

FILED
OF THE CITY CLERK
OAKLAND

2014 JAN 30 AM 10:03
CITY OF OAKLAND

AGENDA REPORT

TO: DEANNA J SANTANA
CITY ADMINISTRATOR

FROM: Aml Comelo

SUBJECT: Supplemental to the Vacancy Report

DATE: January 28, 2014

City Administrator
Approval

Date

1/28/14

COUNCIL DISTRICT: City-Wide

RECOMMENDATION

Staff recommends acceptance of this second 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

At the January 21, 2014 City Council Meeting, the City Council directed staff to return with the following additional information

- Timeline for Police (Sworn) Recruitment
- Flowchart for Police (Sworn) Recruitment Process
- Time line for Civilian (Non-Sworn) Recruitment
- Flowchart for Civilian (Non-Sworn) Recruitment Process

The requested information is provided in the attached charts

The Department of Human Resources Management (DHRM) will be fully implementing an on-line recruitment management system during the next few months. The system will provide the City with the opportunity to fine-tune the existing recruitment process and make it more efficient. To this end, the DHRM will be working with a committee to review the recruitment and hiring process and identify specific ways in which it may be improved. While we continue to work on improvements, the increase in demand for recruitment services has impacted the length of time it takes to complete recruitments. Temporary and/or permanent staffing augmentation will help address the increase of demand for recruitment services.

Item _____
City Council
February 4, 2014

For questions regarding the information presented in this report, please contact Kip Walsh, Recruitment & Classification Manager at kwash@oaklandnet.com or (510) 238-7334

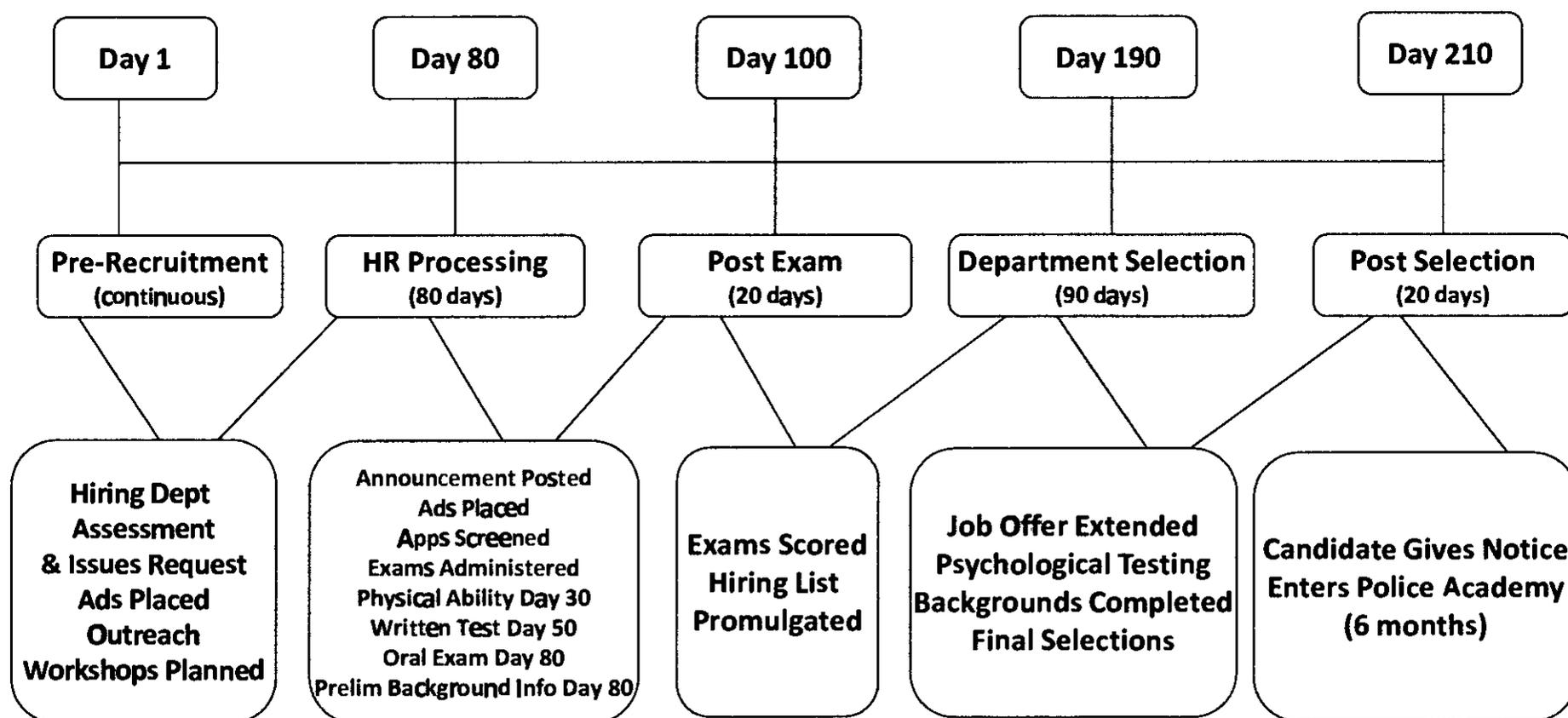
Respectfully submitted,



Anil Comelo, Director
Department of Human Resources Management

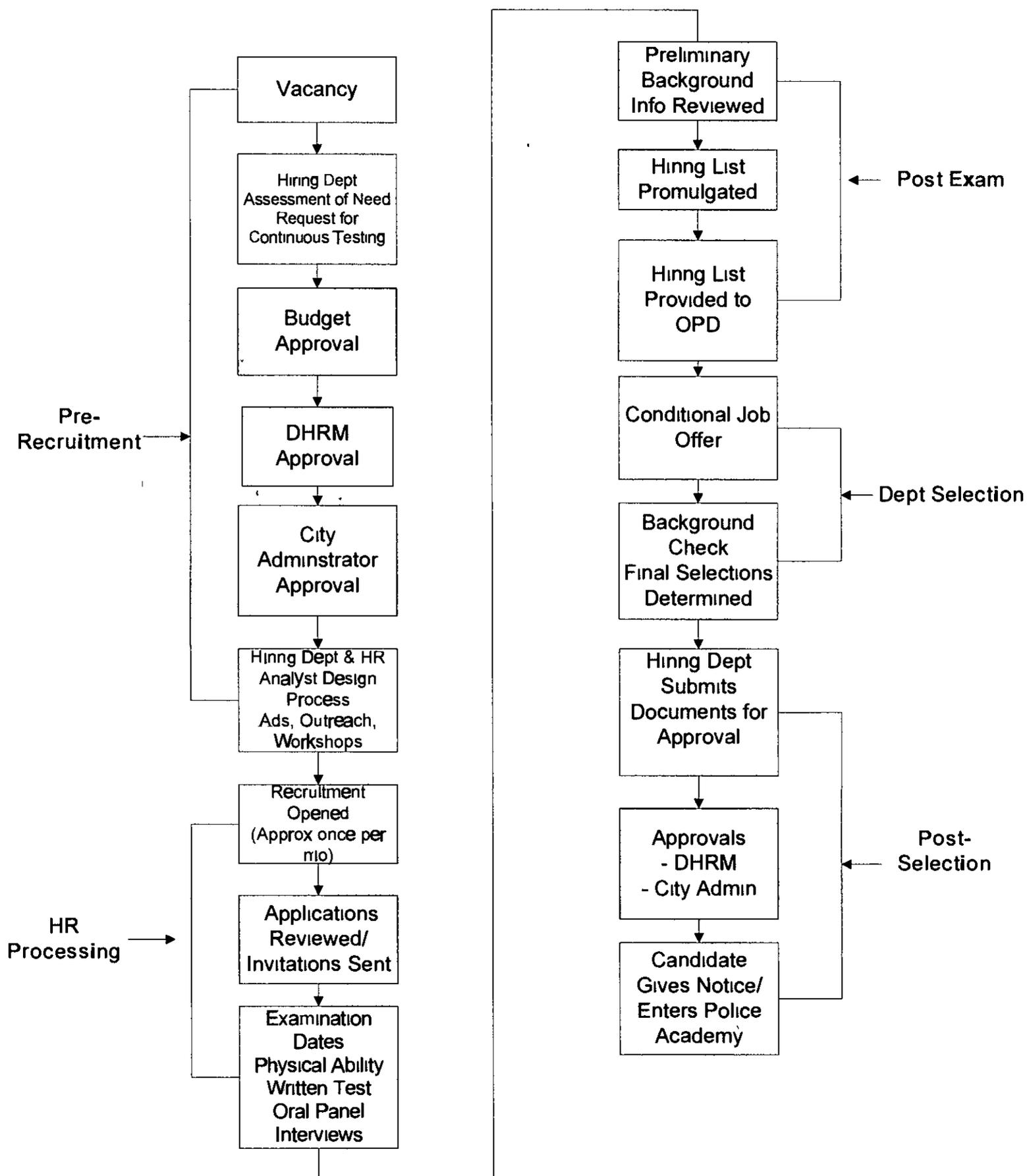
- Attachments
- A – Timeline for Police (Sworn) Recruitment*
 - B – Flowchart for Police (Sworn) Recruitment Process*
 - C – Time line for Civilian (Non-Sworn) Recruitment*
 - D – Flowchart for Civilian (Non-Sworn) Recruitment Process*

Police Entry Level Continuous Testing 2014

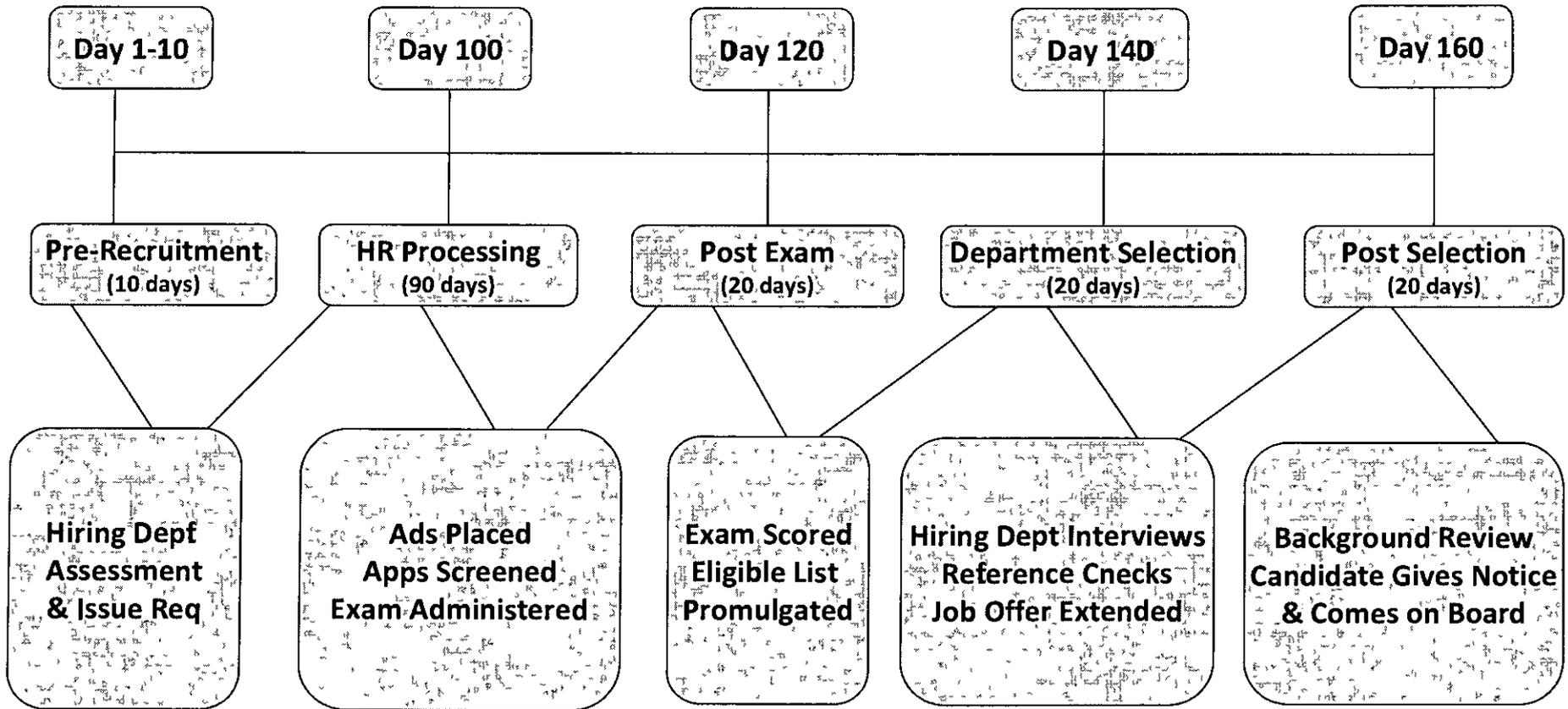


* Entry depends on Academy dates to be determined

Police Entry Level Recruitment Flowchart



Non-Sworn Civilian Recruitment Typical Timeline



Non Sworn Civilian Recruitment Flowchart

