

2010 JUN 29 PM 4:12

CITY OF OAKLAND

AGENDA REPORT

TO: Office of the City Administrator
ATTN: Dan Lindheim
FROM: Department of Human Resources Management
DATE: July 13, 2010

RE: **Quarterly Report on Appointments to Positions in the General Purpose Fund (GPF) Exempted From the Hiring Freeze and a Status Update on Positions Vacated Under the 2009 CalPERS Two Years Additional Service Credit Retirement Incentive Program ("Golden Handshake")**

SUMMARY

This is an informational report that provides an update on the General Purpose Fund (1010) vacancies that were exempted from the hiring freeze by Council Resolution No. 82532 CMS on February 16, 2010. Of the 77.25 Full Time Equivalent (FTE) exemptions 30.4 FTE have been filled, and recruitments are in process for 46.85 FTE positions. *Attachment A* provides details of the hiring activity for exempted positions.

This report also provides an update on the positions vacated through the 2009 CalPERS Retirement Incentive Program ("Golden Handshake") and the current status of the program. Of the 105 positions vacated by retirements under the CalPERS Retirement Incentive Program, 38 have been filled and 4 have recruitments pending.

FISCAL IMPACT

Savings achieved by freezing certain positions support departmental budget assumptions for the vacancy rate. The Golden Handshake program has met the savings projection budgeted for the program.

BACKGROUND

Both the hiring freeze and the CalPERS Retirement Incentive Program were implemented to reduce spending in the City's General Purpose Fund. Exemptions to the hiring freeze were allowed in recognition that certain positions are required to maintain a minimum level of service in particular areas. Some of the positions vacated through the CalPERS Retirement Incentive Program were also filled due to operational necessity. The Department of Human Resources Management has processed recruitments and hiring only for positions that were authorized to be filled.

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When Council adopted Resolution No. 82532 CMS on February 16, 2010, which authorized hiring for specifically exempted positions, staff was directed to provide quarterly updates on the hiring activity related to positions within the General Purpose Fund. On June 30, 2009 the City Council adopted Resolution No. 82104 C.M.S., authorizing the California Employees' Retirement System (CalPERS) Two Years Additional Service Credit Retirement Incentive Program. The program was open to miscellaneous employees in 489 positions across 161 classifications City-wide. Eligible employees were offered the opportunity to participate in the program between July 1 and September 30, 2009. Staff has also been directed to provide quarterly updates on the activities of the retirement incentive program.

KEY IMPACTS

A. Appointments to Positions in the General Purpose Fund (GPF)

The total number of positions exempted from the hiring freeze was 77.25 FTE (full time equivalent), which were in several different departments and agencies. Of the total exemptions 30.4 FTE have been filled and recruitments are in process for 46.85 FTE positions. The majority of the pending actions are in the Office of Parks and Recreation (OPR) as part of their annual part-time hiring for summer programs. *Attachment A* provides additional detailed information.

B. Status of Current Requests to Backfill Retirement Incentive Program Vacancies

The following table provides the status of vacancies created through the CalPERS Retirement Incentive Program.

Of the 105 positions vacated by retirements under the CalPERS Retirement Incentive Program, 38 have been filled with 11 of those being positions in the General Fund. Of the remaining vacancies, 39 have been frozen, 2 have been changed through an add/delete process ("Other"), 4 have recruitments pending, 3 are vacant with no action pending, and 19 have since been deleted as part of budget reductions.

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GOLDEN HANDSHAKE RETIREMENT INCENTIVE PROGRAM 2009 STATUS OF VACANCIES									
	DEPT	FILLED	FROZEN	OTHER	PENDING	VACANT	DELETED	TOTAL RETIRED	
GENERAL FUND	CITY ATTORNEY		1					1	
	CITY ADMINISTRATOR	1						1	
	CONTRACT & PURCHASING	1						1	
	DEPT OF HUMAN RESOURCES	1					1	2	
	DEPT OF HUMAN SERVICES	1						1	
	DEPT OF INFO TECHNOLOGY		3	1			1	6	
	FINANCE & MANAGEMENT	6	3		2			11	
	MAYOR		1					1	
	MUSEUM							1	
	FIRE				1				1
	POLICE	1	10						11
	PARKS & RECREATION			1					1
GPF - FUND 1010 Total		11	19	2	2	1	3	38	
OTHER FUNDS	CITY ATTORNEY	1					1	2	
	CEDA	11	2		1		8	22	
	CONTRACTING & PURCHASING	1						1	
	DEPT OF HUMAN SERVICES	2						2	
	DEPT OF INFO TECHNOLOGY	1						1	
	FINANCE & MANAGEMENT	2	1		1			4	
	LIBRARY	1	10					11	
	POLICE						1	1	
	PARKS & RECREATION			2			1	3	
	PUBLIC WORKS	8	5			2	5	20	
OTHER FUNDS Total		27	20		2	2	16	67	
GRAND TOTALS		38	39	2	4	3	19	105*	

*It was originally reported that 106 employees took the Retirement Incentive; one employee rescinded.

SUSTAINABLE OPPORTUNITIES

DHRM continues to emphasize Oakland residents as the first choice for employment, but opens opportunities to all qualified candidates. Employment opportunities are shared with community organizations and other local outreach avenues as a matter of practice.

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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.

ACTION REQUESTED OF THE CITY COUNCIL

Staff requests that City Council accept this informational report.

Respectfully submitted,



Andrea Gourdine, Director
Department of Human Resources Management

Prepared by:
Veronica Hodge, Human Resources Manager
DHRM, Recruitment and Classification

Reviewed by:
Kip Walsh, Administrative Services Manager II
Department of Human Resources Management

ATTACHMENT A – Status of Positions Exempted from Hiring Freeze

APPROVED AND FORWARDED TO THE
FINANCE AND MANAGEMENT COMMITTEE:


Office of the City Administrator

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**STATUS OF POSITIONS EXEMPTED FROM HIRING FREEZE
as of June 4, 2010**

ATTACHMENT A

Dept	Title	FTEs Exempted	Filled	Pending Action*
CEDA	Rent Adjustment Manager (Project Manager II)	1.00		1.00
City Administrator	Budget & Operations Analyst III **	1.00	1.00	
City Administrator	City Administrator Analyst	1.00		1.00
City Administrator	Complaint Investigator II	1.00		1.00
City Administrator	Deputy City Administrator	1.00	1.00	
City Attorney	Neighborhood Law Corps Attorney	1.00	1.00	
City Clerk	Citywide Records Manager	1.00	1.00	
Dept. of Human Services	Program Analyst I	1.00		1.00
Finance & Management	Parking Meter Collector	1.00	1.00	
Finance & Management	Public Service Rep (Cantonese, Mandarin)	1.00		1.00
Finance & Management	Public Service Rep (Spanish)	1.00		1.00
Finance & Management	HR Systems Analyst, Sr **	1.00	1.00	
Library	Administrative Librarian	1.00		1.00
Library	Custodian - 81 st Ave	1.00		1.00
Library	Librarian I - 81st	1.00	1.00	
Library	Librarian I - 81 st Ave	1.00	1.00	
Library	Librarian I - Elmhurst	1.00	1.00	
Library	Librarian I - Golden Gate Branch	1.00	1.00	
Library	Librarian I - Montclair	1.00	1.00	
Library	Librarian I - Teen Services	1.00	1.00	
Library	Librarian II - 81 st Ave	1.00	1.00	
Library	Library Assistant - 81 st Ave	1.00	1.00	
Library	Library Assistant, PPT	0.60		0.60
Library	Senior Librarian	1.00		1.00
Library	Supervising Librarian	1.00		1.00
Museum	Assistant Complex Manager	1.00	1.00	
Parks & Rec	Data Entry Operator	1.00		1.00
Parks & Rec	Executive Assistant	1.00		1.00
Parks & Rec	Lifeguard, PT	3.00	3.00	
Parks & Rec	Park Attendant, PT	0.40	0.40	
Parks & Rec	Park Attendant, PT	9.00	9.00	
Parks & Rec	Pool Manager	0.40		0.40
Parks & Rec	Recreation Aide, PT	1.00	1.00	
Parks & Rec	Recreation General Supervisor	1.00		1.00
Parks & Rec	Recreation Leader I, PT	2.50		2.50
Parks & Rec	Recreation Leader II, PPT	23.25		23.25
Parks & Rec	Recreation Leader II, PT	0.40		0.40
Parks & Rec	Recreation Program Director	1.00	1.00	
Parks & Rec	Recreation Specialist I, PT	0.30		0.30
Parks & Rec	Recreation Specialist II, PT	0.10		0.10
Parks & Rec	Recreation Supervisor	1.00	1.00	
Parks & Rec	Sports Official, PT	1.10		1.10
Parks & Rec	Water Safety Instructor, PT	1.20		1.20
Police	Admin Analyst II	2.00		2.00
Police	Animal Control Supervisor	1.00		1.00
Police	Veterinary Technician	1.00		1.00
Totals		77.25	30.40	46.85

* Pending = recruitment has been initiated but appointment not yet made.

** CalPERS Retirement Incentive vacancy.