COMMUNICATION FROM CHAIR, PERSONNEL AND ANIMAL WELFARE COMMITTEE relative to vacancy reporting utilizing the Payroll System Replacement (PaySR) position control module (PCM).

Recommendations for Council action:

1. INSTRUCT all City departments to use the PaySR PCM and take all necessary actions as directed by the City Administrative Officer (CAO) and Personnel Department to update data on an on-going basis within the PCM.

2. Request that all elected City offices use the PCM and update data on an on-going basis within the PCM.

3. INSTRUCT the CAO and Personnel Department to report within 90 days with:

   a. Vacancy reports by classification for each City department that has accurate and up-to-date information in the PCM.

   b. The status of each City Department's progress and readiness towards accurate vacancy reporting through the PCM.

Fiscal Impact Statement: The CAO reports that the Personnel Department's 2018-19 Adopted Budget adds one-time funding in the amount of $99,200 in the Contractual Services Account for programming and technical work for this PaySR PCM project. As recommended in the June 14, 2018 CAO report, attached to the Council file, there is no additional General Fund impact.

Community Impact Statement: None submitted.

Summary:

On June 20, 2018, the Chair of the Personnel and Animal Welfare Committee considered a June 14, 2018 CAO report relative to vacancy reporting utilizing the PaySR PCM. According to the CAO, the City has historically lacked a centralized position control system. The CAO's Performance Budgeting (PB) System currently acts as the system of record for Citywide employment authority, and the CAO produces the documents approved by the Mayor and Council to authorize employment authority, including the Departmental Personnel Ordinances (DPO), Personnel Authority Resolution (PAR), and Detail of Positions and Salaries (DPS), from the PB System. The City's payroll system, PaySR, includes data on all individuals who are employed by the City. However, there was previously no link in either PB or PaySR between an authorized position authority and the specific person occupying the authorized position. Position control, at the most basic level, is the ability to maintain an accurate record of all of the positions that are authorized and how they are being filled. In order to fill the gap left due to the lack of a centralized position control system, many City departments developed their own internal mechanisms to facilitate position reporting, ranging from simple spreadsheets to complex databases and systems.

Personnel, in collaboration with the Information Technology Agency (ITA), has created a module

in the PaySR system to provide a mechanism for Citywide position control. In order to develop the PaySR PCM, Personnel worked with 36 different City departments to review the department's usage of various internal position control and personnel systems that were developed to facilitate operational, human resources, budgeting, and management reporting. After an initial pilot project with four departments in 2016, Personnel began offering centralized position control through the PaySR PCM in 2017 to the 23 consolidated departments supported by Personnel Liaison Services. Personnel subsequently outreached to all 42 City departments at the end of 2017, to offer use of PCM to all City departments.

Personnel and ITA recently implemented a vacancy reporting function within the PCM, in order to facilitate vacancy reporting on a regular basis as requested by the Council. The ability to successfully implement and use the PaySR PCM for Citywide vacancy reporting for all departments requires ongoing leadership and support of Personnel, ITA, CAO, and the City's existing PaySR PCM technical support contractor. In addition to considerable effort from these departments and contractors, to effectively utilize and enable accurate vacancy reporting, the following must occur:

- All City departments (including elected offices) must use the module. To provide consistent vacancy reporting Citywide, all departments must enter data in the module. As previously indicated, less than half of City Departments are currently using the module. It is recommended that the Council direct all City departments and request all elected offices to work with the CAO and Personnel to use the PCM.

- City departments, with the assistance of Personnel, must maintain and continue to regularly update the PCM. While 20 departments have data within the module, not all departments are routinely reviewing the PCM data, resulting in a high number of unassigned positions and making vacancy reporting inaccurate. Personnel intends to offer a coordinated testing and training process for departments beginning July 1 to help ensure departments are able to maintain PCM data. Personnel anticipates it will take 30 to 90 days for each department to fully update PCM data and develop a process for maintaining the data on an on-going basis.

- A process must be developed to reconcile actual authorized positions with the positions listed in the module as authorized. As previously indicated, departments have the flexibility to add new positions when new authorities are authorized. However, this flexibility also allows for the inadvertent addition or deletion of "authorized positions" as included in the module. The CAO must verify that the position authorities provided by departments and included in the PCM are consistent with the 2018-19 Adopted Budget, Personnel Authority Resolution, and other authorizing documents. The CAO will work with Personnel to develop an ongoing process for this verification, which includes a process for incorporating interim approved resolution authorities, substitute authorities, reallocations, and pay grade upgrades.

Personnel and the CAO will continue to work collaboratively with all City departments to develop a process to submit accurate and timely vacancy reports on an on-going basis using the PCM. It is recommended that the Council direct the CAO and Personnel to report back to the Council in 90 days with a) vacancy reports for each City department that has accurate and up-to-date information included in the PCM and b) the status of each City department's progress and

readiness towards accurate vacancy reporting through the PCM.

After consideration and having provided an opportunity for Council action, the Committee moved to recommend approval of the recommendations contained in the June 14, 2018 CAO report and detailed in the above recommendations. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

COUNCILMEMBER PAUL KORETZ, CHAIR
PERSONNEL AND ANIMAL WELFARE COMMITTEE

MEMBER   **VOTE**
KORETZ: YES
PRICE: ABSENT
ENGLANDER: ABSENT

ARL
6/20/18

-NOT OFFICIAL UNTIL COUNCIL ACTS-