

CITY OF OAKLAND

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OFFICE OF THE CITY CLERK  
OAKLAND

2014 FEB 13 PM 1:36

# AGENDA REPORT

**TO:** DEANNA J. SANTANA  
CITY ADMINISTRATOR

**FROM:** Anil Comelo  
DHRM Director

**SUBJECT:** Public Works Vacancies

**DATE:** February 3, 2014

City Administrator  
Approval

Date

2/11/14

**COUNCIL DISTRICT:** City-Wide

## RECOMMENDATION

Staff recommends acceptance of this informational report pertaining to vacant budgeted positions in the Public Works Agency as of January 22, 2014.

## EXECUTIVE SUMMARY

This is an informational report that provides an update on vacant positions in the Public Works Agency. *Attachment A* provides a list of the department's vacancies, including the primary fund associated with the position. *Attachment B* provides a list of positions that were added in the FY13/15 Adopted Policy Budget for Public Works and indicates the status of filling each position.

## OUTCOME

There are no specific outcomes associated with acceptance of this informational report.

## BACKGROUND/LEGISLATIVE HISTORY

The Department of Human Resources Management (DHRM) provides a semi-annual report on vacancies to the Finance and Management Committee. The Chair of the Public Works Committee requested that a report be brought to the Public Works Committee to discuss vacancies in the Public Works Agency.

## ANALYSIS

### **A. Vacancies**

The list of vacancies provided in *Attachment A* indicates true vacancies citywide. A "true vacancy" is defined as a vacant position that is not personnel-encumbered in any other way, i.e. linked, frozen, funding allocated (fully or partly) to temporary personnel staffing, overtime, or backfill/acting costs.

Item: \_\_\_\_\_  
Public Works Committee  
February 25, 2014

**PUBLIC OUTREACH/INTEREST**

No public outreach was necessary for this report.

**COORDINATION**

DHRM coordinated the collection and verification of data provided in this report with staff in the Public Works Agency, the Budget Office, and the Office of the City Attorney.

**COST SUMMARY/IMPLICATIONS**

All positions reflected in this report are budgeted positions. Leaving positions vacant and freezing certain positions provides some support of the budgeted assumptions for the vacancy rate in departments.

**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.

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

Respectfully submitted,



Anil Comelo

Director

Department of Human Resources Management

Prepared by:

Kip Walsh, Recruitment & Classification Manager

**Attachments:**

*A – Public Works Vacant Positions*

*B – New Public Works Vacancies Created in Adopted Policy Budget FY13/15*

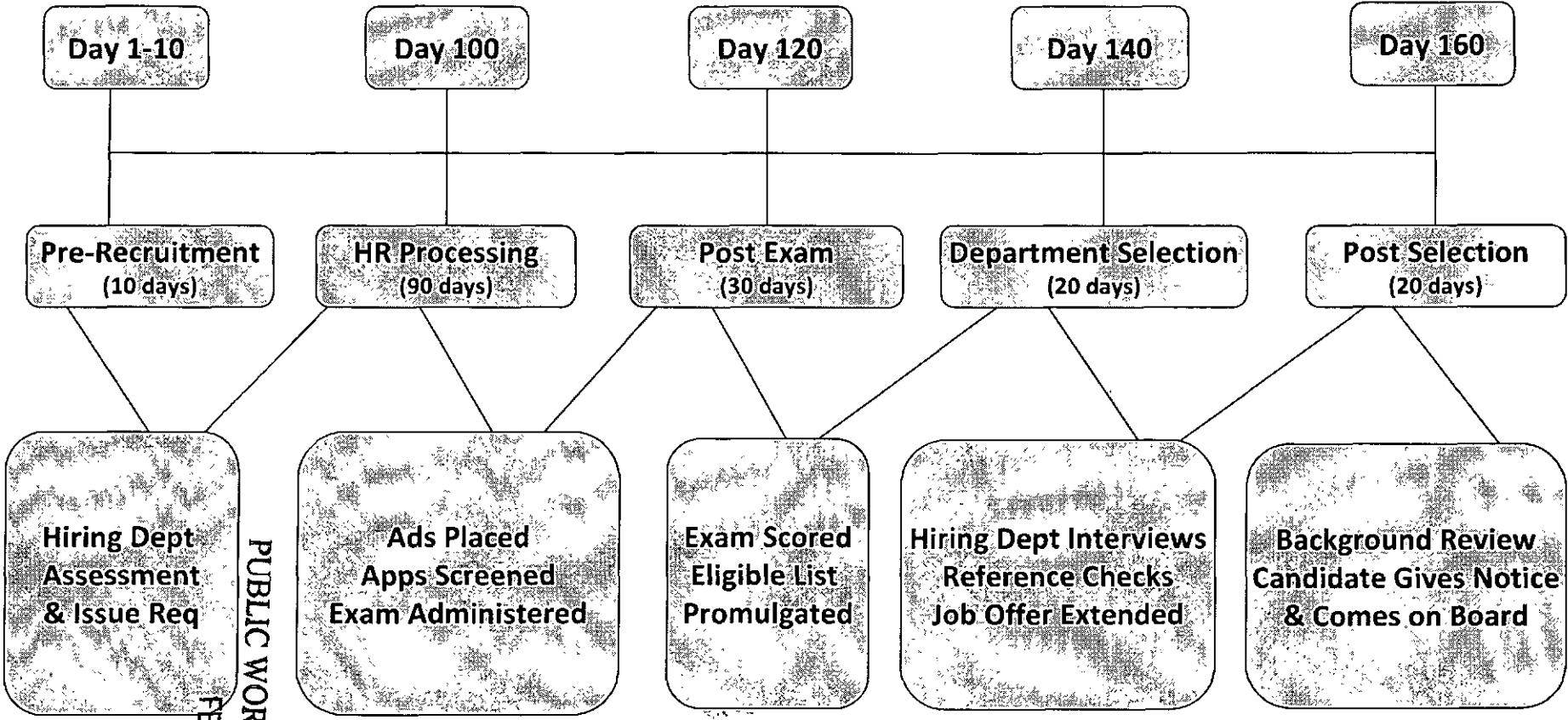
*C – Non-Sworn Civilian Typical Recruitment Timeline*

ORGANIZATION NUMBER AND NAME	FUND	JOB CLASSIFICATION TITLE	FTE	POS#	STATUS
30611 - Facilities & Environ Asst D	7760	Assist Director, Pub Works Agency	1.00	24375.22508	Interim assigned
30541 - Equipment Services Admin	4100	Auto Equipment Mechanic	1.00	24043.3592	No action pending
30541 - Equipment Services Admin	4100	Auto Equipment Mechanic	1.00	24153.2855	No action pending
30234 - Facilities Planning and Dev	5510	Capital Improvement Project Coor	1.00	31814.19887	Dept selection
30242 - Streets and Structures	2211	Capital Improvement Project Coor	1.00	31839.3430	No action pending
30658 - Bldgs Structural	4400	Carpenter	1.00	24133.5446	No action pending
30232 - Construction Management	3130	Construction Inspector, Sup II	1.00	31790.18370	No action pending
30632 - Civic Center Complex	4400	Custodian	1.00	24074.1321	Pre-recruitment planning
30632 - Civic Center Complex	4400	Custodian	1.00	32352.32352	Pre-recruitment planning
30634 - Plant Operations	4400	Custodian	1.00	32582.32582	Pre-recruitment planning
30635 - Roving Custodial	2310	Custodian	1.00	23701.6295	Pre-recruitment planning
30635 - Roving Custodial	2310	Custodian	1.00	23927.2379	Pre-recruitment planning
30635 - Roving Custodial	4400	Custodian	1.00	34354.84354	Pre-recruitment planning
30632 - Civic Center Complex	4400	Custodian, PPT	1.00	24102.7008	Pre-recruitment planning
30244 - Sanitary Sewer Design	3100	Drafting Technician, Int (Office)	1.00	31890.5089	No action pending
30242 - Streets and Structures	2211	Drafting/Design Technician, Sr	1.00	31827.5783	No action pending
30689 - Env Svcs Energy Group	4450	Electrical Engineer II	1.00	31156.31156	No action pending
30541 - Equipment Services Admin	4100	Employee Fleet & Safety Coordinator	1.00	31606.28231	Dept selection
30232 - Construction Management	7760	Engineer, Assistant II (Office)	1.00	34614.34614	Pre-recruitment planning
30232 - Construction Management	7760	Engineer, Assistant II (Office)	1.00	34615.34615	Pre-recruitment planning
30232 - Construction Management	7760	Engineer, Assistant II (Office)	1.00	34616.34616	Pre-recruitment planning
30232 - Construction Management	7760	Engineer, Assistant II (Office)	1.00	32281.32281	Pre-recruitment planning
30232 - Construction Management	7760	Engineer, Civil (Office)	1.00	32294.32294	Post-recruitment processing
30245 - Watershed and Stormwater	7760	Engineer, Civil (Office)	1.00	32811.3433	Post-recruitment processing
30242 - Streets and Structures	2211	Engineer, Civil Supv (Office)	1.00	31838.3417	No action pending
30244 - Sanitary Sewer Design	3100	Engineer, Civil Supv (Office)	1.00	31898.13068	No action pending
30244 - Sanitary Sewer Design	3100	Engineering Intern, PT	1.00	31901.1488	No action pending
30683 - Env Svcs Environmental Re	1710	Environmental Program Supervisor	1.00	33602.3386	Recruitment/HR processing
30541 - Equipment Services Admin	4100	Equipment Parts Technician	1.00	24281.3578	Recruitment/HR processing
30541 - Equipment Services Admin	4100	Equipment Services Superintendent	1.00	24092.3585	Recruitment/HR processing
30541 - Equipment Services Admin	4100	Equipment Supervisor	1.00	23983.3605	No action pending
30652 - Landscape Maintenance	1010	Gardener Crew Leader	1.00	34485.34485	Dept selection
30652 - Landscape Maintenance	2310	Gardener Crew Leader	1.00	24385.3665	Dept selection
30652 - Landscape Maintenance	2310	Gardener Crew Leader	1.00	24391.5501	Dept selection
30652 - Landscape Maintenance	2310	Gardener Crew Leader	1.00	32664.5154	Dept selection
30541 - Equipment Services Admin	4100	Heavy Equipment Mechanic	1.00	24132.2656	Scheduling interviews
30541 - Equipment Services Admin	4100	Heavy Equipment Mechanic	1.00	24158.13129	Scheduling interviews
30541 - Equipment Services Admin	4100	Heavy Equipment Mechanic	1.00	24159.13151	Scheduling interviews
30533 - Sewer System Maintenance	3100	Heavy Equipment Operator	1.00	32303.32303	No action pending
30541 - Equipment Services Admin	4100	Heavy Equipment Service Worker	1.00	24047.803	Recruitment/HR processing
30541 - Equipment Services Admin	4100	Heavy Equipment Service Worker	1.00	24119.3603	Recruitment/HR processing
30541 - Equipment Services Admin	4100	Heavy Equipment Service Worker	1.00	24168.6891	Recruitment/HR processing
30635 - Roving Custodial	4400	Maintenance Mechanic	1.00	34359.34359	No action pending
30655 - Bldgs Electrical & Painting	4400	Maintenance Mechanic	1.00	32772.23672	No action pending
30658 - Bldgs Structural	4400	Maintenance Mechanic, PT	0.50	32354.32354	No action pending
30684 - Env Svcs Sustainability	1710	Manager, Sustainability Pgm	1.00	34676.34676	Recruitment/HR processing
30635 - Roving Custodial	4400	Painter	1.00	34352.34352	Recruitment/HR processing
30673 - Graffiti Abatement & Repa	1010	Painter	1.00	34484.34484	Recruitment/HR processing
30652 - Landscape Maintenance	1720	Park Attendant, PPT	1.00	24324.22113	No action pending
30652 - Landscape Maintenance	1720	Park Attendant, PT	0.50	25492.25492	Dept selection
30652 - Landscape Maintenance	1720	Park Attendant, PT	1.00	25493.25493	Dept selection
30652 - Landscape Maintenance	2310	Park Equipment Operator	1.00	23853.1917	No action pending
30652 - Landscape Maintenance	2310	Park Supervisor I	1.00	24822.34822	Filled 1/22/14
30652 - Landscape Maintenance	2310	Park Supervisor II	1.00	26044.26044	Recruitment/HR processing
30655 - Bldgs Electrical & Painting	4400	Plumber	1.00	32786.3619	Pre-recruitment planning
30635 - Roving Custodial	2310	Pool Technician, PPT	1.00	34624.34624	Scheduling interviews
30635 - Roving Custodial	2310	Pool Technician, PPT	1.00	34625.34625	Scheduling interviews

30635 - Roving Custodial	4400	Pool Technician, PPT	1.00	34440.34440	Scheduling interviews
30682 - Env Svcs Recycling & Solid	1710	Program Analyst I	1.00	34835.34835	No action pending
30245 - Watershed and Stormwater	5321	Program Analyst III	1.00	31906.27705	Dept selection
30689 - Env Svcs Energy Group	4450	Program Analyst III	1.00	34445.34445	Dept selection
30211 - Engineering and Construct	5321	Project Manager II	1.00	34366.34366	No action pending
30232 - Construction Management	5320	Project Manager II	1.00	32047.32047	No action pending
30523 - Electrical Traffic Maintenan	2230	Public Works Maintenance Worker	1.00	32888.3498	Dept selection
30534 - Street & Sidewalk Mainten	1010	Public Works Maintenance Worker	1.00	34477.34477	Dept selection
30534 - Street & Sidewalk Mainten	1010	Public Works Maintenance Worker	1.00	34478.34478	Dept selection
30534 - Street & Sidewalk Mainten	2230	Public Works Maintenance Worker	1.00	23842.3514	Dept selection
30534 - Street & Sidewalk Mainten	2230	Public Works Maintenance Worker	1.00	23887.3488	Dept selection
30534 - Street & Sidewalk Mainten	2230	Public Works Maintenance Worker	1.00	23926.5462	Dept selection
30534 - Street & Sidewalk Mainten	2231	Public Works Maintenance Worker	1.00	23700.3511	Dept selection
30534 - Street & Sidewalk Mainten	2231	Public Works Maintenance Worker	1.00	23889.3497	Dept selection
30674 - Illegal Dumping	1720	Public Works Maintenance Worker	1.00	23786.1829	Dept selection
30674 - Illegal Dumping	1720	Public Works Maintenance Worker	1.00	24171.6041	Dept selection
30674 - Illegal Dumping	1720	Public Works Maintenance Worker	1.00	26106.2674	Dept selection
30674 - Illegal Dumping	1720	Public Works Maintenance Worker	1.00	31295.6619	Dept selection
30674 - Illegal Dumping	1720	Public Works Maintenance Worker	1.00	34480.34480	Dept selection
30674 - Illegal Dumping	1720	Public Works Maintenance Worker	1.00	34481.34481	Dept selection
30674 - Illegal Dumping	1720	Public Works Maintenance Worker	1.00	34482.34482	Dept selection
30674 - Illegal Dumping	1720	Public Works Maintenance Worker	1.00	34483.34483	Dept selection
30534 - Street & Sidewalk Mainten	1010	Public Works Supervisor I	1.00	34867.34867	Dept selection
30533 - Sewer System Maintenance	3100	Sewer Maintenance Leader	1.00	24139.3518	No action pending
30533 - Sewer System Maintenance	3100	Sewer Maintenance Worker	1.00	24194.3529	Dept selection
30523 - Electrical Traffic Maintenan	2230	Sign Maintenance Worker	1.00	32890.11095	Pre-recruitment planning
30523 - Electrical Traffic Maintenan	2230	Sign Maintenance Worker	1.00	33993.2446	Pre-recruitment planning
30232 - Construction Management	7760	Spatial Data Analyst III	1.00	32840.32295	No action pending
30633 - Hall of Justice Complex	4400	Stationary Engineer	1.00	34163.11063	Dept selection
30634 - Plant Operations	4400	Stationary Engineer	1.00	24106.2129	Dept selection
30633 - Hall of Justice Complex	4400	Stationary Engineer, Chief	1.00	24026.5099	No action pending
30532 - Storm Drain Maintenance	3100	Street Maintenance Leader	1.00	24142.6816	Pre-recruitment planning
30534 - Street & Sidewalk Mainten	2230	Street Maintenance Leader	1.00	24320.1623	Pre-recruitment planning
30674 - Illegal Dumping	1720	Street Maintenance Leader	1.00	34479.34479	Pre-recruitment planning
30672 - Street Cleaning	1720	Street Sweeper Operator	1.00	23731.6324	No action pending
30522 - Electrical Maintenance	2231	Student Trainee, PT	1.00	33957.18806	No action pending
30654 - Tree Services	2310	Tree Trimmer	1.00	32796.3677	No action pending

DEPARTMENT	TITLE	FTE	STATUS
PWA	Custodian	2	(1) Filled; (1) Recruitment, planning with department
PWA	Gardener Crew Leader	1	Recruitment; exam January 2014
PWA	Maintenance Mechanic	4	Recruitment, planning with department
PWA	Painter	4	Recruitment, announcement posted
PWA	Park Attendant, PT	7.5	Dept. processing applications
PWA	Pool Technician	2	Filled
PWA	Pool Technician, PPT	1	Recruitment; announcement posted
PWA	Program Analyst III	2	(1) Filled; (1) Recruitment, exam December 2013
PWA	Project Manager II	1	Filled
PWA	Public Works Maintenance Worker	6	Existing eligible list referred to department
PWA	Street Maintenance Leader	2	Filled
<b>Grand Total</b>		<b>32.5</b>	

# Non-Sworn Civilian Recruitment Typical Timeline



PUBLIC WORKS CMTE.  
 FEB 25 2014