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# Memorandum

**TO: Civil Service Commission**

**FROM: Mark Danaj  
Human Resources**

**SUBJECT: HIRING SUMMARY**

**DATE: January 6, 2009**

**Approved:**

**Date:**

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 from Pay Period 15 of 2008 through Pay Period 3 of 2009 (June 29, 2008 through January 24, 2009).

Year-to-date highlights include the following:

- 32% of new job postings have been for internal candidates only.
- 69% of non-sworn appointments (excluding entry-level hires) were filled by internal employees.
- 13% of non-sworn appointments were non-entry level external hires.

Highlights for Pay Periods 2 and 3 (December 28, 2009 to January 24, 2009):

- Entry-level external hires were in the following classifications: Class Instructor, Council Assistant, Library Aide, Library Page, Public Safety Radio Dispatcher, Recreation Leader, and School Crossing Guard.
- 47 Police Recruits were hired in pay period 2.

### Complaints

Hiring Process	Issue	Resolution
Environmental Inspector I/II	Candidate questioned why s/he was not selected and alleged discrimination.	HR and OER are investigating
Senior Electrical Engineer	Candidate raised concerns about the interview process.	HR review determined that the process followed City policy and procedures and was consistent for all candidates.

*Mark Danaj*  
for **MARK DANAJ**  
Director, Human Resources

Attachment

Summary of Hiring Activity FY 08-09 YTD

Summary Of Hiring Activity*																										FY 08-09			
Pay Period / Year	1508	1608	1708	1808	1908	2008	2108	2208	2308	2408	2508	2608	0109	0209	0309	0409	0509	0609	0709	0809	0909	1009	1109	1209	1309	1409	TOTAL	FY 08-09 %	FY 07-08 %
# Total Job Postings (including New)	51	40	37	45	39	26	25	32	42	46	27	21	23	19	17												490		
# New Job Postings Total	20	17	12	22	16	7	11	17	15	7	11	5	10	3	4												177		
# Internal	9	4	2	5	7	1	4	6	5	5	0	1	7	1	0												57	32%	60%
# External	11	13	10	16	9	6	7	11	10	2	11	4	3	2	4												119	67%	40%
Total Appointments	80	79	47	31	68	41	48	54	45	38	78	45	62	75	35												826		
# Appointments (non-sworn)	52	54	47	27	50	35	45	48	44	37	54	45	38	26	35												637	77%	81%
# Internal Appointments	16	26	11	16	30	3	18	6	18	6	17	12	13	6	7												205	32%	38%
# External Appts - Non entry-level	11	8	9	0	4	9	8	8	5	0	5	0	3	5	4												80	13%	16%
# External Appts - Entry-level **	25	20	27	11	16	23	19	34	20	19	31	33	22	15	24												339	53%	46%
% of Internal Appointments excluding entry-level appointments	59%	76%	55%	100%	88%	25%	69%	43%	75%	33%	74%	100%	81%	55%	64%													69%	70%
# Appointments (sworn incl recruits)	28	25	0	4	18	6	3	6	1	1	24	0	24	49	0												189	23%	19%
# of Non-Competitive Appointments***	4	10	3	6	5	5	13	3	2	3	2	2	5	4	3												70	11%	18%
# of Qualifying Promotions	2	3	1	1	2	4	12	1	2	3	1	2	5	1	0												40	6%	4%
# of Reallocations	0	0	0	3	0	1	0	2	0	0	0	0	0	1	0												7	1%	11%
# Other Non-Competitive Appointments	2	7	2	2	3	0	1	0	0	0	1	0	0	2	3												23	4%	2%
# of Complaints / Challenges****	0	0	0	1	1	0	4	1	2	2	0	0	0	4	0												15	2%	1%
*All information as of when report was generated, does not include retroactive transactions.																													
**External entry-level appointments include external appointments in the first class of a series for which there are no feeder classes.																													
***Non-competitive appointments include the following: return to former class, reallocation action, re-employment, voluntary demotion and flexibly staffed positions. While some of these appointments may actually result from competitive recruitments, they have all been included here because the competitive and non-competitive transactions cannot be separated in an automated fashion.																													
****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. Note: Complaints are reported out on a monthly basis, not by pay period.																													