



MEMORANDUM

DATE: September 1, 2023

TO: Public Works Commission

THROUGH: Carla Short, Interim Public Works Director

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

SUBJECT: Public Works Hiring Update

As you may recall, Public Works set a very aggressive hiring target of 250 hires by the end of Fiscal Year 2023. We were able to meet that hire by having 265 hires complete within that timeline. Overall, the hiring has continued with a total of 297 hires and Public Works is processing 85 additional hires. These new hires have made a significant improvement in our ability to deliver the critical services Public Works provides. Of the new hires, there are a combination of new hires to the department and internal promotions.

I want to highlight some of the key areas of hires by our Human Resources Bureau:

- **Bureau of Street Environmental Services (SES)** – The Bureau of Street Environmental Services (SES) is the bureau responsible for our street cleaning staff. The functional vacancy rate is 13.9% as of August 29, 2023. However, we are in the process of onboarding an additional 41 staff by mid-October and once hired the revised functional vacancy rate will be 5.3%.
 - **9916 Public Service Aide-Public Works** – We have hired an additional 45 staff in this classification going from 76 staff to 121 staff currently. These staff are critical for keeping the city clean, working in Commercial Corridors sweeping up litter and other debris. We have another 18 hires, all additional staff to the department, in the hiring process that will increase the staffing level to 139.
- **6230 Street Inspector** – In the months we've approached full staffing for this classification who are critical in our illegal vending program and our graffiti abatement program. With the additional eleven (11) hires we are able to enhance our illegal vending inspection efforts in the Mission, Chinatown, UN Plaza and elsewhere in the City and enhance our graffiti abatement program citywide.

- **Human Resources Staff** – The newly created Public Works Human Resources is fully staffed with 47 positions filled and a functional vacancy rate of zero.
- **Managerial Positions** – Several key leadership positions were hired throughout the department, such as the Finance Manager (0941), the new Housing Delivery Coordinator (0922), the Performance Program Manager (0923).
- **Analyst Positions** – Citywide for key analyst positions there were significant vacancies. In March 2023 the citywide vacancy rate for 1822 Administrative Analyst series was 32.3% and for Senior Administrative Analysts the vacancy rate was 16.5%. Public Works had similar vacancy rates for these series. Since January 1, we have hired 14 new staff into these two critical classifications and there are another seven (7) positions in the hiring process.

At an upcoming Public Works Commission meeting, we will provide a more detailed overview and provide a presentation updating you on our hiring progress.