



STATUS REPORT

(Revised)

PROJECT SUMMARY

REPORT DATE	PROJECT NAME	PREPARED BY
March 31, 2017	Human Resources Update	Legistar

STATUS SUMMARY

- Talent Acquisition
 - Recruitment - Customer Service Specialist
 - The Customer Service Specialist classification was posted from February 13, 2017 through February 26, 2017.
 - We received applications from 1277 candidates.
 - Interviews took place March 9, 2017 through March 14, 2017.
 - Ten candidates were selected for interviews.
 - Ten candidates were made offers, nine accepted.
 - The tentative start date April 10, 2017 pending successful background checks.
 - Interviews – Materials Management Specialist
 - The Materials Management Specialist was posted from November 10, 2016 through November 23, 2016.
 - We received applications from 47 candidates from the initial posting.
 - Additional interviews were held March 24, 2017.
 - Three candidates were interviewed.
 - One candidate was selected and the offer is in the approval process.
 - Interviews – Professional Administrative Analyst
 - The PAA classification was posted from December 19, 2016-January 3, 2017
 - We received applications from 126 candidates.
 - Additional interviews were held March 15, 2017.
 - Four candidates were interviewed, two of which were DWSD contract employees.
 - Two contract employees were selected and offered the position. The offers are in the approval phase.
- Leave of Absence
 - Family Medical Leave (FMLA)
 - 11 applications were submitted in the month of March.
 - 11 applications were approved.
 - Seven of the approved applications were from the Customer Service unit (CSS's).
 - The remaining four approved applications were from the Field Services unit (FST's).
 - Two of the 11 approvals were continuous.
 - Nine of the 11 approvals were intermittent.

- Separations-The department effectuated four (4) involuntary separations and three (3) resignations
 - Administration
 - General Counsel
 - Public Affairs Director
 - Customer Service
 - Customer Service Specialist (1)
 - Field Services
 - Field Services Technician (4)
- Retirements
 - Currently, there are 72 employees age 60 or older.
 - There are 102 employees with at least 25 years of service.
 - There are 59 employees age 60 or older with at least ten years of service.

ISSUE:

NO ISSUES TO REPORT

CONCLUSIONS/RECOMMENDATIONS

No recommendations at this time.