

REPORT
FROM



THE PERSONNEL
DEPARTMENT

TO: Personnel and Animal Welfare Committee	DATE June 28, 2017
REFERENCE:	COUNCIL FILE CF 17-0600
SUBJECT: FY 2017-18 BUDGET REPORT BACK: TARGETED LOCAL HIRE WORKING GROUP – PERSONNEL DEPARTMENT VACANCIES, AS-NEEDED POSITIONS, AND SERVICE CONTRACTS	

RECOMMENDATION:

That the City Council receive and file this report.

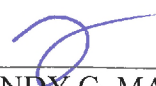
BACKGROUND:

The City Council instructed all City departments, bureaus, and offices to report to the Budget and Finance Committee and Personnel and Animal Welfare Committee with information to assist the work of the Targeted Local Hire Working Group and the Strategic Workforce Development Task Force:

1. A list of all department vacancies, both funded and unfunded, showing the job title and funding source(s) for each
2. A list of all As-Needed positions, including the job title, number of positions, and funding source(s)
3. A list of all contracts for services, including dollar amount and contract's expiration date, for which entry level civil service positions could otherwise provide the services

SUMMARY:

As of June 22, 2017, the Personnel Department had 42 general fund and special fund vacancies. Attachment A provides the job titles and funding sources for each. In addition, we are providing a list of our As-Needed authorities in Attachment B. The Department does not currently have any service contracts for which entry level civil service positions could otherwise provide the services.



WENDY G. MACY
General Manager

**PERSONNEL DEPARTMENT
VACANCIES AS OF JUNE 22, 2017**

Attachment A

JOB TITLE	NO. OF POSITIONS	FUNDING SOURCE
Personnel Records Supervisor	1	General Fund
Sr. Personnel Analyst II	1	Special Fund: Deferred Comp
Sr. Personnel Analyst I	6	General Fund
Personnel Analyst	3	General Fund
Sr. Administrative Clerk	5	General Fund
		Special Fund:
		Sewer Operations & Maint
Sr. Administrative Clerk	2	Solid Waste Resources Revenue
		Stormwater Pollution Abatement
Administrative Clerk	7	General Fund
Correctional Care Nurse II	1	General Fund
Occupational Psychologist II	1	General Fund
Safety Engineer	1	General Fund
Background Investigator I	3	General Fund
Background Investigator II	2	General Fund
Workers' Compensation Analyst	3	General Fund
	36	

PERSONNEL DEPARTMENT

FISCAL YEAR 2016-17 AS-NEEDED AUTHORITIES

As-Needed Positions:

Commission Hearing Examiner	Background Investigator I
Examining Assistant Civil Service	Physical Therapist I
Physician I	Medical Assistant
Proctor	Occupational Health Nurse
Senior Proctor	Correctional Nurse II
Chief Proctor I	Clinical Coordinator
Clerk	Relief Correctional Nurse
Administrative Clerk	Advance Practice Provider Correctional Care I
Senior Administrative Clerk	Advance Practice Provider Correctional Care II
Student Worker	Licensed Vocational Nurse
Student Professional Worker	Occupational Psychologist II
Administrative Intern II	

Number of Positions: To be employed as-needed, based on upon budgeted funds

Funding Source(s): General Fund, Mobile Source Air Pollution Reduction Fund, Building and Safety Permit Fund, Department of Water and Power reimbursement