



Memorandum

TO: Civil Service Commission

**FROM: Jennifer Schembri
Human Resources**

SUBJECT: HIRING SUMMARY

DATE: January 29, 2020

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 December 31, 2019.

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

- 45% of appointments were filled by internal employees.
- Full-time classifications with 3 or more hires included: Analyst I/II, Assistant Environmental Services Specialist, Building Inspector Combination, Community Service Officer I/II, Council Assistant, Crime & Intelligence Analyst, Engineer I/II, Engineering Technician I/II, Enterprise Supervising Technology Analyst, Environmental Inspector I/II, Literacy Program Specialist, Maintenance Assistant/Worker I, Maintenance Worker II, Office Specialist I/II, Planner I/II/III/IV, Planning Technician, Police Data Specialist I/II, Police Officer, Police Recruit, Program Performance Auditor I/II, Public Information Representative I/II, Public Safety Communications Specialist, Public Safety Radio Dispatcher/Trainee, Senior Account Clerk, Senior Airport Operations Specialist I/II/III, Senior Analyst, Senior Council Assistant, Senior Executive Analyst, Senior Office Specialist, Senior Systems Applications Programmer, Wastewater Mechanic I/II, and Water Systems Operator I/II/III.

Highlights for December 2019:

Classifications with 3 or more hires included: Building Inspector Combination.

Complaints

None received during this reporting period.

JENNIFER SCHEMBRI
Director of Employee Relations and
Director of Human Resources

Attachments

Summary of Recruitment Activity - December 2019

Summary Of Hiring Activity				
Month / Year	Dec-18	Dec-19	FY 18-19 as of 12-31-2018	FY 19-20 as of 12-31-2019
# New Job Postings Total	31	34	266	266
# Internal + External	31	34	266	266
Total Appointments	85	68	809	824
# Appointments (non-sworn)	84	65	707	749
# Internal Appointments	54	37	366	337
<i>Full-Time</i>	47	35	287	280
<i>Part-Time</i>	7	2	79	57
# External Appointments	30	28	341	412
<i>Full-Time</i>	11	21	188	249
<i>Part-Time</i>	19	7	153	163
% of Internal Appointments	64%	57%	52%	45%
# Appointments (sworn incl recruits)	1	3	102	75
# of Non-Competitive Appointments	19	13	150	118
# of Qualifying Promotions	14	12	106	86
# of Reallocations	0	0	0	4
# of Reinstatements	0	0	0	0
# of Placements	1	0	8	0
# Other Non-Competitive Appointments	4	1	36	28
# 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	Dec-18	Dec-19	FY 18-19 as of 12-31-2018	FY 19-20 as of 12-31-2019
# Resignations	42	41	285	275
Full-Time	21	23	148	164
Part-Time	21	18	137	111
Retirements	22	19	84	83
Layoffs/End Temp Assignment	8	93	34	300
Terminations/Probation Rejections	1	2	25	24
Total Separations	73	155	428	682
Turnover Rate	1.0%	2.0%	5.7%	9.0%
Voluntary Turnover Rate (Full-Time Resignations)	0.3%	0.3%	2.0%	2.2%

Summary of Recruitment Activity - December 2019

Average # of EE's FY 19-20 YTD	7602				
Average # of EE's FY 18-19 YTD	7533				
Average # of EE's December 2019	7610				
Average # of EE's December 2018	7567				