



CSC 2-4-10
#1a

Memorandum

TO: Civil Service Commission

**FROM: Mark Danaj
Human Resources**

SUBJECT: HIRING SUMMARY

DATE: January 25, 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 2 of 2010 (June 28, 2009 through January 23, 2010).

Year-to-date highlights include the following:

- 36% of new job postings have been for internal candidates only.
- 88% of non-sworn appointments (excluding entry-level hires) were filled by internal employees.
- 8% of non-sworn appointments were non-entry level external hires.

Highlights for Pay Periods 27, 1, and 2 (December 13, 2009 to January 23, 2009):

- Entry-level external hires were in the following classifications: Class Instructor PT, Engineering Trainee PT, Library Page PT, Office Specialist II PT, Plant Operator FT, Public Safety Radio Dispatcher FT, and Regional Park Aide PT.
- Sworn Promotions for Pay Period 27 included 25 Police Officers, 1 Fire Captain, and 3 Fire Prevention Inspectors. Sworn Promotions for Pay Period 2 included 1 Fire Captain.

Complaints

None received during this reporting period.


MARK DANAJ
Director, Human Resources

Attachment

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	2109	2209	2309	2409	2509	2609	2709	0110	0210	TOTAL						
# Total Job Postings (including New)	9	9	12	12	14	19	15	11	13	17	18	12	13	6	11	191						
# New Job Postings Total	2	1	6	4	6	10	4	5	4	10	6	4	4	0	7	73						
# Internal	1	0	0	2	4	5	1	1	2	4	1	2	0	0	3		26	36%		34%		
# External	1	1	6	2	2	5	3	4	2	6	5	2	4	0	4		47	64%		66%		
Total Appointments	46	51	27	59	19	24	33	41	17	13	9	71	52	28	40	530						
# Appointments (non-sworn)	45	22	25	14	19	13	25	11	17	13	9	48	23	28	39	351		66%		76%		
# Internal Appointments	23	14	18	9	7	5	3	4	10	4	4	40	15	25	6		187	53%		35%		
# External Appts - Non entry-level	4	1	0	0	0	1	6	0	2	1	0	0	4	3	5		27	8%		11%		
# External Appts - Entry-level **	18	7	7	5	12	7	16	7	5	8	5	8	4	0	28		137	39%		53%		
% of Internal Appointments excluding entry-level appointments	85%	93%	100%	100%	100%	83%	33%	100%	83%	80%	100%	100%	79%	89%	55%				87%		74%	
# Appointments (sworn incl recruits)	1	29	2	45	0	11	8	30	0	0	0	23	29	0	1	179		34%		24%		
# of Non-Competitive Appointments***	18	10	234	3	3	7	1	5	3	1	5	43	15	21	1	370		105%		20%		
# of Qualifying Promotions	2	6	3	0	1	6	0	3	2	1	3	0	6	1	1		35		10%		10%	
# of Reallocations	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0		2		1%		1%	
# Other Non-Competitive Appointments	16	3	231	2	2	1	1	2	1	0	2	43	9	20	0		333		95%		9%	
# of Complaints / Challenges****	1	0	0	0	1	0	0	1	0	0	0	0	0	0	0		3		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.																						