



**Meeting Date:** 3/1/2023

**To:** Public Works Commission  
Lauren Post, Chair  
Fady Zoubi, Vice Chair  
Lynne Newhouse Segal  
Paul Woolford

**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.

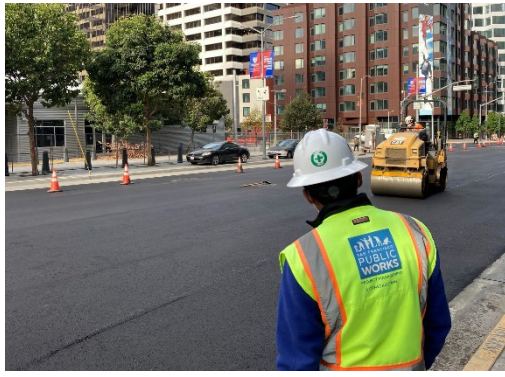
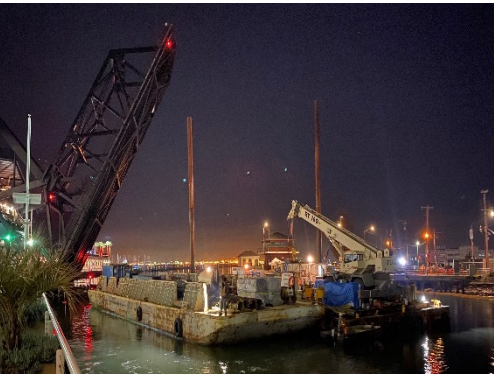
**Executive Summary:**

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

[Insert staff report subject]  
Public Works Commission Meeting: [Insert date]

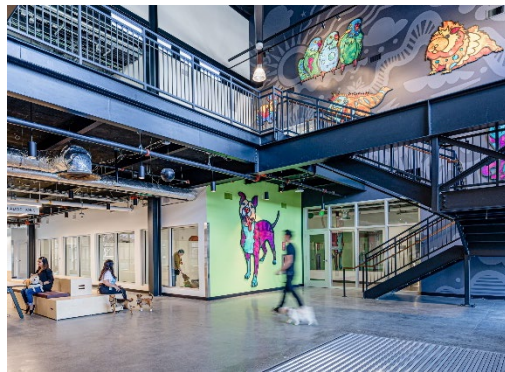


March 01, 2023

# Hiring & Vacancy Update

Karen Hill

Director, Public Works Human Resources

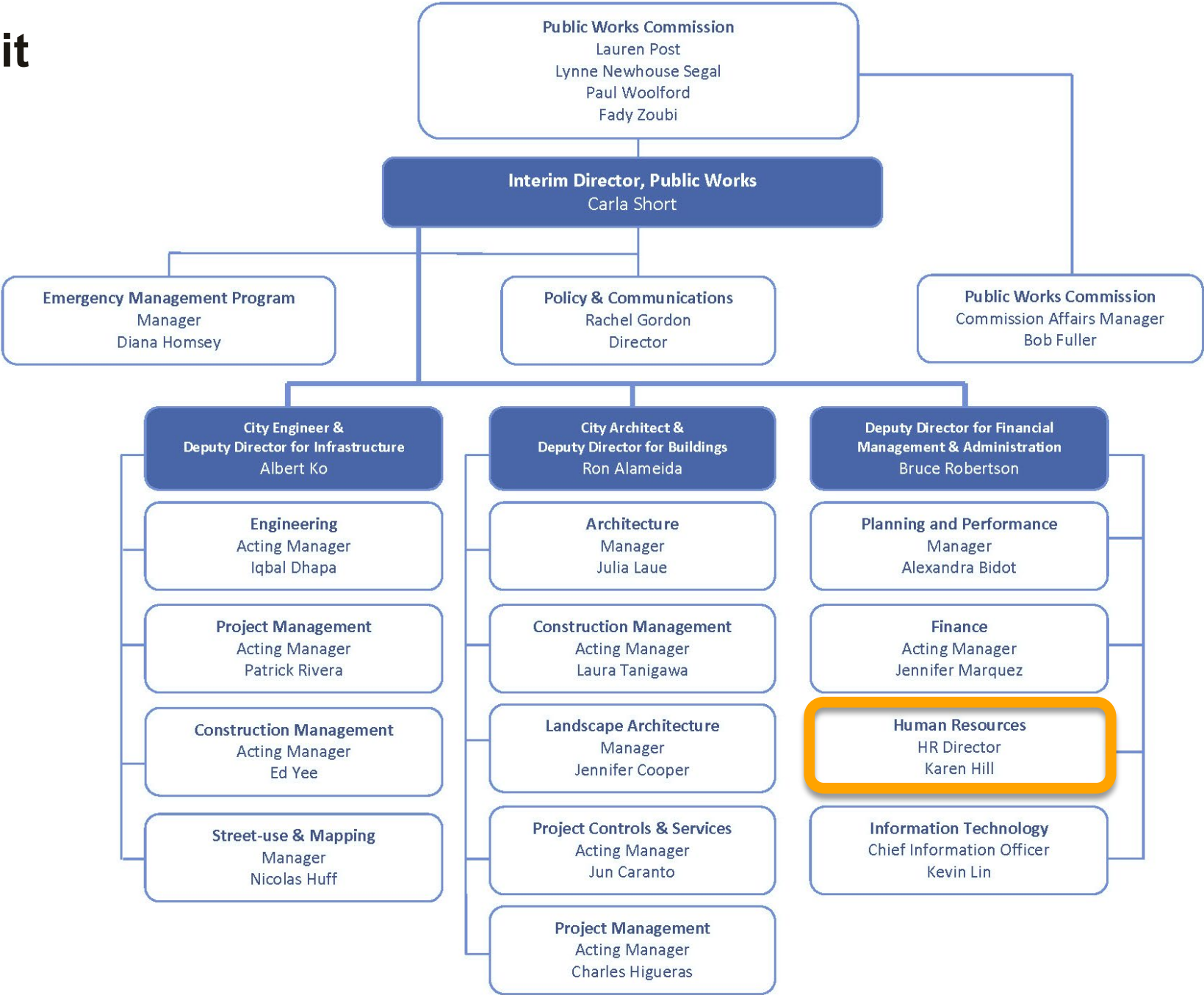


# Agenda

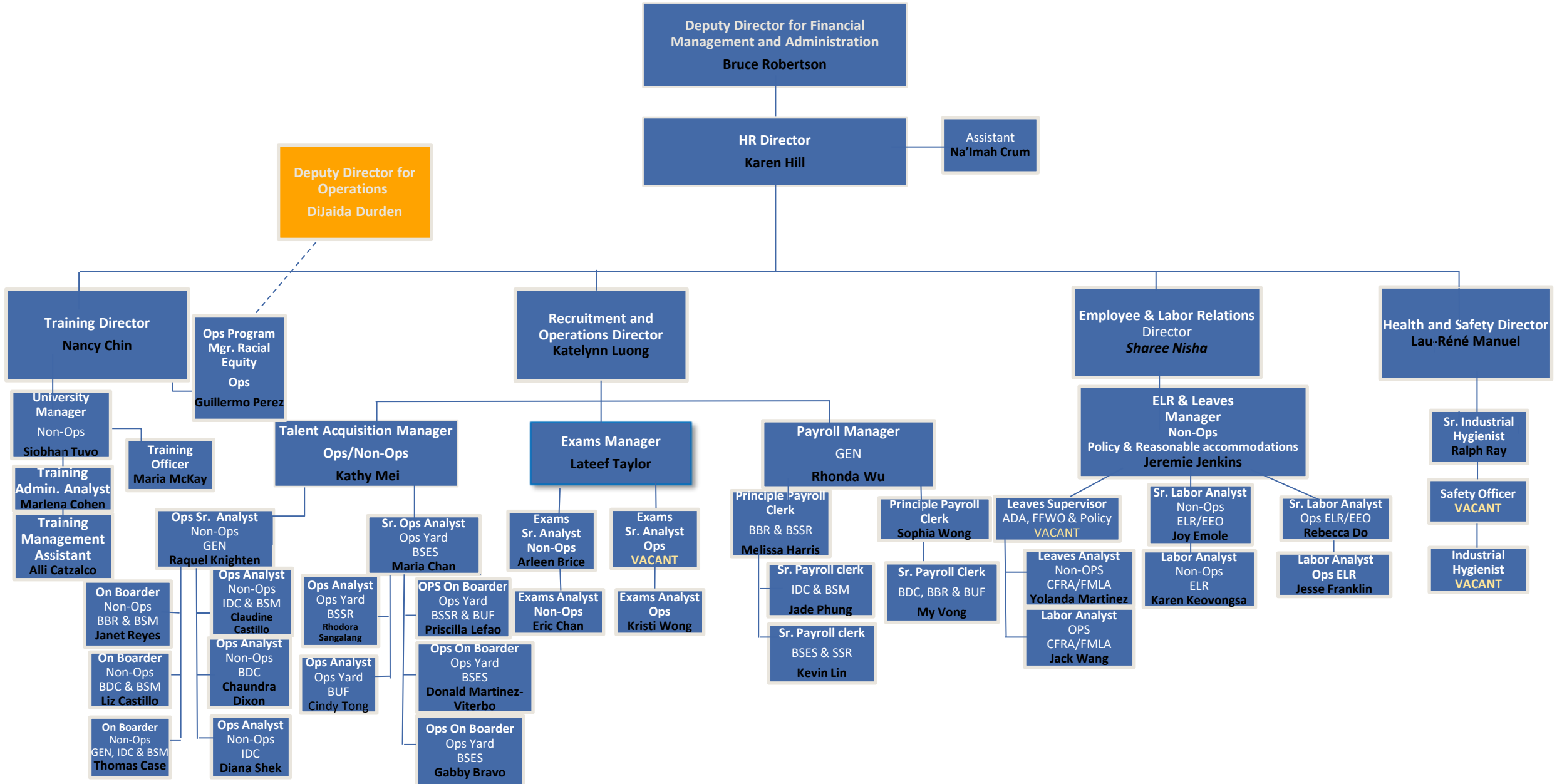
- **HR Introduction**
- **Position Overview**
  - Filled positions by appointment type
  - Vacancies
- **Action Plan to Fill Positions**



# Where We Fit

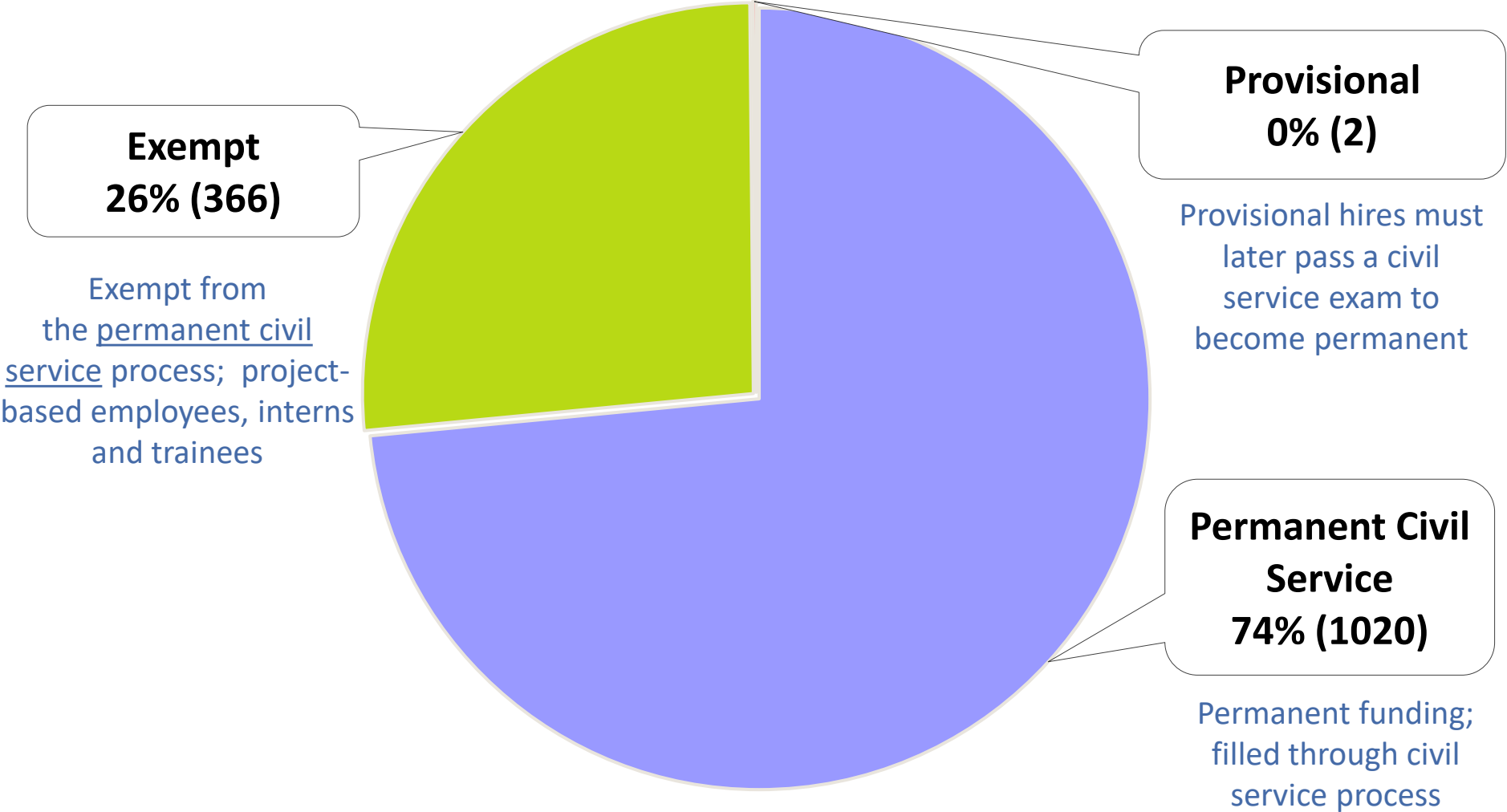


# Human Resources Org Chart



# Public Works - Total Filled Positions by Appointment Type

**1,388** filled positions as of February 2023



Source: Public Works Active Position Report, 2/9/2023

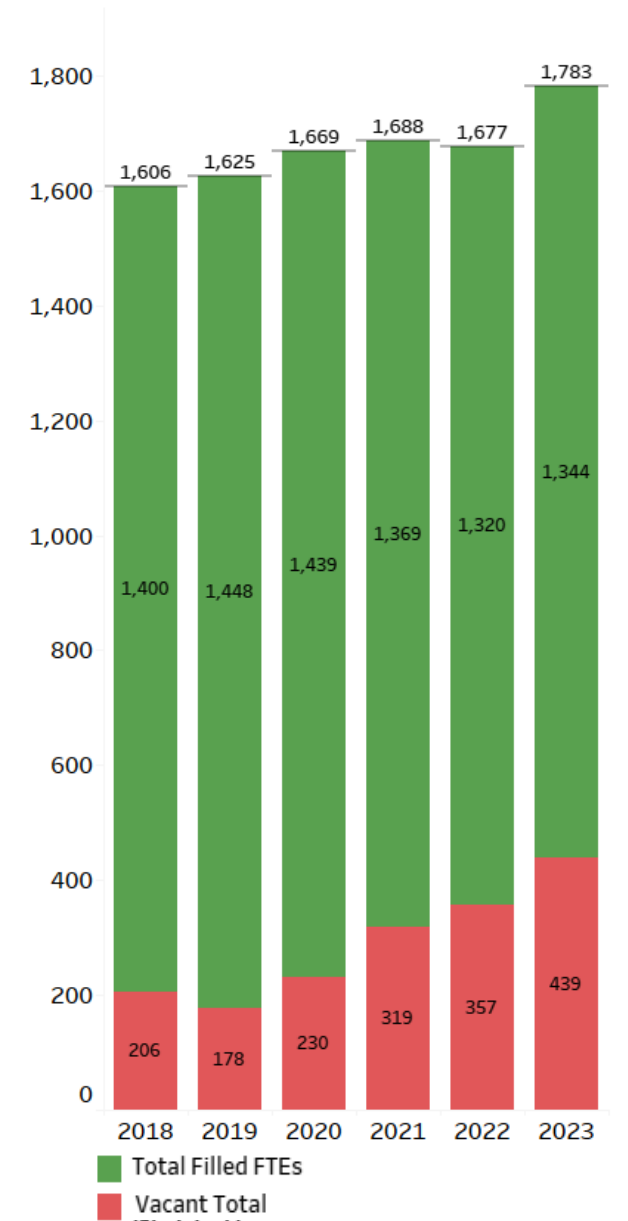
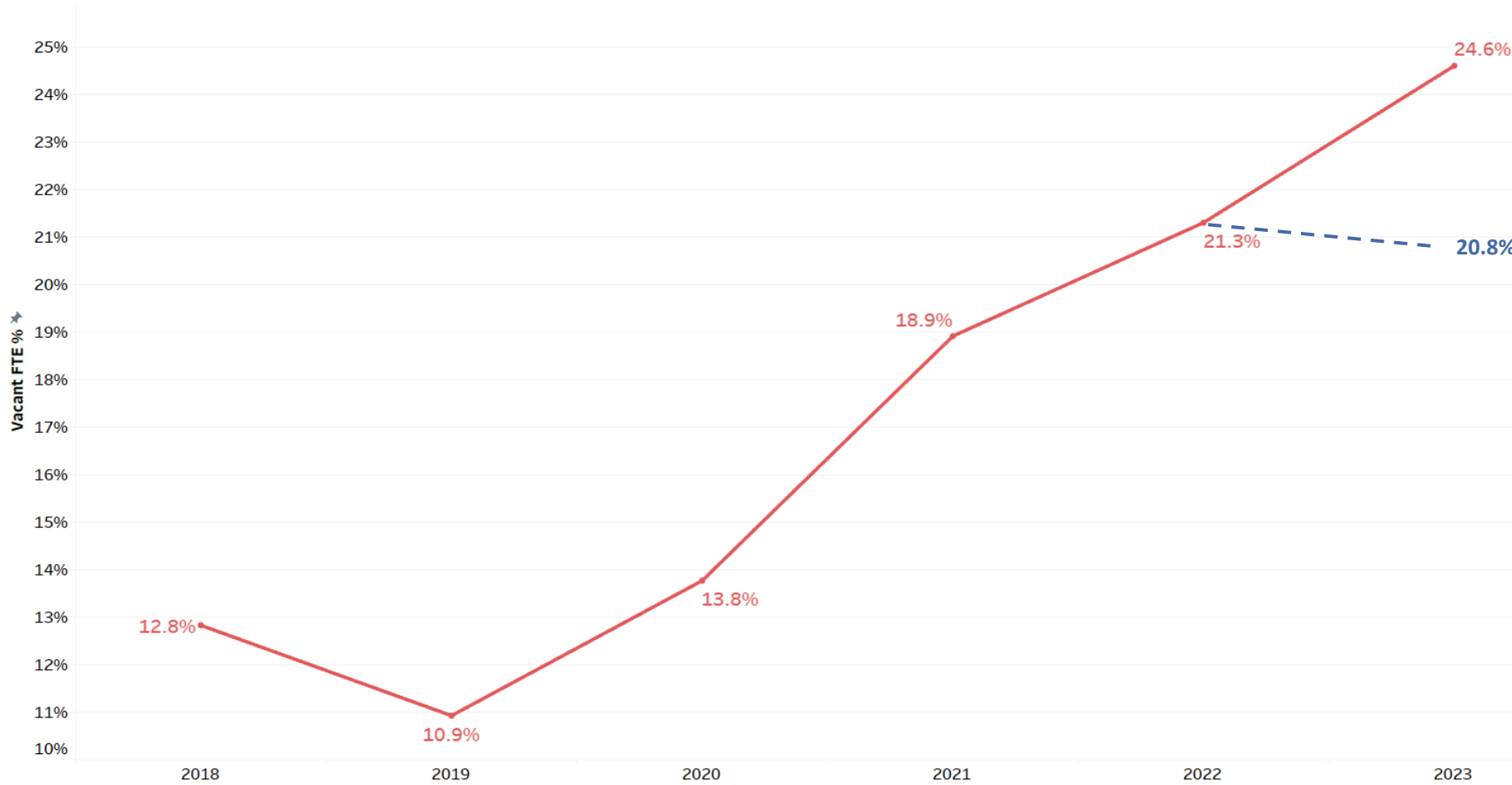
# Vacancies

**Functional Public Works Vacancy Rate: 20.8%**

Unmodified Public Works Vacancy Rate: 24.6%

## Filled and Vacant Full Time Equivalent Count

Vacant Full Time Equivalent Trend by Fiscal Year



Source: Controller's Office, Department Vacant FTE Dashboard, 2/15/23



# Action Plan To Fill Positions

- Hired and established new Human Resources Section (45 employees)
- Goal – Fill 250 positions by 6/30/23
- Use of provisional appointments to speed up hiring where exam process would significantly slow down hiring
- Streamlining and standardizing processes
- Trainings on new hiring process
  - HR staff
  - Hiring managers
- Improve tracking and transparency on hiring activities
- Annual staffing update to Commissions



# QUESTIONS