

City-Wide Staffing

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Background

- The report assesses full-time and permanent part-time vacancies for City of Oakland positions. Includes key staffing trends, such as recruitment improvements, community recruitment efforts, retention, and employee tenure.
- Assembly Bill 2561 - CA state law requiring public agencies to publicly report on job vacancies, recruitment, and retention efforts annually.

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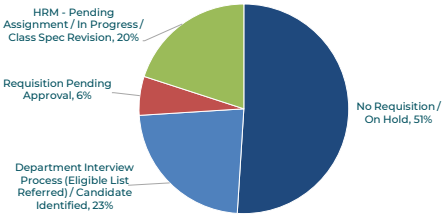
What is a vacancy?

- Vacancies are defined as **non-encumbered** and **unfrozen** positions.
- Non-encumbered** positions are available to be filled and are not being held vacant for any other purpose.
- Encumbered** positions are tied to funding for overtime, temporary staffing, underfills, or acting assignments.
- Frozen** positions are roles that exists in the budget but are not currently available to be filled.



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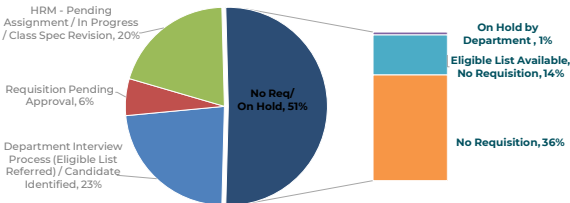
Summary of Vacancy Status



Status	Percentage
No Requisition/On Hold	51%
HRM - Pending Assignment / In Progress / Class Spec Revision	20%
Department Interview Process (Eligible List Referred) / Candidate Identified	23%
Requisition Pending Approval	6%

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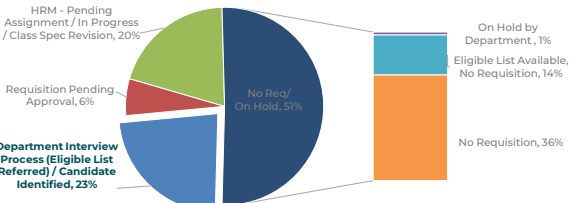
Summary of Vacancy Status



Category	Sub-Category	Percentage
Pie Chart	No Req/On Hold	51%
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Stacked Bar Chart	On Hold by Department	1%
	Eligible List Available, No Requisition	14%
Total	On Hold by Department	1%
	No Requisition	36%

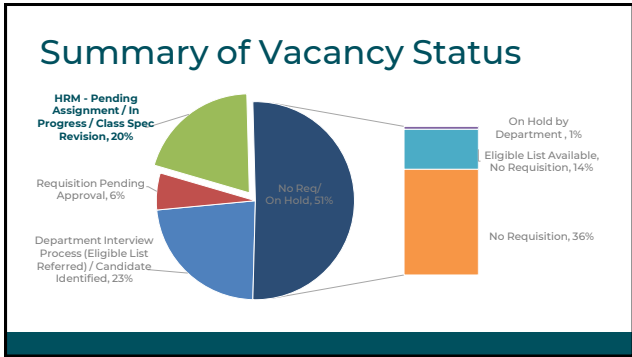
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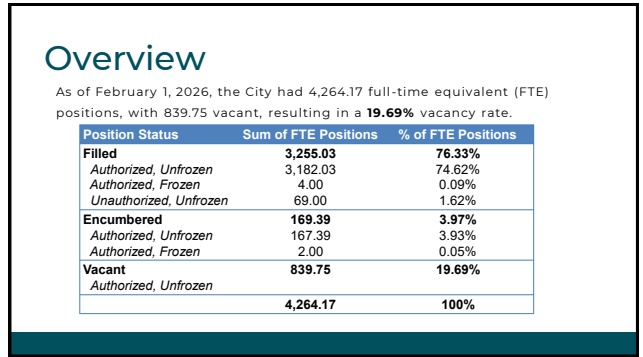


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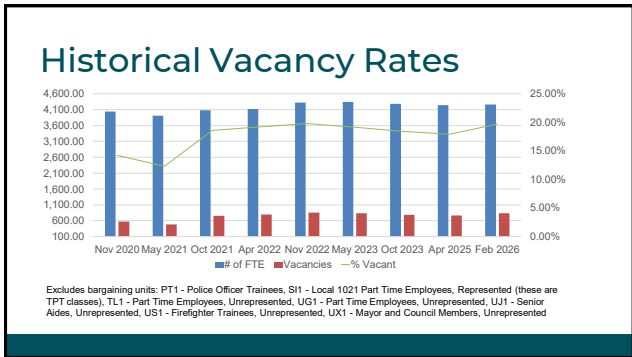
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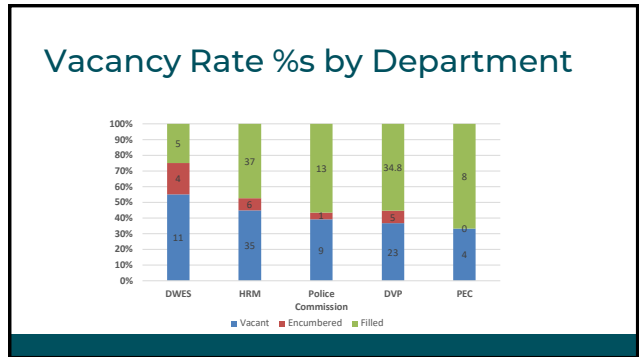
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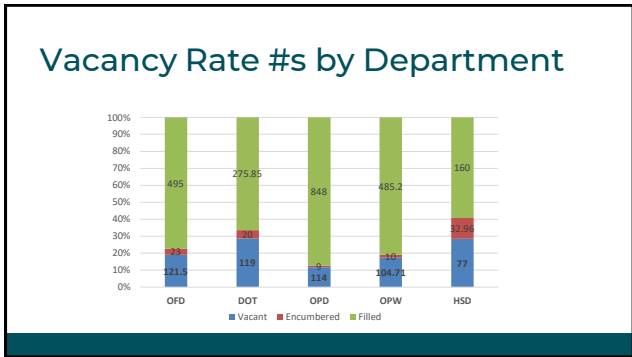
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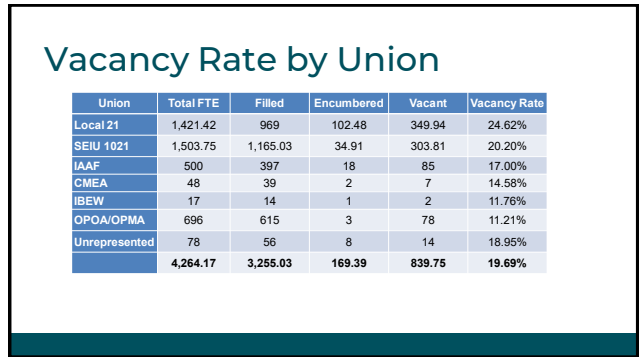
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Vacancy Rate by Bargaining Unit

Bargaining Unit	Total FTE	Filled	Encumbered	Vacant	Vacancy Rate
TA1: Confidential Employees (Local 21)	58.92	19	20.48	19.44	32.99%
TF1: Prof. Engineers, Architects & Museum Employees (Local 21)	121	71	14	36	29.75%
TM2: Supervising Civil & Transportation Engineers (Local 21)	17	10	2	5	29.41%
UM2: Management Employees (Civil Service) (Local 21)	249.5	163	14	72.5	29.06%
SB1: Craft Employees (SEIU 1021)	116	85	1	30	25.86%
TW1: Admin, Prof, Technical & Other (Local 21)	574.5	390	43	141.5	24.63%
SD1: Office and Technical Employees (SEIU 1021)	584.76	414	30.16	140.6	24.04%
UM1: Management Employees (Exempt) (Local 21)	115.5	85	5	25.5	22.08%
UN2: Sworn Police Mgmt. Deputy Chief & Captain of Police (QPOA/OPMA)	14	8	3	3	21.43%

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AB 2561 Reporting Threshold

• Bargaining units with vacancies ≥ 20% of authorized full-time positions are subject to AB 2561 reporting.

• Required information:

1. The total number of job vacancies within the bargaining unit.
2. The total number of applicants for vacant positions within the bargaining unit.
3. The average number of days to complete the hiring process from when a position is posted.
4. Opportunities to improve compensation and other working conditions.

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AB 2561 Analysis

Applicant Volume & Hiring Timeline for Bargaining Units with Vacancy Rates of 20% or Higher				
Bargaining Unit	# of Applications Received: 2/1/2021 – 2/1/2026	Average # Days: Job Posting to List Created	Average # Days: Referred to Hire	Average # Days: Hiring Process
IFPTE Local 21				
TA1	1,009	44.33	64.31	108.65
TF1	76	68.00	150.00	218.00
UM2	3,861	73.68	89.97	163.66
TW1	11,612	84.00	120.61	204.61
TM2	24	78.00	74.00	152.00
OPOA/OPMA				
UN2	29	79.67	26.33	106.00
SEIU Local 1021				
SD1	6,599	76.68	100.31	176.99
SB1	985	145.18	122.94	268.11

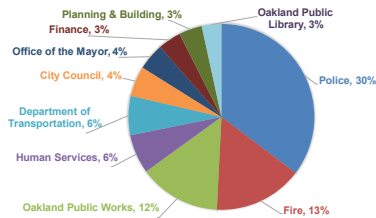
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Reasons for Separations

FY	Resign	Retire	Other	Total
24-25	167	134	79	380
23-24	149	86	26	261
22-23	201	84	48	333
21-22	242	135	69	446
20-21	140	123	39	302
19-20	146	96	61	303
18-19	111	78	41	230
17-18	117	110	34	261
16-17	106	131	39	276
15-16	98	113	36	247

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FY24-25 Separations by Dept (Top 10)



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Regional Vacancy Rates

	Budgeted FTE	Dec 2025	Apr 2025	Sep 2023	May 2023	Dec 2022	May 2022
San Jose	7,009	9.49%	10.09%	13.46%	14.41%	15.21%	13.20%
San Francisco	34,375.59	4.64%	6.65%	11.03%	12.47%	13.27%	NA
Berkeley	1,773	16.53%	16.25%	12.93%	18.68%	17.85%	16.21%
Concord	426	7.51%	8.83%	8.85%	11.30%	11.63%	13.69%
Hayward	956.3	20.18%	12.02%	17.08%	12.82%	14.16%	14.80%
Fremont	1,007	12.32%	13.61%	14.72%	12.76%	12.56%	11.49%
Richmond	810	18.64%	20.42%	17.52%	19.01%	20.19%	16.15%
Vallejo	N/A	N/A	N/A	N/A	N/A	26.75%	28.48%
Oakland	4,264.17	19.69%	17.94%	18.42%	19.17%	19.79%	19.23%

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Summary

- HRM's strategy to strengthen hiring and retention:
 - Conduct monthly meetings with every department to discuss recruitment priorities and hiring needs.
 - Advance equity by embedding equitable practices in recruitment and employment.
 - Strengthen retention through employee development, career growth, and support for supervisors and managers.
 - Equip leaders with the tools and skills to foster engagement and a high-performing workforce.



QUESTIONS