



Meeting Date: 4/17/2023

To: Sanitation and Streets Commission
Maryo Mogannam, Chair
Kimberlee Hartwig-Schulman, Vice Chair
Thomas Harrison
Christopher Simi

Through: Bruce Robertson, Deputy Director for Financial Management and Administration

From: Karen Hill, Director, Public Works Human Resources

Copy: Alexandra E. Bidot, Planning and Performance Manager

Subject: Public Works Hiring and Vacancy Update

Director's Recommendation: Receive and discuss informational presentation.

Executive Summary:

The purpose of the presentation is to introduce the new Human Resources section of Public Works, provide an overview of filled positions and vacancies; and share our action plan to fill vacant positions.

Attachments:

- Attachment 1: PowerPoint Presentation

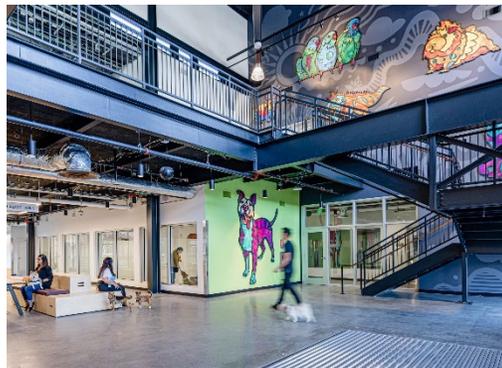


April 17, 2023

Hiring & Vacancy Update

Karen Hill

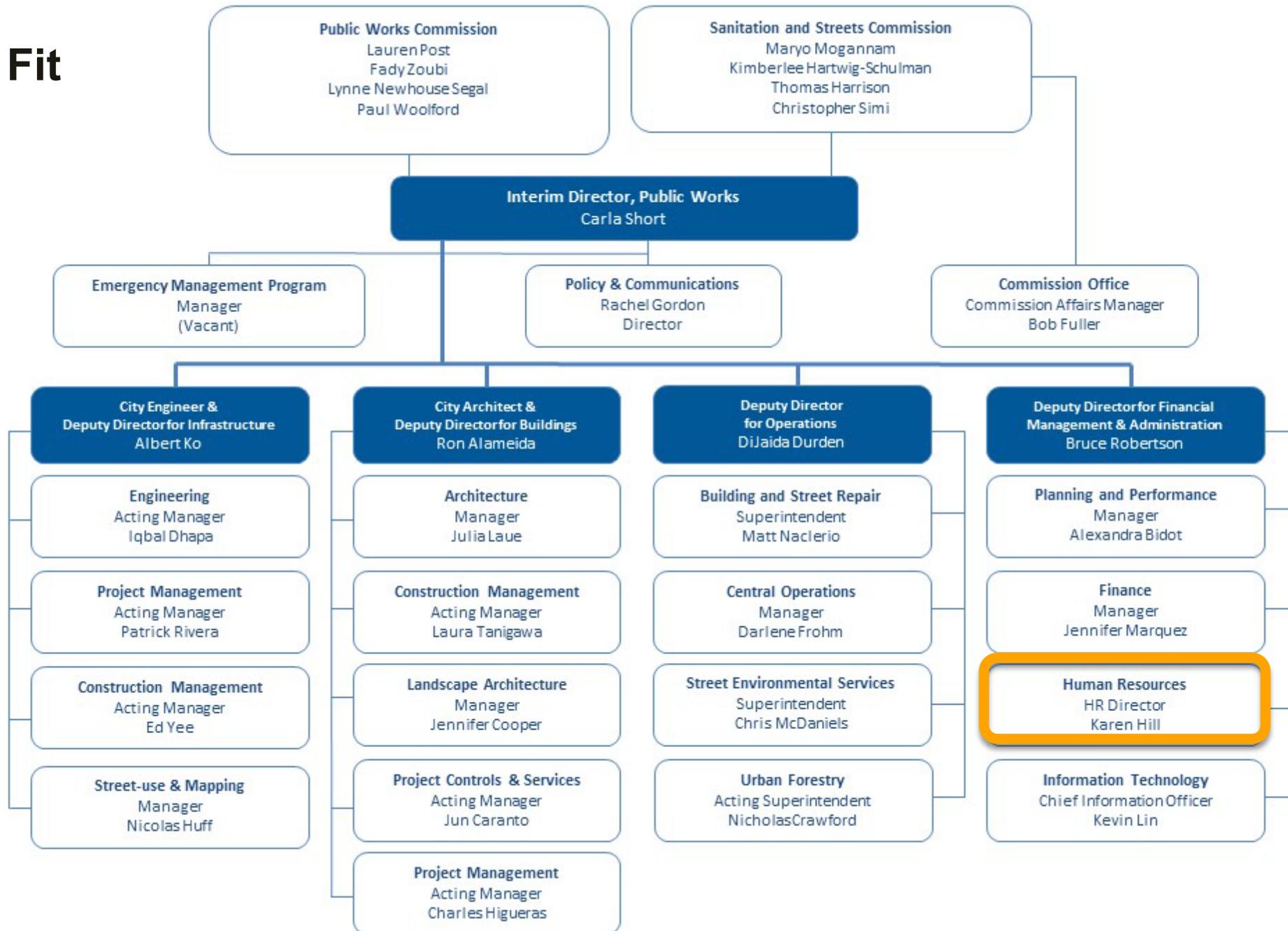
Director, Public Works Human Resources



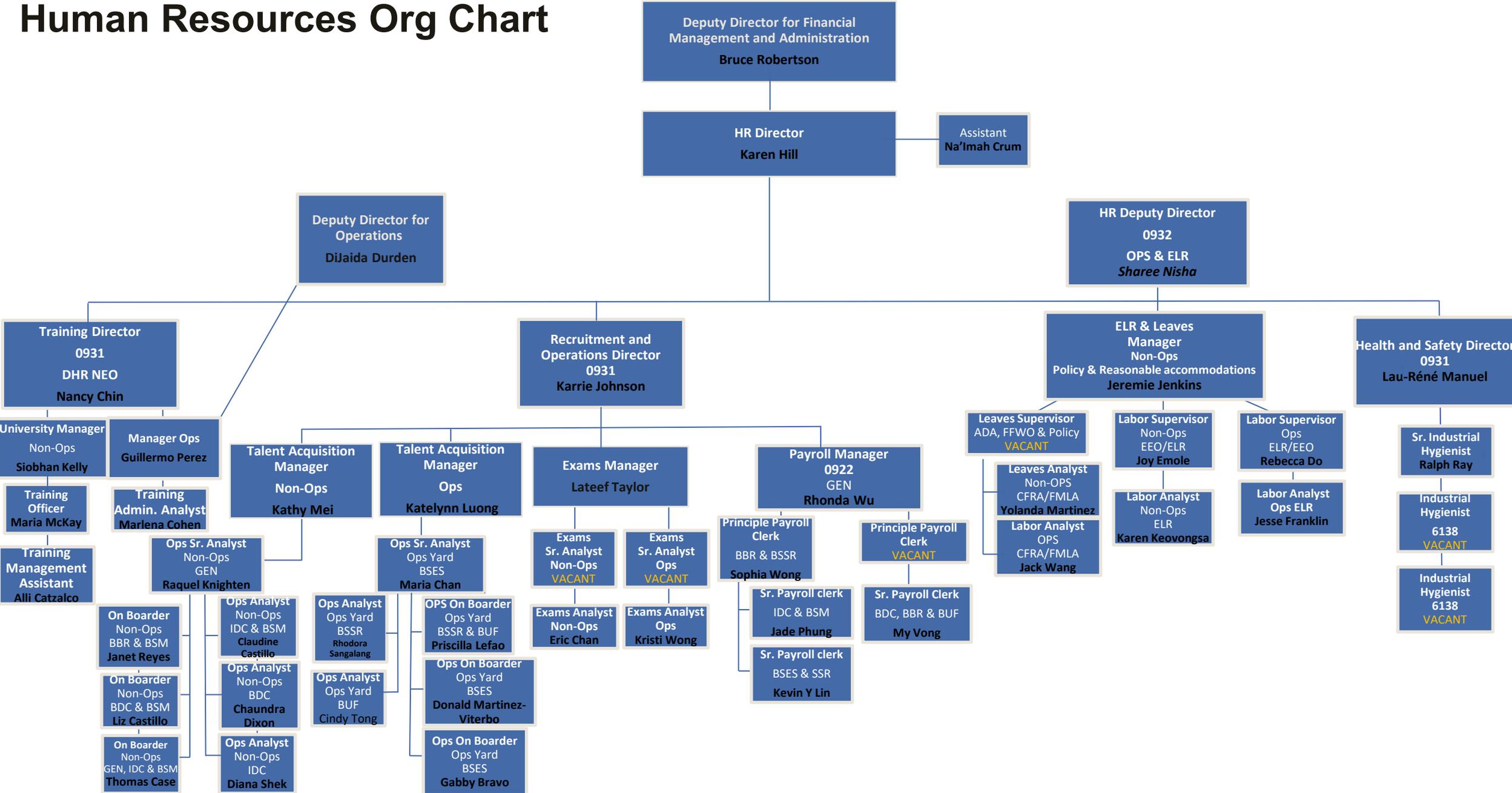
Agenda

- **HR Introduction**
- **Position Overview**
 - Filled positions by appointment type
 - Vacancies
- **Action Plan to Fill Positions**

Where We Fit

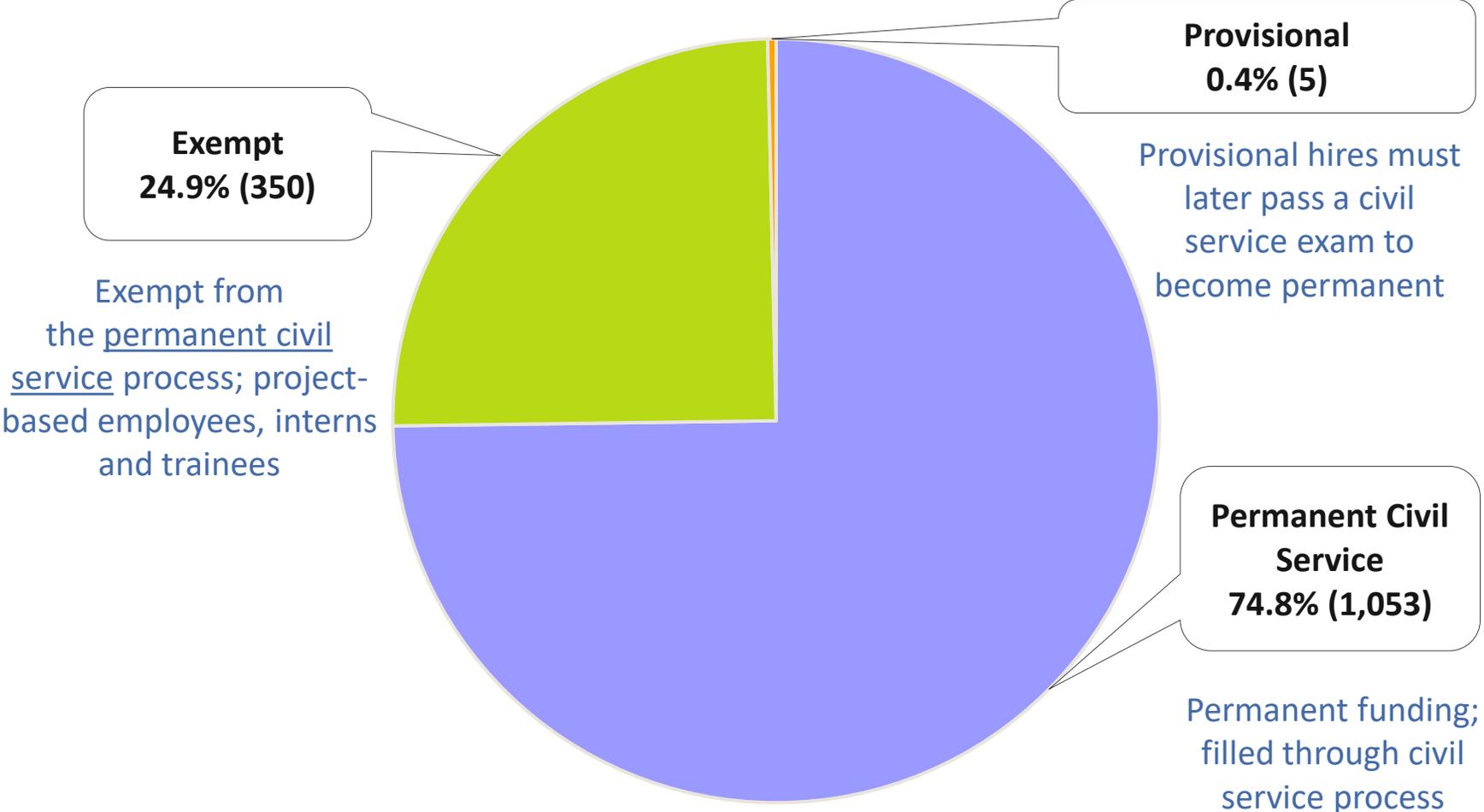


Human Resources Org Chart



Public Works - Total Filled Positions by Appointment Type

1,408 filled positions as of April 2023



Source: Public Works Active Position Report, 4/6/23

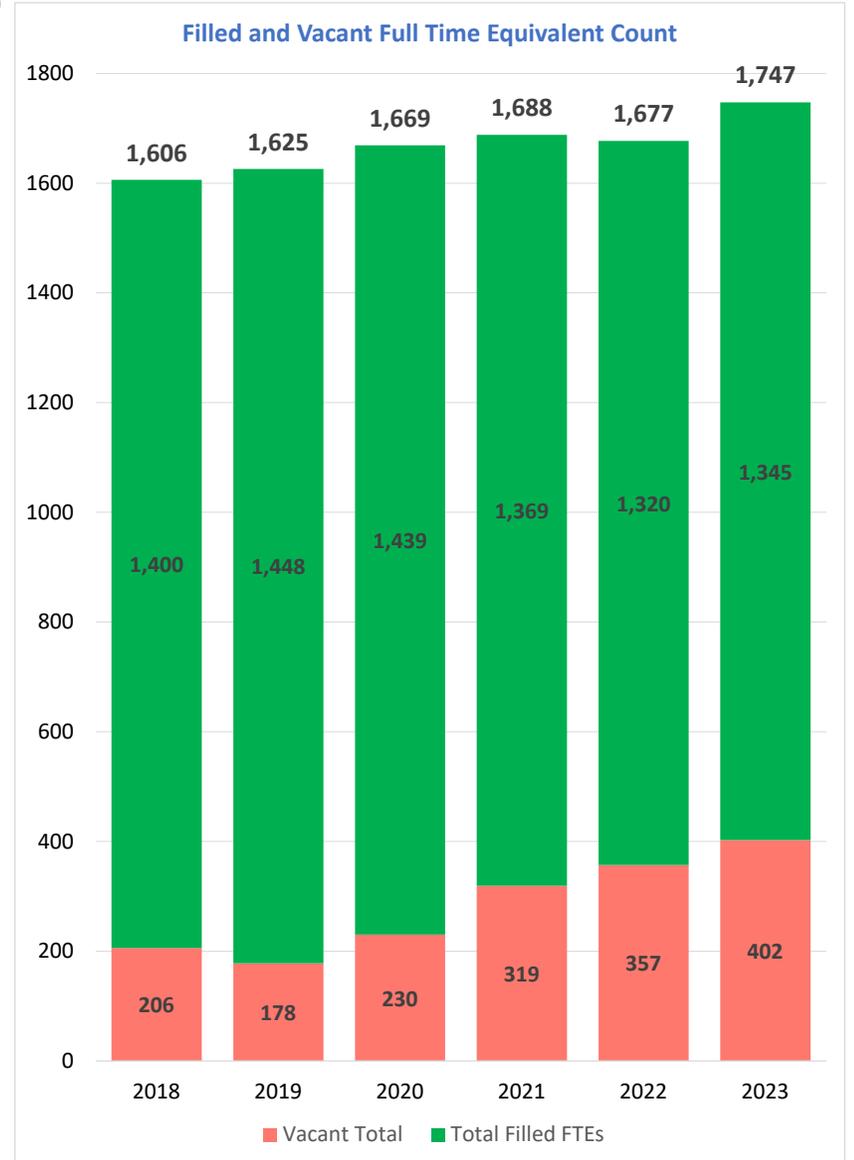
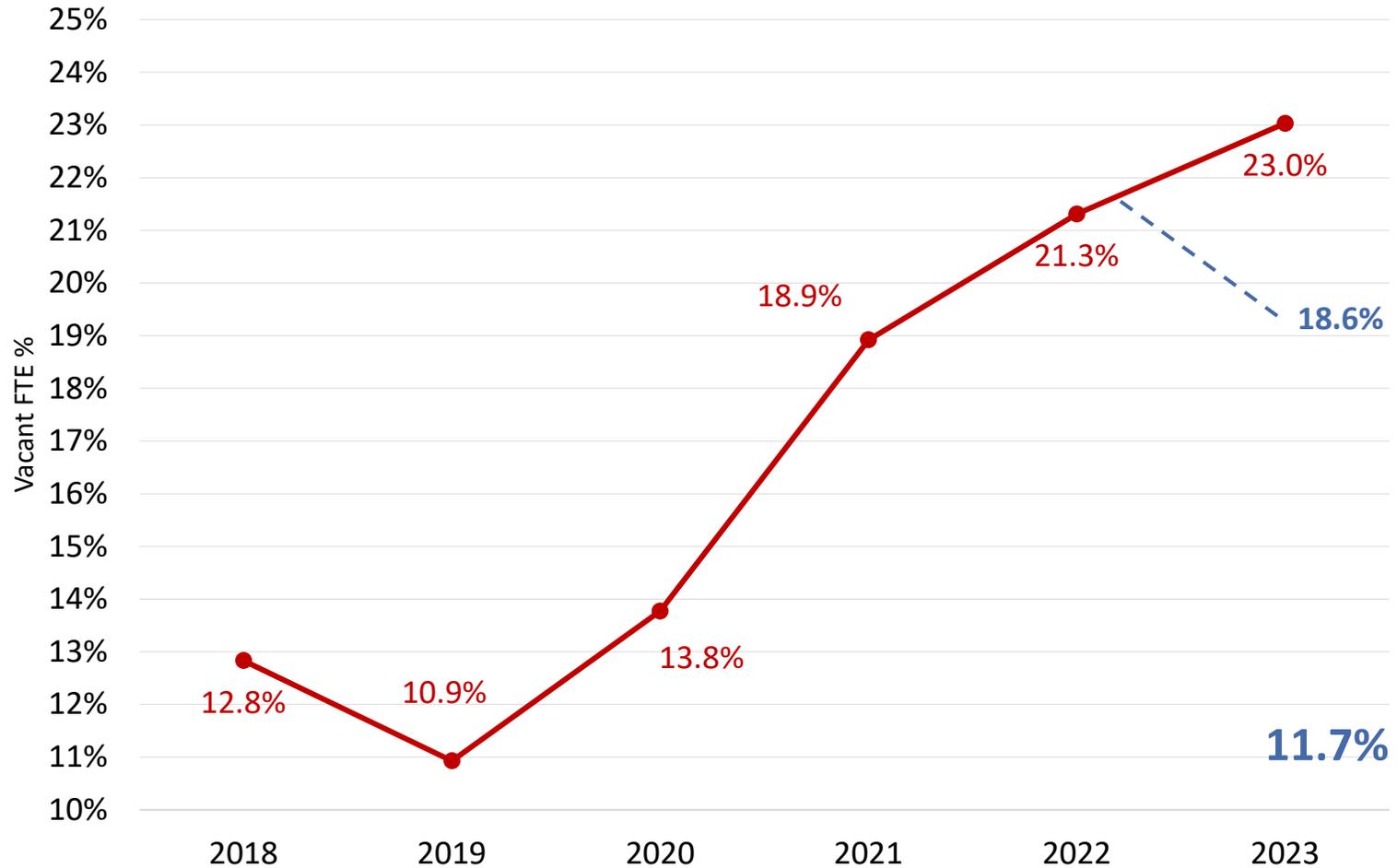
Vacancies

Adjusted Public Works Vacancy Rate: 18.6%

Adjusted Operations Vacancy Rate: 11.7%

Unmodified Public Works Vacancy Rate: 23.0%

Vacant Full Time Equivalent Trend by Fiscal Year



Source: Controller's Office, Department Vacant FTE Dashboard, 03/29/23

Action Plan To Fill Positions

- Hired and established new Human Resources Section (45 employees)
- Goal – Fill 250 positions by 6/30/23; 118 hired as of 4/6/23
- Use of provisional appointments to speed up hiring where exam process would significantly slow down hiring, while still ensuring fairness in hiring standards
- Streamlining and standardizing processes
- Conduct training on new hiring process
 - HR staff
 - Hiring managers
- Improve tracking and transparency on hiring activities
- Annual staffing update to Commissions



QUESTIONS