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Memorandum

2011 JUL 25 P 3:08

TO: Civil Service Commission

FROM: Alex Gurza
Human Resources

SUBJECT: HIRING SUMMARY

DATE: July 25, 2011

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 2011 through Pay Period 13 of 2012 (June 26, 2011 through June 23, 2012).

Year-to-date highlights for FY 2011-2012 include the following:

- 24% of new job postings have been for internal candidates only.
- 5% of non-sworn appointments (excluding entry-level hires) were filled by internal employees.
- 95% of non-sworn appointments were non-entry level external hires.

Highlights for Pay Periods 14 to 15 (June 26, 2011 through July 23, 2011):

- Entry-level external hires included the following classifications: Community Services Aide PT, Electrician, Instrument Control Technician, Laboratory Tech I, Regional Park Aide PT, Therapeutic Specialist, and Zoo Keeper PT.

Complaints

Hiring Process	Issue	Resolution
Maintenance Worker II	Bargaining unit raised issues regarding compliance with hiring policy and procedures.	HR is investigating.
Plant Mechanical Supervisor	Candidate raised concerns that selection may be pre-determined as an employee is performing duties in acting capacity.	One or more outside raters will be included in the interview process to maximize objectivity.
Battalion Chief	Candidates made a discrimination claim regarding the selection process from the Battalion Chief eligible list.	OER is investigating.

Alex Gurza
for ALEX GURZA
Deputy City Manager/Human Resources Director

Attachments

Summary of Hiring Activity FY 11-12 YTD

Summary Of Hiring Activity*			FY 11-12		FY 11-12 %		FY 10-11 %	
Pay Period / Year	1411	1511	TOTAL					
# Total Job Postings (including New)	22	20	42					
# New Job Postings Total	8	9	17					
# Internal	1	3	4		24%	36%		
# External	7	6	13		76%	65%		
Total Appointments	79	20	99					
# Appointments (non-sworn)	75	19	94		95%	90%		
# Internal Appointments	65	10	75		80%	41%		
# External Appointments	10	9	19					
# External Appts - Non entry-level	3	1	4		4%	2%		
# External Appts - Entry-level **	7	8	15		16%	57%		
% of Internal Appointments excluding entry-level appointments	96%	91%			95%	96%		
# Appointments (sworn incl recruits)	4	1	5		5%	10%		
# of Non-Competitive Appointments***	362	164	526		560%	97%		
# of Qualifying Promotions	0	0	0		0%	6%		
# of Reallocations	0	0	0		0%	1%		
# of Reinstatements	7	25	32		34%	8%		
# of Placements	354	138	492		523%	79%		
# Other Non-Competitive Appointments	1	1	2		2%	2%		
# of Complaints / Challenges****	1	2	3		3%	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.								