planning & Building Department	Business Analyst II (ELDE)	1
Planning & Building Department	Planner II	4
Planning & Building Department	Planner III	1
Planning & Building Department	Planner IV	3
Planning & Building Department	Public Service Representative (ELDE)	1
Planning & Building Department	Specialty Combination Inspector	2
Total Planning and Building Department		13
Housing & Community Development	Project Manager	1
Total Planning and Building Department		1

2. Provide information on the high-level recruitments and director-level vacancies, including the date of the vacancy, and the status of the recruitment and hiring process.

Table 2 includes relevant information on high-level recruitments (senior management) and director-level vacancies. The table list key positions, the vacancy date for that position, and a recruitment status summary.

Table 2: Update on Director-Level and High-Level Recruitments

Position	Vacancy Date	Status
Human Services Director	7/8/22	An Interim Director is currently in place. No recruitment needed because this position will be merged/eliminated based on the budget adopted by City Council.
Parks, Recreation and Youth Development Director	5/20/22	Interim Director in place. No recruitment needed because this position will be merged/eliminated based on the budget adopted by City Council.
Housing and Community Development Director	9/9/22	Interim Director in place. No recruitment needed because this position will be merged/eliminated based on the budget adopted by City Council.
Economic & Workforce Director	2/3/23	Interim Director in place. No recruitment needed because this position will be merged/eliminated based on the budget adopted by City Council.
Project Management III - Citywide Communications Director	12/30/22	Recruitment conducted by CPSHR Consulting. The City will interview the top candidates on 7/12/23.
Department of Violence Prevention	3/10/23	The Hawkins Company is conducting this recruitment. The recruitment brochure is under development. We anticipated the recruitment opening before July ends
Chief of Police	3/3/23	This recruitment is still in the early stages, but the Byers Group will act as consultant.
Director of Human Resources	7/1/23	The Byers Group will act as consultant. A kickoff meeting is scheduled for 7/14/23.
Fire Chief	6/9/23	HRM will conduct this recruitment. A recruitment brochure is under development. HRM anticipates that the recruitment will open before July ends.

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends That The City Council Receive A Semi-Annual Informational Report On City-Wide Staffing From The City Administrator Regarding (1) The Vacancy Rates Of All City Departments Through May 1, 2023, (2) The Vacancy Rates of Regional Local Public Entities, (3) The Analysis Of The City Workforce And Recruitment Conditions, And (4) The Budgeted Vacancy Rate For The Fiscal Year 2023-24

For questions regarding this report, please contact Mark Love, Interim Human Resources Director, at (510) 238-6450.

Respectfully submitted,

Mark Love

MARK LOVE
Interim Human Resources Director