



# Memorandum

**TO: Civil Service Commission**

**FROM: Jennifer Schembri  
Human Resources**

**SUBJECT: HIRING SUMMARY**

**DATE: February 25, 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 January 31, 2020.

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: Accountant I/II, Analyst I/II, Assistant Environmental Services Specialist, Associate Engineer, Building Inspector Combination, Community Service Officer I/II, Council Assistant, Crime & Intelligence Analyst, Department Information Technology Manager, Engineer I/II, Engineering Technician I/II, Enterprise Supervising Technology Analyst, Environmental Inspector I/II, Geographic Information Systems Specialist I/II, Laboratory Technician I/II, Literacy Program Specialist, Maintenance Assistant/Worker I, Maintenance Worker II, Network Technician I/II/III, 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, Staff Specialist, Wastewater Mechanic I/II, and Water Systems Operator I/II/III.

Highlights for January 2020:

Classifications with 3 or more hires included: Engineer I/II, Engineering Technician I/II, and Staff Specialist.

## **Complaints**

*None received during this reporting period.*

JENNIFER SCHEMBRI  
Director of Employee Relations and  
Director of Human Resources

Attachments

**Summary of Recruitment Activity - January 2020**

<b>Summary Of Hiring Activity</b>				
Month / Year	Jan-19	Jan-20	FY 18-19 as of 1-31-2019	FY 19-20 as of 1-31-2020
<b># New Job Postings Total</b>	<b>46</b>	<b>54</b>	<b>312</b>	<b>320</b>
# Internal + External	46	54	312	320
<b>Total Appointments</b>	<b>142</b>	<b>126</b>	<b>951</b>	<b>950</b>
<b># Appointments (non-sworn)</b>	<b>139</b>	<b>126</b>	<b>846</b>	<b>875</b>
# Internal Appointments	42	57	408	394
Full-Time	37	54	324	334
Part-Time	5	3	84	60
# External Appointments	97	69	438	481
Full-Time	62	59	250	308
Part-Time	35	10	188	173
% of Internal Appointments	30%	45%	48%	45%
<b># Appointments (sworn incl recruits)</b>	<b>3</b>	<b>0</b>	<b>105</b>	<b>75</b>
<b># of Non-Competitive Appointments</b>	<b>20</b>	<b>19</b>	<b>170</b>	<b>137</b>
# of Qualifying Promotions	17	16	123	102
# of Reallocations	0	0	0	4
# of Reinstatements	0	0	0	0
# of Placements	1	0	9	0
# Other Non-Competitive Appointments	2	3	38	31
<b># of Complaints / Challenges*</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
*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.				
<b>Summary Of Separation Activity</b>				
Month / Year	Jan-19	Jan-20	FY 18-19 as of 1-31-2019	FY 19-20 as of 1-31-2020
<b># Resignations</b>	<b>44</b>	<b>24</b>	<b>329</b>	<b>300</b>
Full-Time	26	13	174	177
Part-Time	18	11	155	123
Retirements	46	39	130	122
Layoffs/End Temp Assignment	7	4	41	307
Terminations/Probation Rejections	2	6	27	30
<b>Total Separations</b>	<b>99</b>	<b>73</b>	<b>527</b>	<b>759</b>
<b>Turnover Rate</b>	<b>1.3%</b>	<b>1.0%</b>	<b>7.0%</b>	<b>10.0%</b>
<b>Voluntary Turnover Rate (Full-Time Resignations)</b>	<b>0.3%</b>	<b>0.2%</b>	<b>2.3%</b>	<b>2.3%</b>

**Summary of Recruitment Activity - January 2020**

Average # of EE's FY 19-20 YTD	7608				
Average # of EE's FY 18-19 YTD	7543				
Average # of EE's January 2020	7536				
Average # of EE's January 2019	7558				