



Memorandum

TO: Civil Service Commission

**FROM: Jennifer Schembri
Human Resources**

SUBJECT: HIRING SUMMARY

DATE: November 27, 2019

This monthly report is submitted in accordance with the policies used in support of the Civil Service Rules covering hiring. The report presents a statistical summary of hiring activity and covers complaints about hiring issues.

Hiring Activity

The attached spreadsheet provides a summary of hiring activities by fiscal year from July 1, 2019 thru October 31, 2019.

Year-to-date highlights for FY 2019-2020 include the following:

- 47% of appointments were filled by internal employees.
- Full-time classifications with 3 or more hires included: Analyst I/II, Assistant Environmental Services Specialist, Community Service Officer I/II, Council Assistant, Crime & Intelligence Analyst, Engineer I/II, Enterprise Supervising Technology Analyst, Environmental Inspector I/II, Literacy Program Specialist, Maintenance Assistant/Worker I, Office Specialist I/II, Planner I/II/III/IV, Police Data Specialist I/II, Police Officer, Police Recruit, Program Performance Auditor I/II, Public Safety Communications Specialist, Public Safety Radio Dispatcher/Trainee, Senior Account Clerk, Senior Council Assistant, Senior Executive Analyst, Senior Office Specialist, and Senior Systems Applications Programmer.

Highlights for October 2019:

Classifications with 3 or more hires included: Analyst I/II, Crime & Intelligence Analyst, Maintenance Assistant/Worker I, Planner I/II/III/IV, Police Data Specialist I/II, and Police Recruit.

Complaints

None received during this reporting period.

JENNIFER SCHEMBRI
Director of Employee Relations and
Director of Human Resources

Attachments

Summary of Recruitment Activity - October 2019

Summary Of Hiring Activity				
Month / Year	Oct-18	Oct-19	FY 18-19 as of 10-31-2018	FY 19-20 as of 10-31-2019
# New Job Postings Total	40	50	201	186
# Internal + External	40	50	201	186
Total Appointments	157	221	561	593
# Appointments (non-sworn)	97	167	484	536
# Internal Appointments	68	58	269	250
<i>Full-Time</i>	42	47	213	198
<i>Part-Time</i>	26	11	56	52
# External Appointments	29	109	215	286
<i>Full-Time</i>	21	60	143	173
<i>Part-Time</i>	8	49	72	113
% of Internal Appointments	70%	35%	56%	47%
# Appointments (sworn incl recruits)	60	54	77	57
# of Non-Competitive Appointments	12	35	111	89
# of Qualifying Promotions	7	32	78	65
# of Reallocations	0	0	0	3
# of Reinstatements	0	0	0	0
# of Placements	0	0	6	0
# Other Non-Competitive Appointments	5	3	27	21
# of Complaints / Challenges*	0	0	0	0
*A complaint is an issue or action that could potentially disadvantage someone in the screening or selection process, where the outcome was not favorable to the complainant, and the complainant wishes to elevate the issue to a level above that of the hiring manager.				
Summary Of Separation Activity				
Month / Year	Oct-18	Oct-19	FY 18-19 as of 10-31-2018	FY 19-20 as of 10-31-2019
# Resignations	50	43	211	196
Full-Time	31	30	107	121
Part-Time	19	13	104	75
Retirements	13	12	54	48
Layoffs/End Temp Assignment	3	7	22	16
Terminations/Probation Rejections	3	8	21	18
Total Separations	69	70	308	278
Turnover Rate	0.9%	0.9%	4.1%	3.6%
Voluntary Turnover Rate (Full-Time Resignations)	0.4%	0.4%	1.4%	1.6%

Summary of Recruitment Activity - October 2019

Average # of EE's FY 19-20 YTD	7738				
Average # of EE's FY 18-19 YTD	7511				
Average # of EE's October 2019	7744				
Average # of EE's October 2018	7488				