

CSC 10-1-09
#1



Memorandum

TO: Civil Service Commission

FROM: Mark Danaj
Human Resources

SUBJECT: HIRING SUMMARY

DATE: September 21, 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 2009 through Pay Period 20 of 2009 (June 28, 2009 through September 19, 2009).

Year-to-date highlights include the following:

- 41% of new job postings have been for internal candidates only.
- 93% of non-sworn appointments (excluding entry-level hires) were filled by internal employees.
- 4% of non-sworn appointments were non-entry level external hires.

Highlights for Pay Periods 19 and 20 (August 23, 2009 to September 19, 2009):

- Entry-level external hires were in the following classifications: Analyst I, Animal Care Attendant PT, Class Instructor PT, Library Aide PT, Recreation Leader PT, Retirement Investment Officer, and School Crossing Guard PT.
- 11 Fire Captains were appointed in pay period 20.

Complaints

Hiring Process	Issue	Resolution
Associate Construction Inspector	After hearing that a selection decision had been made, candidate complained that s/he had never been notified of application status.	HR discovered that a group of applications had not been appropriately reviewed. The hiring decision was rescinded. Additional interviews were scheduled and the recruitment is still in progress.

RECEIVED
San Jose City Clerk
2009 SEP 21 P 4:33
Attachment

for
MARK DANAJ
Director, Human Resources

Summary of Hiring Activity FY 09-10 YTD

Summary of Hiring Activity*										FY 09-10		FY 09-10 %		FY 08-09 %		
Pay Period / Year	1509	1609	1709	1809	1909	2009	TOTAL									
# Total Job Postings (including New)	9	9	12	12	14	19	75									
# New Job Postings Total	2	1	6	4	6	10	29									
# Internal	1	0	0	2	4	5	12			41%				34%		
# External	1	1	6	2	2	5	17			59%				66%		
Total Appointments	46	51	27	59	19	24	226									
# Appointments (non-sworn)	45	22	25	14	19	13	138			61%				76%		
# Internal Appointments	23	14	18	9	7	5	76			55%				35%		
# External Appts - Non entry-level	4	1	0	0	0	1	6			4%				11%		
# External Appts - Entry-level **	18	7	7	5	12	7	56			41%				53%		
% of Internal Appointments excluding entry-level appointments	85%	93%	100%	100%	100%	83%				93%				74%		
# Appointments (sworn incl recruits)	1	29	2	45	0	11	88			39%				0.2421		
# of Non-Competitive Appointments****	18	10	234	3	3	7	275			199%				20%		
# of Qualifying Promotions	2	6	3	0	1	6	18			13%				10%		
# of Reallocations	0	0	1	1	0	0	2			1%				1%		
# Other Non-Competitive Appointments	16	3	230	2	2	1	254			184%				9%		
# of Complaints / Challenges*****	1	0	0	0	1	0	2			1%				2%		
* 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.																