



**SANITATION AND STREETS COMMISSION**  
CITY AND COUNTY OF SAN FRANCISCO

**London N. Breed, Mayor**

***Correspondence Log***

***October 11, 2023, through November 16, 2023***

<b>Date Received</b>	<b>From</b>	<b>Subject</b>
11-16-2023	HR Director Karen Hill	Public Works Hiring Update
11-14-2023	Carissa Anderson	Desperate for oversight 500 block of Hyde Street



## MEMORANDUM

**DATE:** November 20, 2023

**TO:** Sanitation and Streets Commission

**THROUGH:** Carla Short, Public Works Director

**From:** Bruce Robertson, Deputy Director Financial Management and Administration  
Karen Hill, Human Resources Director

**SUBJECT:** Public Works Hiring Update

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This memo provides the Sanitation and Street Commission with an update on the department's hiring status. To fill vacancies in jobs critical to the delivery of essential public services and projects, Public Works set a very aggressive target of 250 hires by June 30, 2023, the end of Fiscal Year 2023. We were able to meet and exceed that goal by completing 265 hires by the target date. Overall, the hiring has continued with a total of 274 hires and Public Works we are in the process of onboarding an additional 90 selections. These new hires have made a significant improvement in our ability to deliver the crucial core services Public Works provides. Of the new hires, there are a combination of new hires to the department and internal promotions.

Public Works established a goal for Fiscal Year 2023-24 of 350 hires. As of the end of October, we have made 126 new hires, transfers and rehires. There are an additional 67 selections made that are in the process of onboarding. Onboarding activities include such activities as verification of employment, fingerprinting and other required clearances. Attached to this report is the presentation made to the Public Works Commission on November 3, 2023.

We want to highlight some key areas of hires by our Human Resources Bureau that may be of interest to the Sanitation and Streets Commission:

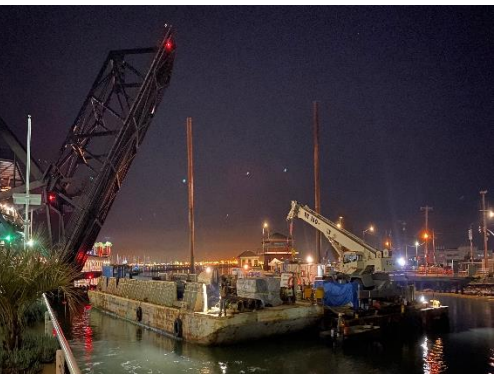
- Departmentwide, the Public Works vacancy rate is 13.1%.
- **Bureau of Street Environmental Services (SES)** – The Bureau of Street Environmental Services (SES) is responsible for our street cleaning operation. We have made significant improvements in hiring staff for this critical bureau:
  - **7514 General Laborers** – Through two hiring events held at the Local 261 Hiring Hall on September 30 and November 3, 2023, we were able to significantly increase our staff with a quick turnaround.

- At the September 30 event, Public Works issued five conditional offer letters on the spot and to date 11 staff in total have been hired out of the event.
- At the November 3 event, Public Works issued conditional offer letters to 66 potential staff. We are currently working through the required clearances. We anticipate having many of these candidates on board in December.
- **7501 General Laborer Apprentice** – Since the new Human Resources team started at Public Works, we successfully completed two cohorts.
  - A total of 12 staff were hired as part of the first cohort of 7501 positions. They started on November 14, 2022.
  - A second cohort of five 7501 positions was hired on November 8, 2023.
- **9916 Public Service Aide-Public Works** – We hired an additional 51 staff in this classification going, increasing the staff in this rank from 76 to 127 on the job today. These employees, who work in commercial corridors sweeping up litter and other debris, are critical for keeping the City clean.

**Attachments:**

- Attachment 1: November 3 PowerPoint Presentation to the Public Works Commission



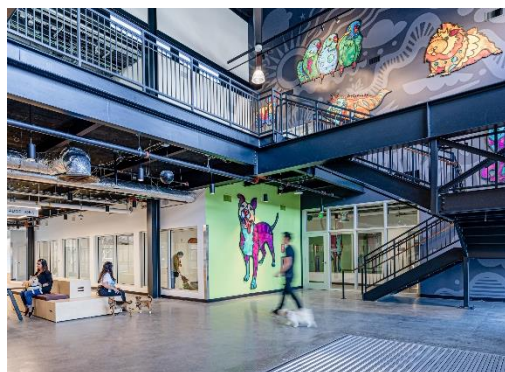


November 3, 2023

# Hiring & Vacancy Update

Karen Hill

Director, Public Works Human Resources



# Agenda

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

# Action Plan to Hire (as of February 2023)

- Hired and established new Human Resources Section (45 employees)
- Set a goal to fill 250 positions by 6/30/23
- 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
  - Human Resources staff
  - Hiring managers
- Improve tracking and transparency on hiring activities
- Annual staffing update to Commissions



# HR Metrics: Recruitment Updates

- Status of the FY23 goal of 250 hires:
  - **274 Hired** as of 7/31/2023
  - **90 Selections made and in process of onboarding** as of 08/03/2023
- **Public Works Vacancy Rate: 13.1%**  
(10/23/23; source: Public Works HR Team)
- Other HR project updates:
  - Human Resources Information System targeted to go live end of October
  - Human Resources Hub page - update in progress
  - Human Resources at the Operations Yard

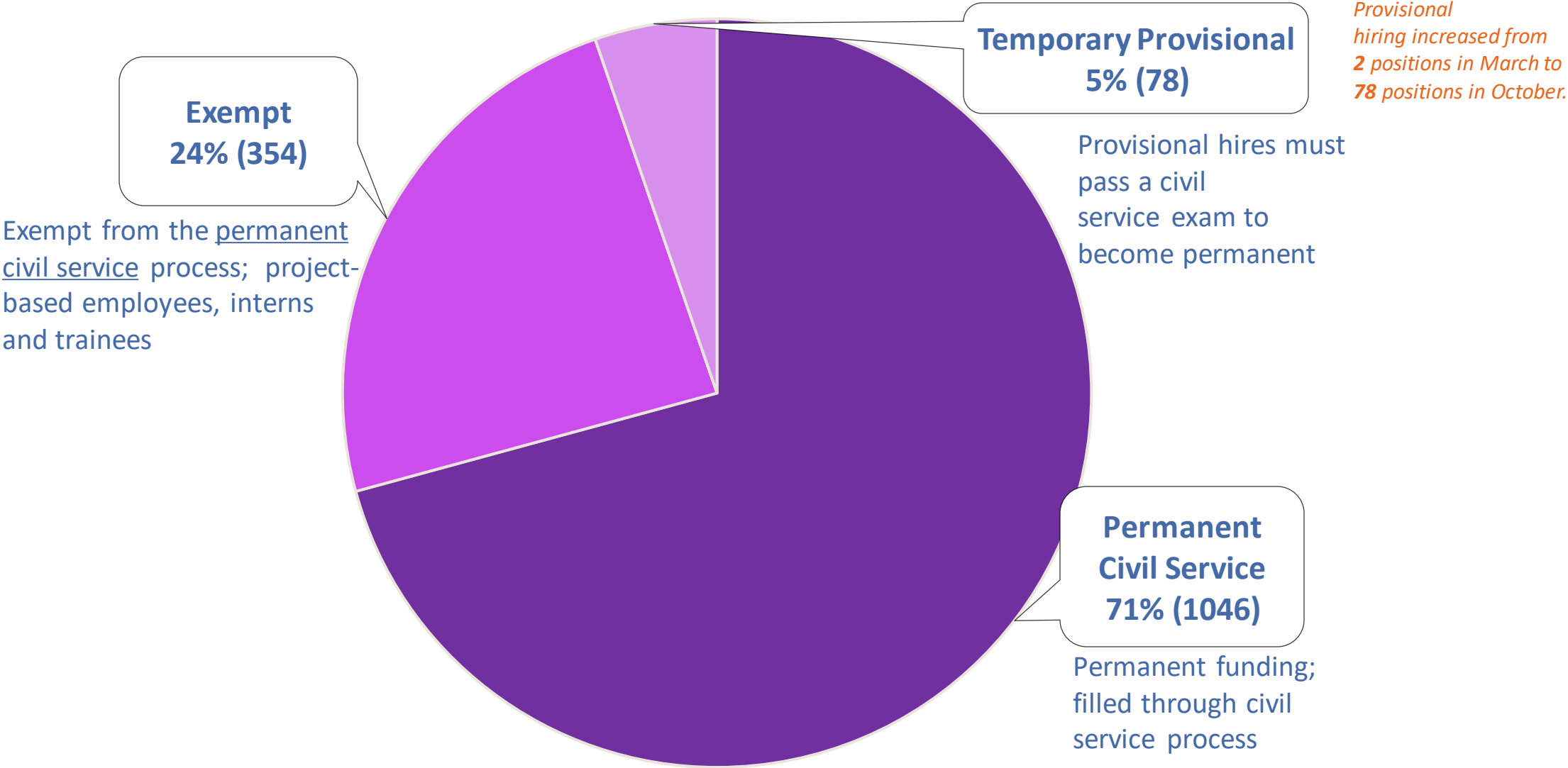
# HR Metrics: Recruitment Updates (continued)

- Status of the FY24 goal of 350 as of October 23, 2023:
  - **126 Hired** (includes new hires, transfers and rehires)
  - **67 Selections made and in process of onboarding**
- Other recent accomplishments include:
  - **Two 7514 General Laborer recruitment hiring events at Local 261**
  - **In October, participated in a CCSF job fair and two Community Connections workshops/ pathway events with other City departments**
  - **9916 Public Service Aide - 63 positions hired (Jan-Oct 2023)**
  - **Use of provisional hiring**
- Recent challenges:
  - **Staffing within HR**



# Public Works - Total Filled Positions by Appointment Type

## 1,478 filled positions as of October 2023

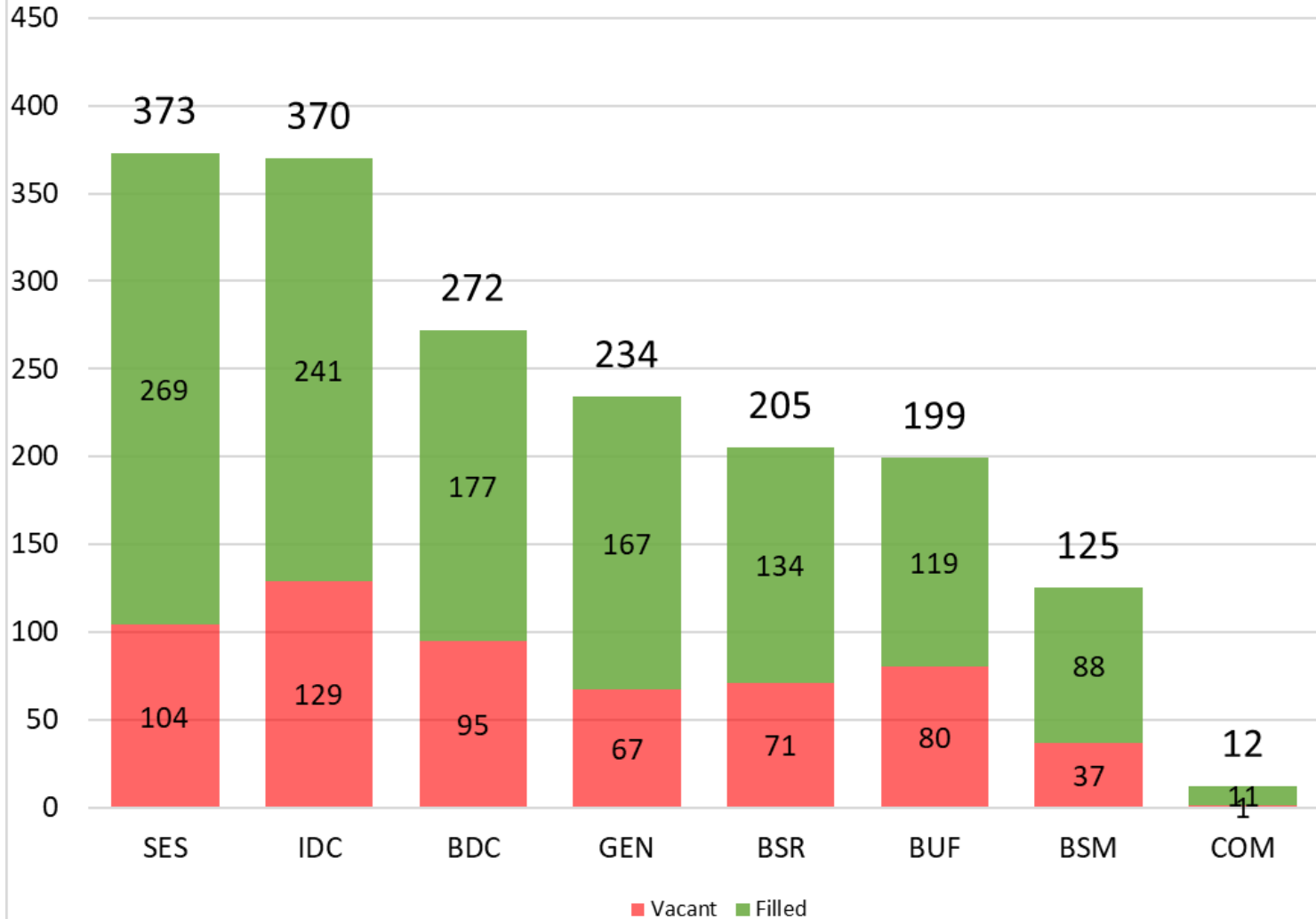


Source: Public Works Active Position Report, 10/25/2023

# Vacancies

Public Works Vacancy Rate: 13.1%

Filled or Vacant Permanently Budgeted Positions by Bureau/Division



Functional Vacancy Rate by Bureau/Division

Bureau	Approved Vacancy	RTH Queue	Functional Vacancy Rate
SES	86	38	12.9%
IDC	46	5	11.1%
BDC	39	3	13.2%
GEN	26	7	8.1%
BSR	33	0	16.1%
BUF	50	7	21.6%
BSM	21	7	11.2%
COM	0	0	0.0%

Source: Public Works Active Position Report, 10/25/2023



# QUESTIONS

**From:** [carissa anderson](#)  
**To:** [PrestonStaff \(BOS\)](#); [SAS-Commission](#); [Breed, Mayor London \(MYR\)](#); [SFPD Tenderloin Station, \(POL\)](#); [SFPD Fleet, \(POL\)](#)  
**Subject:** Desperate for oversight 500 block of Hyde Street  
**Date:** Tuesday, November 14, 2023 1:08:28 PM

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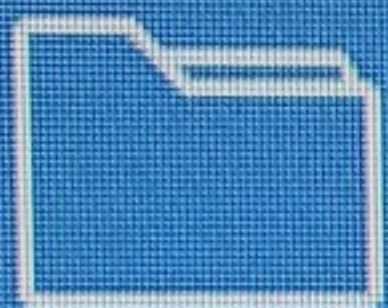
Good afternoon. My name is Carissa. I am a property manager at 531 Hyde Street. I am quite desperate for some help managing the constant surge of dealers and users loitering right in front of our building. I have lived here over 12 years. I have never seen things as awful as they are now. We have children, businesses and elderly people on our block. There is a constant stream of dealers outside our door, making a huge mess and acting as a magnet for shady activities. I'm only one person. Asking them to move and to clean up after them is a full time job. We never used to have this activity on our block. 30 plus individuals right outside our gate is unacceptable. I have called the non emergency police at nauseum. Nothing is working. We have no Urban Alchemy assistance, officers drive by without looking our direction, this is a catastrophe. What can you do to help? Feces, needles, dealers, users... This is worse than a third world country. It is unacceptable to overlook our needs any longer. I have tried so many options on a personal level and have had zero support from my city, why is that? Please help, we are desperate. Thank you, Carissa [REDACTED]

On Thu, Mar 2, 2023, 2:49 PM carissa anderson <[REDACTED]> wrote:

Good afternoon, my name is Carissa and I am the property manager at 531 Hyde st. I have lived at this address for twelve years. We are in desperate need of two things, I hope you can be of assistance. Please place a trash can at the southwest corner of Geary and Hyde. There are no cans in the area and people use the electrical box as a default place to dump their trash. Everyday it looks like a third world country and the garbage blows down Hyde street. I cannot keep up with removing the litter, despite my best efforts. When the street is dirty it has the undesired effect of dealers congregating and users using. Additionally at least one business is dumping their garbage (dirty fry oil, packaging and food waste) on the corner nightly. People rummage through this garbage and it spills out, often blocking the sidewalk. Maybe you could see what businesses nearby are not paying for garbage and post a no dumping sign?

Lastly I would please like to request again that Hyde between Geary and O'Farrell be added to the pressure washing route. Daily I have to hose down urine, feces and more. It should not be up to me to carry this burden. I clean the street daily, on our building's water bill and I feel like keeping it clean works against me because then we get ignored of the services provided to other blocks. It is a health hazard and attracts unsavory activity when left unchecked. I'm really doing my best but I need the help of the city, thank you for your attention and support. I have spared you from sending photos of the disgusting things I encounter regularly, Its worse than you might imagine. This neighborhood is our home, I think we deserve better. Thank you, Carissa Anderson [REDACTED]



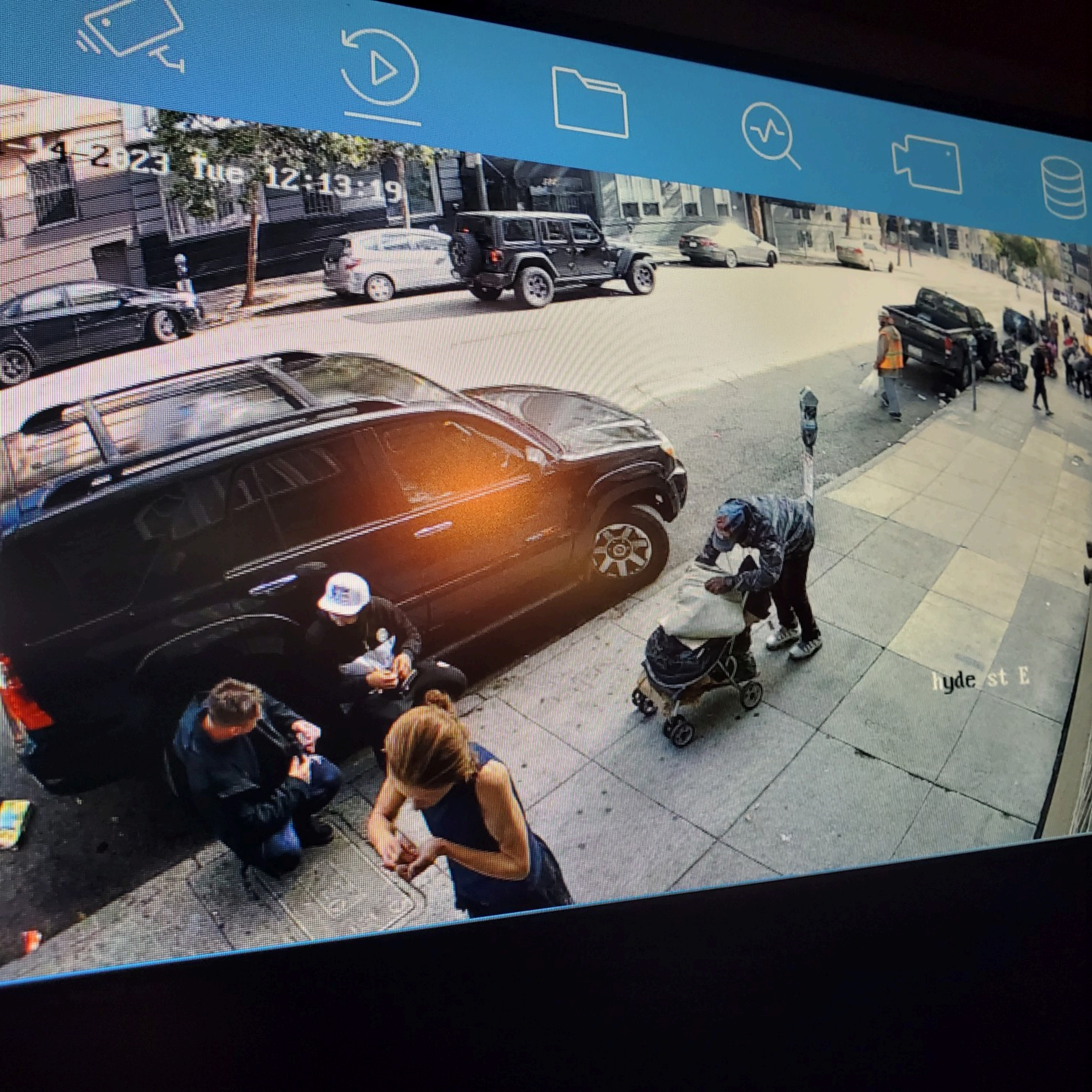






hyde st E





4-2023 Tue 12:13:19

Hyde St E

