

Memorandum

TO: Civil Service Commission

**FROM: Mark Danaj
Human Resources**

SUBJECT: HIRING SUMMARY

DATE: May 25, 2010

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 10 of 2010 (June 28, 2009 through May 15, 2010).

Year-to-date highlights include the following:

- 37% of new job postings have been for internal candidates only.
- 89% 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 9 and 10 (April 18, 2010 to May 15, 2010):

- Entry-level external hires were in the following classifications: Class Instructor PT, Environment Inspector Assistant, , Plant Operator Trainee, Recreation Leader PT, and Regional Park Aide PT,.

Complaints

None reported this period.


MARK DANAJ
Director, Human Resources

Attachment

Summary of Hiring Activity FY 09-10 YTD

| Summary Of Hiring Activity* | | | | | | | | | | | | | | | | | | | | | | FY 09-10 | | FY 08-09 % | | | |
|--|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|----------|------|------------|------------|------------|--|
| Pay Period / Year | 1509 | 1609 | 1709 | 1809 | 1909 | 2009 | 2109 | 2209 | 2309 | 2409 | 2509 | 2609 | 2709 | 0110 | 0210 | 0310 | 0410 | 0510 | 0610 | 0710 | 0810 | 0910 | 1010 | TOTAL | FY 09-10 % | FY 08-09 % | |
| # Total Job Postings (including New) | 9 | 9 | 12 | 12 | 14 | 19 | 15 | 11 | 13 | 17 | 18 | 12 | 13 | 6 | 11 | 9 | 10 | 7 | 12 | 13 | 11 | 10 | 12 | 275 | | | |
| # New Job Postings Total | 3 | 2 | 6 | 3 | 6 | 9 | 5 | 6 | 5 | 10 | 6 | 5 | 4 | 0 | 7 | 2 | 4 | 1 | 8 | 4 | 3 | 3 | 1 | 103 | | | |
| # Internal | 2 | 1 | 0 | 1 | 4 | 4 | 1 | 2 | 3 | 4 | 1 | 3 | 0 | 0 | 3 | 0 | 2 | 1 | 2 | 1 | 2 | 1 | 0 | 38 | 37% | 34% | |
| # External | 1 | 1 | 6 | 2 | 2 | 5 | 4 | 4 | 2 | 6 | 5 | 2 | 4 | 0 | 4 | 2 | 2 | 0 | 6 | 3 | 1 | 2 | 1 | 65 | 63% | 66% | |
| Total Appointments | 33 | 51 | 27 | 59 | 19 | 24 | 33 | 40 | 18 | 15 | 10 | 36 | 46 | 8 | 47 | 31 | 106 | 40 | 27 | 9 | 21 | 14 | 31 | 745 | | | |
| # Appointments (non-sworn) | 29 | 22 | 25 | 14 | 19 | 13 | 25 | 10 | 18 | 15 | 10 | 13 | 18 | 8 | 46 | 31 | 55 | 40 | 27 | 9 | 21 | 14 | 31 | 513 | 69% | 76% | |
| # Internal Appointments | 7 | 14 | 18 | 9 | 7 | 5 | 3 | 3 | 12 | 6 | 5 | 7 | 10 | 7 | 11 | 13 | 1 | 4 | 4 | 3 | 4 | 8 | 5 | 166 | 32% | 35% | |
| # External Appointments | | | | | | | | | | | | | | | | | | | | | | 6 | 26 | 32 | | | |
| # External Appts - Non entry-level | 4 | 1 | 0 | 0 | 0 | 1 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 1 | 2 | 1 | 0 | 1 | 0 | 0 | 19 | 4% | 11% | |
| # External Appts - Entry-level ** | 18 | 7 | 7 | 5 | 12 | 7 | 16 | 7 | 6 | 9 | 5 | 6 | 7 | 1 | 33 | 18 | 53 | 34 | 22 | 6 | 16 | 6 | 26 | 327 | 64% | 53% | |
| % of Internal Appointments excluding entry-level appointments | 64% | 93% | 100% | 100% | 100% | 83% | 33% | 100% | 100% | 100% | 100% | 100% | 91% | 100% | 85% | 100% | 50% | 67% | 80% | 100% | 80% | 100% | 100% | | 89% | 74% | |
| # Appointments (sworn incl recruits) | 1 | 29 | 2 | 45 | 0 | 11 | 8 | 30 | 0 | 0 | 0 | 23 | 29 | 0 | 1 | 0 | 51 | 0 | 0 | 0 | 0 | 0 | 0 | 230 | 31% | 24% | |
| # of Non-Competitive Appointments*** | 18 | 10 | 234 | 3 | 3 | 7 | 1 | 5 | 3 | 1 | 5 | 43 | 15 | 21 | 1 | 2 | 0 | 4 | 3 | 10 | 2 | 3 | 2 | 396 | 77% | 20% | |
| # of Qualifying Promotions | 2 | 6 | 3 | 0 | 1 | 6 | 0 | 3 | 2 | 1 | 3 | 0 | 6 | 1 | 1 | 2 | 0 | 2 | 1 | 1 | 1 | 1 | 1 | 44 | 9% | 10% | |
| # of Reallocations | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 6 | 1% | 1% | |
| # Other Non-Competitive Appointments | 16 | 3 | 231 | 2 | 2 | 1 | 1 | 2 | 1 | 0 | 2 | 43 | 9 | 20 | 0 | 0 | 0 | 2 | 2 | 5 | 1 | 2 | 1 | 346 | 67% | 9% | |
| # of Complaints / Challenges**** | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 1 | 0 | 1 | | | 7 | 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. | | | | | | | | | | | | | | | | | | | | | | | | | | | |