

# Memorandum

**TO: Civil Service Commission**

**FROM: Mark Danaj  
 Human Resources**

**SUBJECT: HIRING SUMMARY**

**DATE: November 19, 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 14 of 2010 through Pay Period 23 of 2010 (June 27, 2010 through November 13, 2010).

Year-to-date highlights for FY 2010-2011 include the following:

- 44% of new job postings have been for internal candidates only.
- 99% of non-sworn appointments (excluding entry-level hires) were filled by internal employees.
- 1% of non-sworn appointments were non-entry level external hires.

Highlights for Pay Periods 22 and 23 (October 17, 2010 through November 13, 2010):

- Entry-level external hires included the following classifications: Class Instructor PT, Library Aide PT, School Crossing Guard, and Regional Park Aide.

### Complaints

Hiring Process	Issue	Resolution
Senior Maintenance Worker	Bargaining unit expressed concern that two long-term employees did not advance to interview.	HR review determined that the decision was appropriately based on merit and fitness. Candidates who moved on to interview demonstrated more of the desirable competencies in their supplemental questionnaire responses.

*for*   
 MARK DANAJ  
 Director, Human Resources

Attachments

Summary of Hiring Activity FY 10-11 YTD

Summary Of Hiring Activity*											FY 10-11		FY 10-11 %		FY 09-10 %	
Pay Period / Year	1410	1510	1610	1710	1810	1910	2010	2110	2210	2310	TOTAL					
# Total Job Postings (including New)	6	8	12	19	14	16	19	20	17	18	149					
# New Job Postings Total	2	2	7	11	6	10	8	8	6	8	68					
# Internal	1	0	3	7	3	6	2	4	2	2		30	44%	38%		
# External	1	2	4	4	3	4	6	4	4	8		40	59%	62%		
Total Appointments	31	18	12	41	8	15	16	18	56	36	251					
# Appointments (non-sworn)	31	10	11	25	8	15	16	18	56	36	226	90%		72%		
# Internal Appointments	9	3	5	10	3	2	9	9	36	9	95		42%	30%		
# External Appointments	22	7	6	15	5	13	7	9	20	26	130					
# External Appts - Non entry-level	0	0	0	0	0	0	1	0	0	1	2		1%	4%		
# External Appts - Entry-level **	22	7	6	15	5	13	6	9	20	27	130		58%	67%		
% of Internal Appointments excluding entry-level appointments	100%	100%	100%	100%	100%	100%	90%	100%	100%	100%			99%	89%		
# Appointments (sworn incl recruits)	0	8	1	16	0	0	0	0	0	0	25		10%	27%		
# of Non-Competitive Appointments***	45	9	13	414	5	5	4	12	8	7	522		231%	67%		
# of Qualifying Promotions	1	1	1	1	1	0	1	3	2	2	13		6%	8%		
# of Reallocations	0	0	0	0	0	0	0	0	1	0	1		0%	1%		
# of Reinstatements	0	5	2	1	2	1	2	3	4	4	24		11%			
# of Placements	43	3	8	411	1	4	0	6	1	1	478		212%			
# Other Non-Competitive Appointments	1	0	2	1	1	0	1	0	0	0	6		3%	58%		
# of Complaints / Challenges****	1	0	0	0	1	0	0	0	1	0	3		1%	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.																