



Meeting Date: November 3, 2023

To: Public Works Commission

Through: Carla Short, Interim Public Works Director
Bruce Robertson, Deputy Director for Financial Management and Administration

From: Karen Hill, Director, Public Works Human Resources

Copy: Alexandra E. Bidot, Planning & Performance Manager

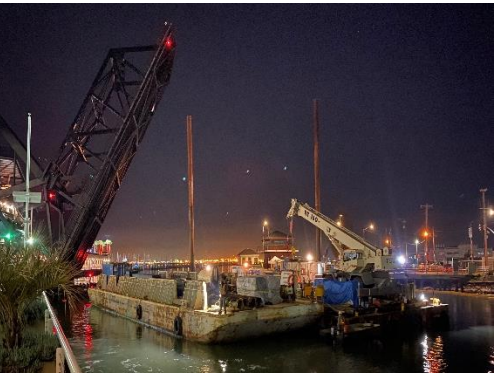
Subject: **Public Works Hiring and Vacancy Update**

Director's Recommendation: Receive and discuss informational presentation.

Executive Summary: The purpose of the presentation is to provide a 6-month update of filled positions by appointment type and the number of positions that are vacant. As of October 2023, the fiscal year 2023-24 department's vacancy rate is 13.1% based on Public Works HR Team source. The vacancy rate includes 301 approved vacancies and 67 positions in request to hire queue and in onboarding process. The presentation also includes vacancy rates by bureau/division and an update on the action plan to fill vacant positions.

Attachments:

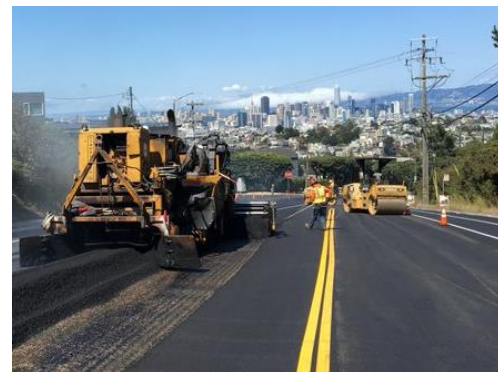
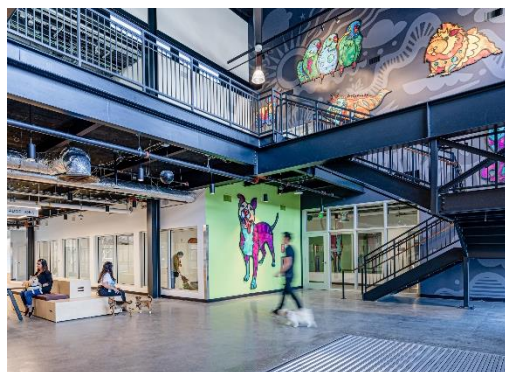
- Attachment 1: *PowerPoint Presentation*



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

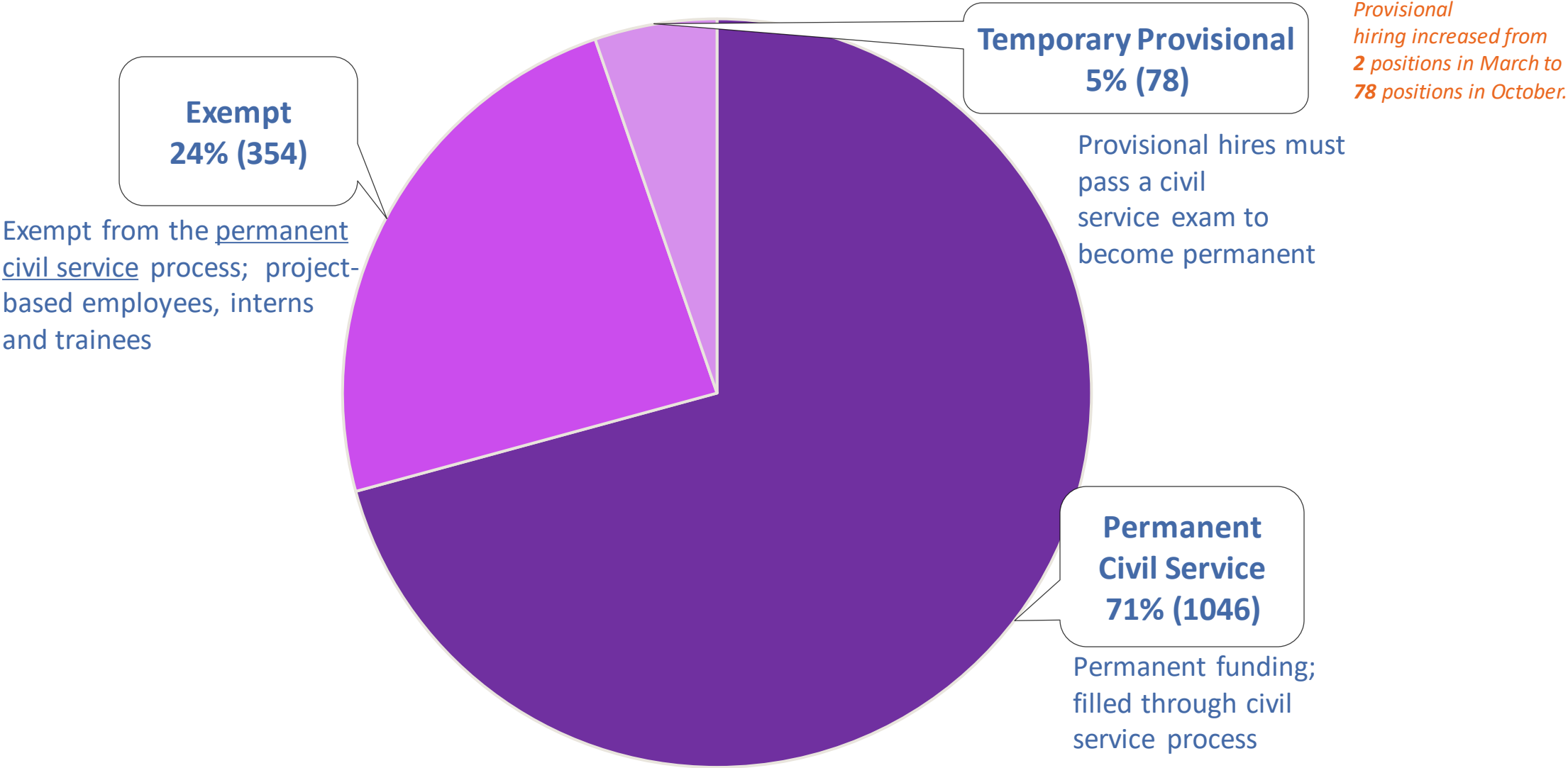
- Status of the FY23 goal of 250 hires:
 - **274 Hired** as of 7/31/2023
 - **90 Selections made and in process of onboarding** as of 08/03/2023
- **Public Works Vacancy Rate: 13.1%**
(10/23/23; source: Public Works HR Team)
- Other HR project updates:
 - Human Resources Information System targeted to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

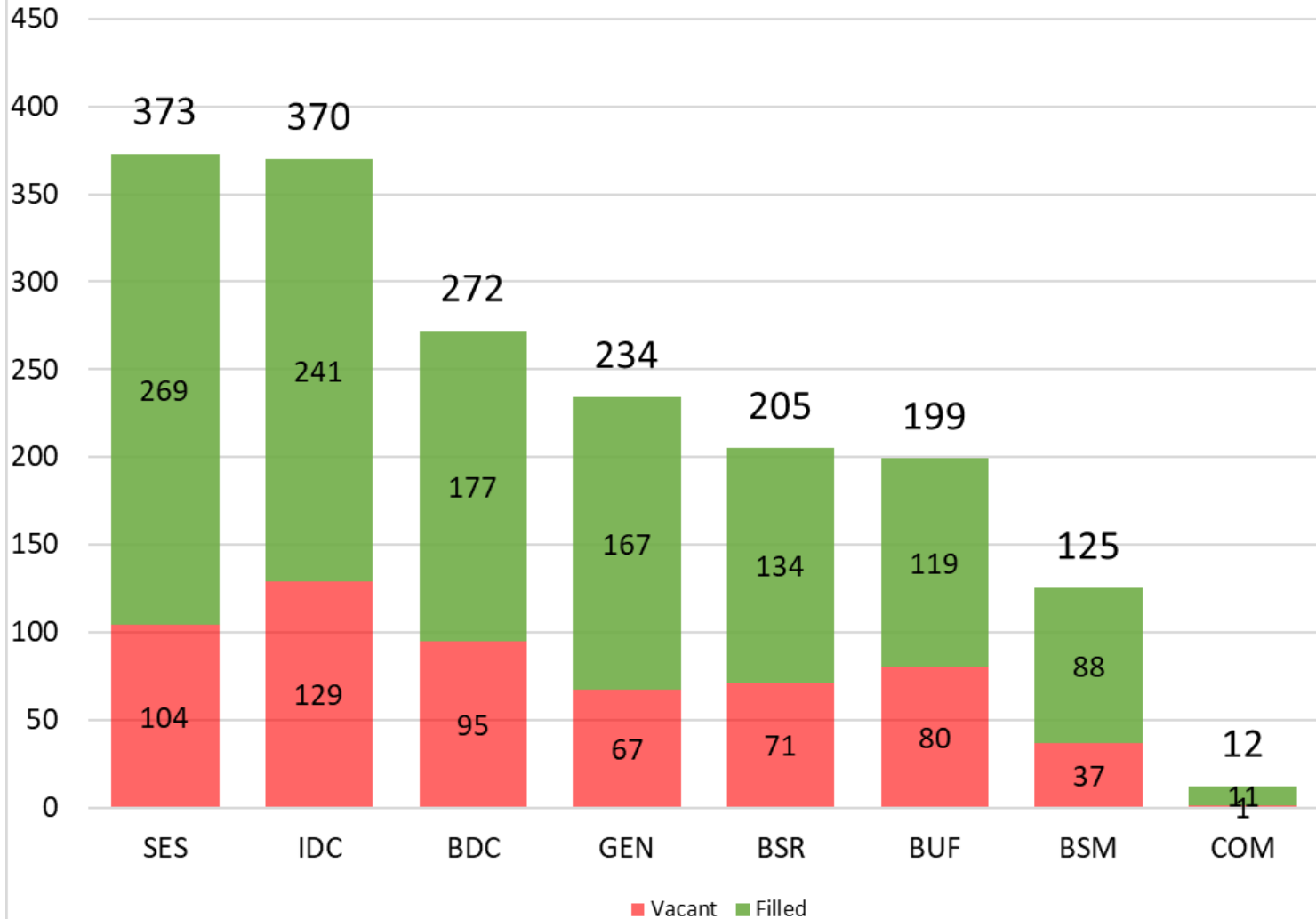


Source: Public Works Active Position Report, 10/25/2023

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