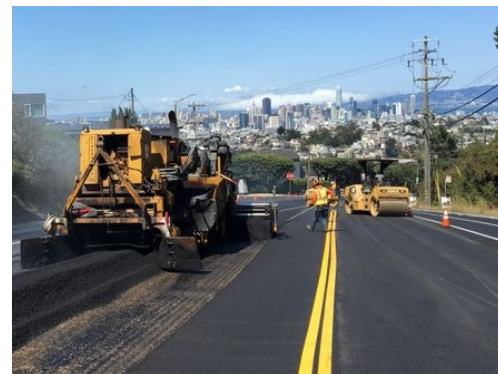
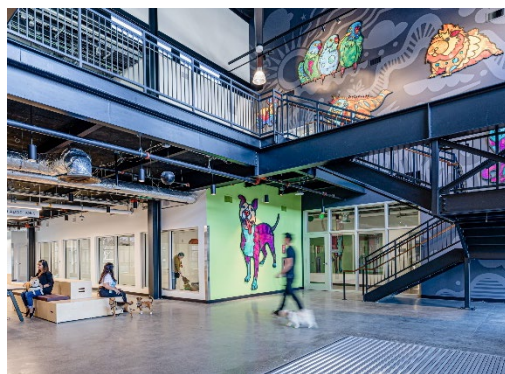


June 10, 2024

# Overview of Human Resources

Karen Hill  
Director, Public Works Human Resources

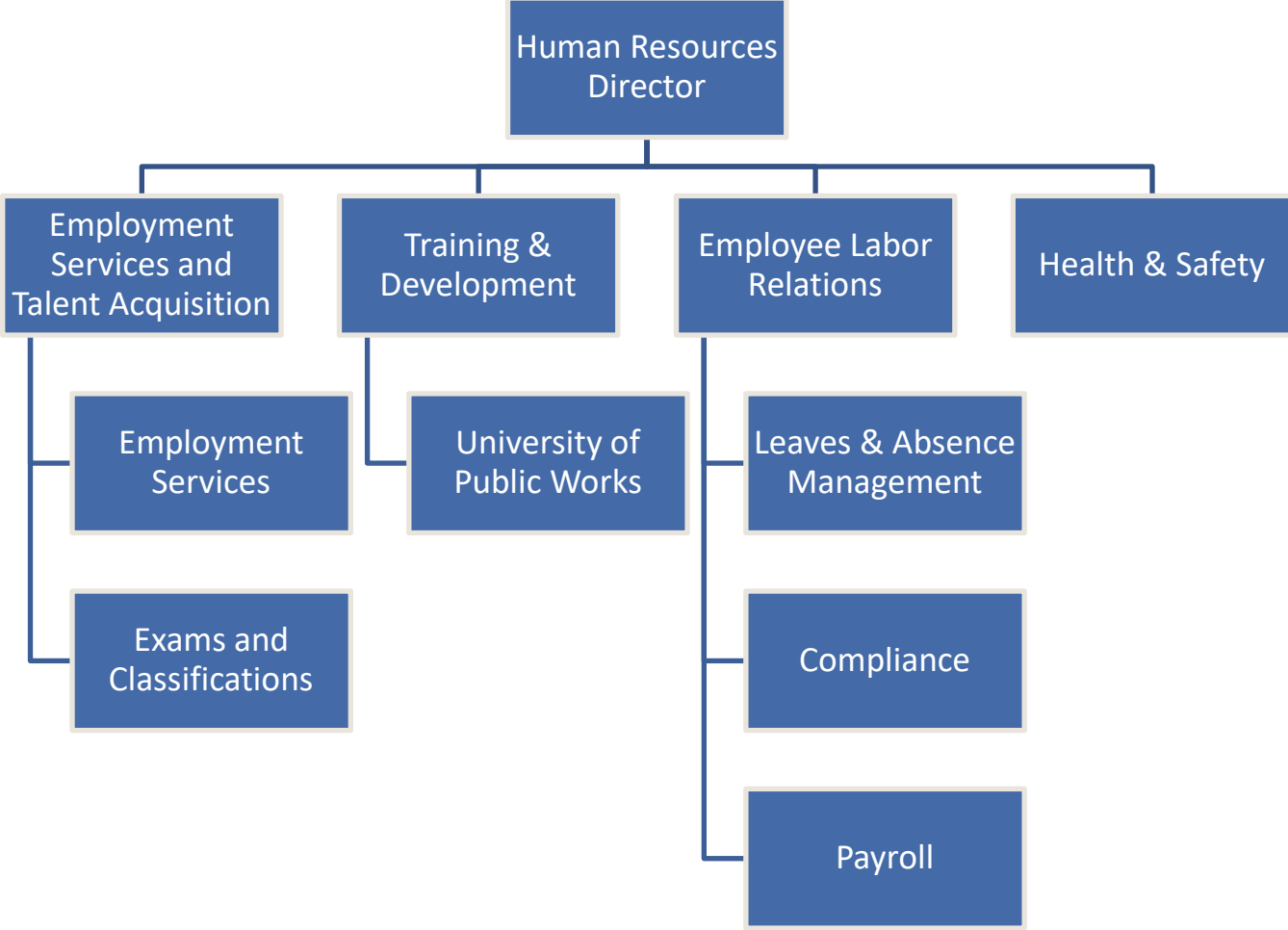


# Today's Agenda



- Overview of the Human Resources Bureau
- Update on HR Action Plan to Fill Positions
- Position Overview
  - Filled positions by appointment type
  - Vacancies

# Human Resources – Who We Are



# Employment Services and Talent Acquisition Unit

Manages the selection and hiring, as well as onboarding and offboarding, of employees.



## Employment Services Unit

Responsible for managing a variety of personnel transactions and processes including:

- position approval
- job requisitions
- partnering with managers on selection process

## Exams & Classification Unit

Responsible for the recruitment, planning and administering of all Public Works examinations

# Employee and Labor Relations Unit

Provides advice and guidance to ensure compliance with various City and Public Works policies, procedures and various Memoranda of Understanding and Labor Agreements, as well as resolving workplace conflicts.

## Leaves & Absence Management Unit

Tracks and manages absences as well as administering and supporting employee requests for the various types of paid and unpaid leaves as applicable by federal, state and local regulations.

## Compliance Unit

Receives and responds to claims of discrimination, harassment and retaliation for employees, as well as processes requests for reasonable accommodations as required by the federal Americans with Disabilities Act for employees and applicants.

## Payroll Unit

Ensures payroll is processed accurately, timely and in compliance with City, state and federal tax and wage regulations.

# Training & Development

Provides professional and career development resources to all employees and supports specific training needs of various bureaus and divisions.



**The University of Public Works** is the framework for our department-wide programs. This includes our supervisory trainings and programs, trainings specifically designed by and for our employees' professional development, annual performance plan refreshers, new employee orientations, communications trainings, such as DiSC and Situational Leadership, and our mandatory training and compliance reporting.

# Environmental Health and Safety Unit



Provides education and guidance on environmental health and safety issues, including work practices and activities involving hazardous and regulated materials, equipment and environments; as well as tracks and investigates workplace injuries and accidents.

# Hiring Plan Update for FY 2024

- Goal: Fill 350 positions by June 30, 2024
- How to reach goal:
  - Use of provisional appointments to speed up hiring where exam process would significantly slow down hiring, while still ensuring fairness in hiring standards
  - Job fairs
  - Union halls
- Streamlining and standardizing processes
- Improve tracking and transparency on hiring activities

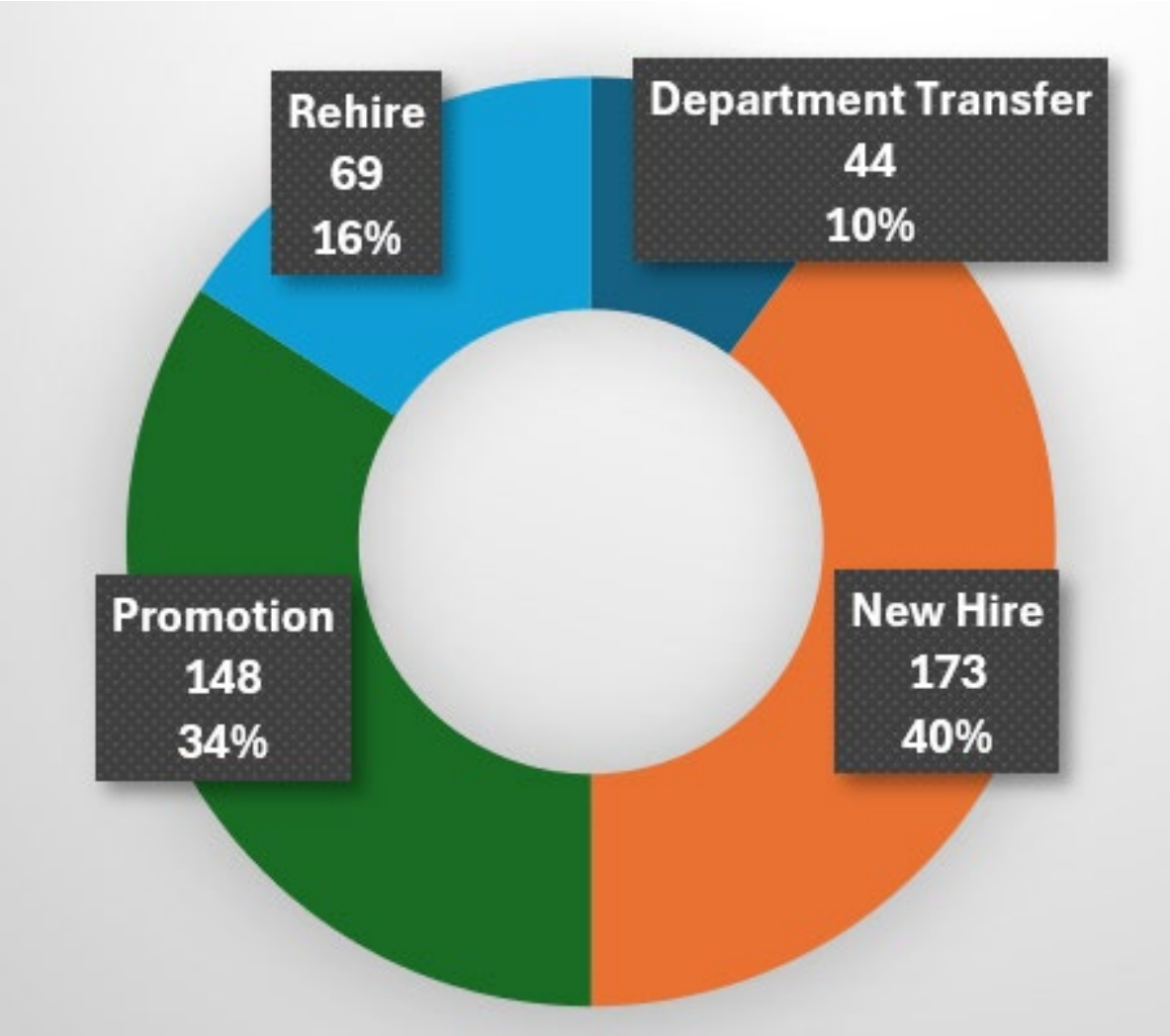




# HR Metrics: Hiring Updates

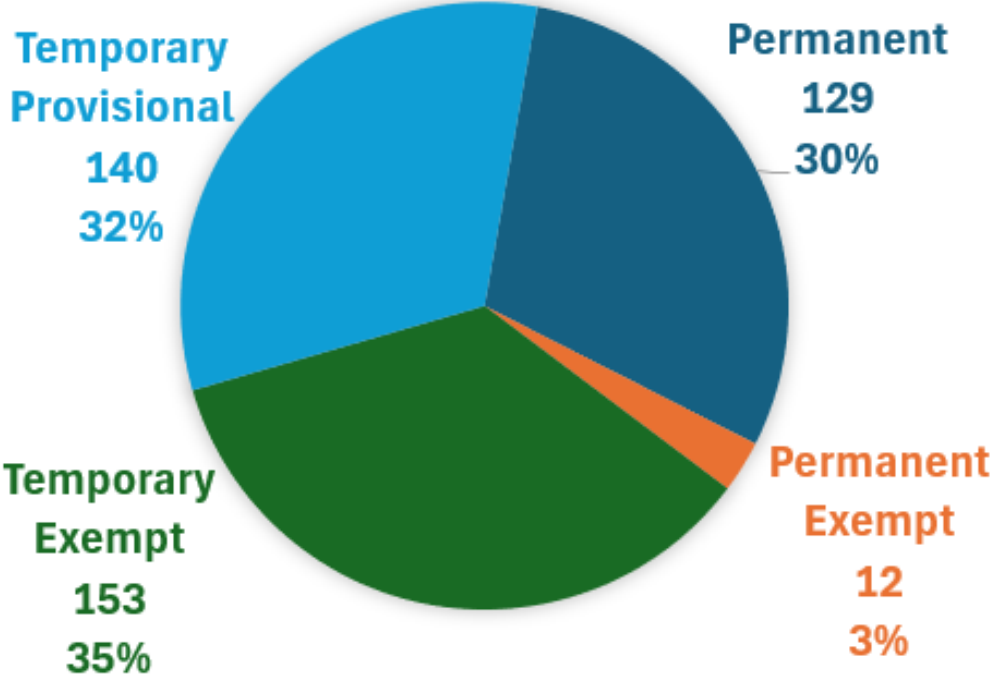
Status of the FY 2024 goal of 350:

- **434 Hired** (124% of goal; as of May 21, 2024)
- **143 selections made and in process of onboarding**
  - (60 are student design, architect, engineering and planning interns)



# HR Metrics: Hiring Updates (continued)

## Hires by appointment type



## Hires by division (including key positions)

- 231 - Ops (general laborers, public service aide)
- 87 - IDC (street inspectors, engineers, construction management)
- 53 - BDC (architects)
- 63 - GEN (accounting)

(FY24 Hires as of 5/21/24)

# Accomplishments:

- Improved employment services process by streamlining workflows and forms to speed up hiring process
- Moved personnel files to new location to improve accessibility and minimize disruption of regular work
- Launched Human Resources HUB (employee portal) on May 31, 2024
- Hired 57 General Laborers (7514) on Temporary Provisional status through job fair recruitment efforts (September and October 2023)
- Exams team will conduct first Permanent Civil Service exam targeted in July 2024 (7514s and 7215s)
- Attended seven job fairs from October 2023 to February 2024
- Restarted apprenticeship programs

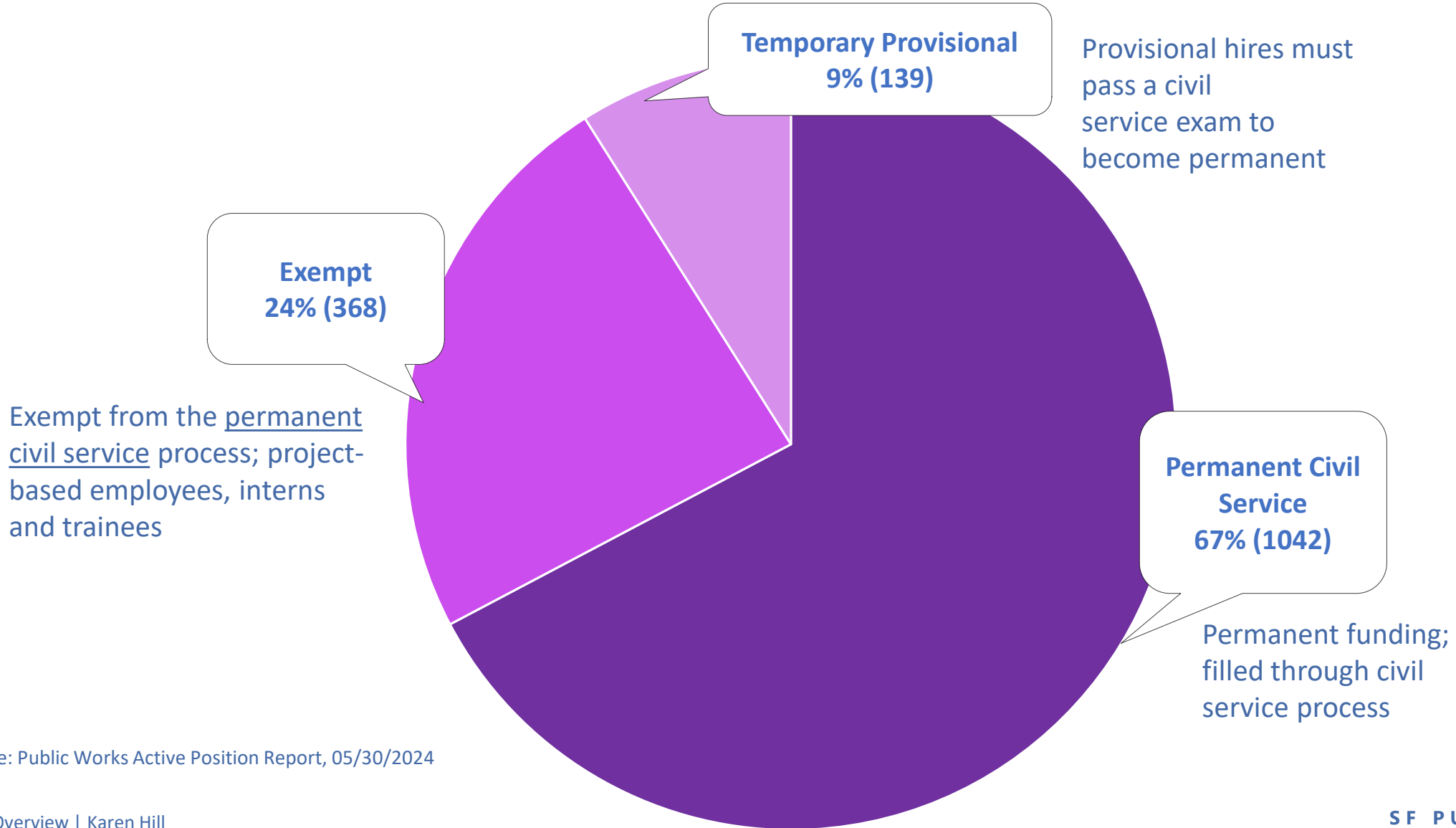
# Challenges and Barriers

- Staffing within HR
- Added position approval paths
- No City Testing Service Center as of May 31



# Public Works – Total Filled Positions by Appointment Type

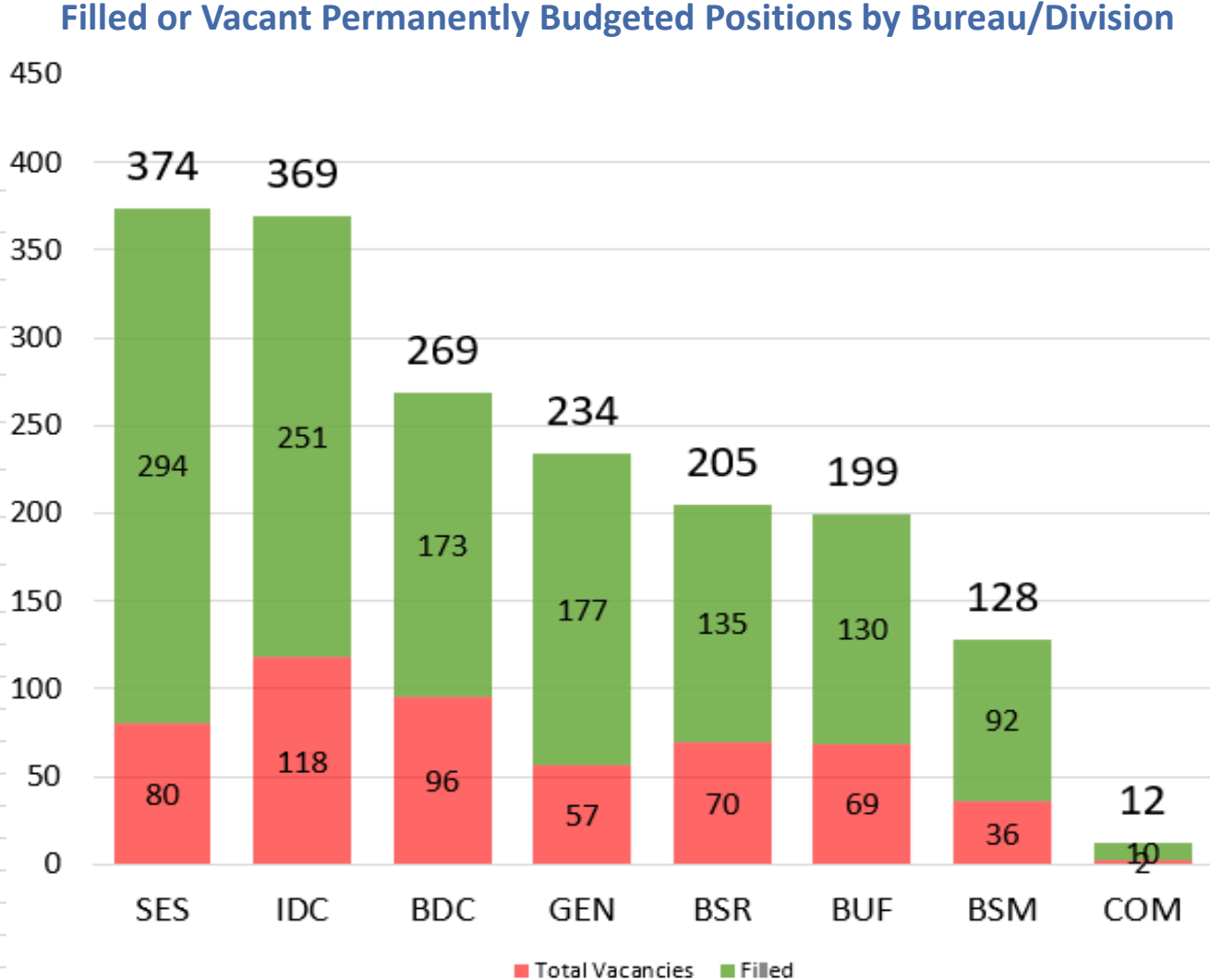
**1,549** filled positions as of May 2024



Source: Public Works Active Position Report, 05/30/2024

# Vacancies

Public Works Vacancy Rate: **15.7%**



Source: Public Works Active Position Report, 05/30/2024



# QUESTIONS