

PERSONNEL, AUDITS, AND HIRING COMMITTEE REPORT relative to vacancy rates in City Departments.

Recommendation for Council action:

NOTE and FILE the August 10, 2023 and August 31, 2023 Personnel Department reports, inasmuch as these reports are for information only and no Council action is required.

Fiscal Impact Statement: Not applicable.

Community Impact Statement: Yes

For:
Bel Air-Beverly Crest Neighborhood Council

Summary:

On August 15, 2023, your Committee considered an August 10, 2023 Personnel Department report relative to vacancy rates in City Departments. According to the Personnel Department, on April 14, 2023, a motion regarding a citywide hiring incentive program was referred to the Personnel, Audits and Hiring Committee. The motion instructed the Personnel Department to report in 30 days on the percentage vacancy rates for each City department. Further, in conjunction with the City Administrative Officer, the Personnel Department will report to the Budget, Finance and Innovation Committee with recommendations to establish an incentive program for hiring non-sworn civilian personnel that prioritizes filling positions in departments with the highest vacancy rates. The City Administrative Officer is to also identify and report on potential funding to implement the aforementioned program in the Fiscal Year 2023-24. The Personnel Department has supplied the vacancy rates of City departments pulled from the Workday Human Resources and Payroll System and is detailed in the August 10, 2023 Personnel Department report. The City Administrative Officer is in the process of updating the Workday application to ensure the system accurately represents approved 2023-24 Adopted Budget position authorities as approved by the Mayor and Council. Therefore, the vacancy rates as listed in the attachment should be considered an estimate as they have not yet been reconciled to authorized positions. After consideration and having provided an opportunity for public comment, the Committee moved to continue the matter.

Subsequently, on September 5, 2023, your Committee also considered an August 31, 2023 Personnel Department report on this matter. According to the Personnel Department, in accordance with the August 15, 2023 Committee instructions, the Personnel Department has provided a comparison of City Department vacancies from last year with the current year to determine vacancy trends. Moreover, the Personnel Department has provided a snapshot of vacancy rates from August 30, 2022 and August

30, 2023 for all City departments and another comparison was provided with the Proprietary Departments removed from the total. These are detailed in the August 31, 2023 Personnel Department report. After consideration and having provided an opportunity for public comment, the Committee moved to note and file the two reports. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

Personnel, Audits, and Hiring Committee

COUNCILMEMBER	VOTE
McOSKER:	YES
PADILLA:	YES
SOTO-MARTINEZ:	YES

ARL

9/5/23

-NOT OFFICIAL UNTIL COUNCIL ACTS-