



# **Human Resources Department:**

# **City Recruitment Efforts Update**

**May 10, 2021**



# Agenda

- I. Hires and Separations
- II. Vacancy Rate
- III. Retirements
- IV. Advertising
- V. Recruitment Initiatives and Retention Incentives
- VI. Questions



# **I. Hires and Separations**



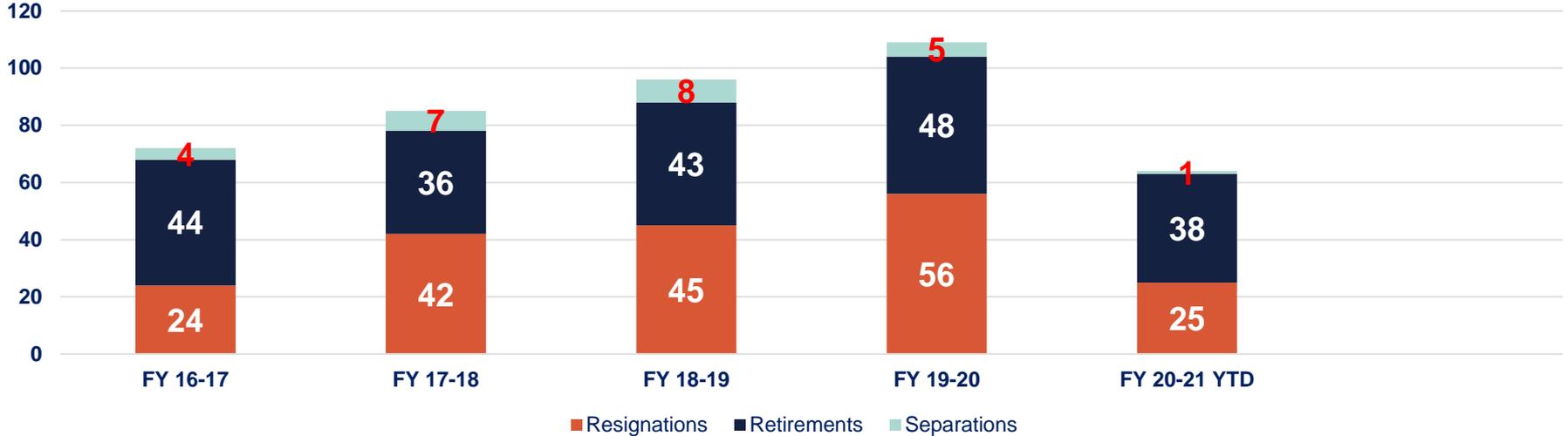
## New Hires and Promotions by Fiscal Year



Rehires are included in new hire numbers. Promotions include Progressive Qualifying Promotions.  
Data includes classified and unclassified positions. Data excludes As-Needed hires.  
It should be noted that beginning in March 2020, the City implemented a Citywide hiring freeze. The freeze is still in effect.  
Data as of 4/30/2021



# Resignations, Retirements, and Separations by Fiscal Year



Separations include failed probation, termination for cause, employee deaths, and end of assignments  
Data includes classified and unclassified positions. Data excludes As-Needed hires.  
Data as of 4/30/2021



## **II. Vacancy Rate**



## Vacancy Rate by Department

Department	Budgeted	Filled	Vacant	Vacancy Rate
City Attorney's Office	6.00	6.00	0.00	0.00%
City Clerk	6.00	5.00	1.00	16.67%
City Council	9.00	9.00	0.00	0.00%
City Manager	21.00	20.00	1.00	4.76%
Community Development	67.00	52.00	15.00	22.39%
Finance	71.75	63.75	8.00	11.15%
Fire	155.50	147.50	8.00	5.14%
Human Resources	15.75	11.75	4.00	25.40%
Information Technology	7.00	6.00	1.00	14.29%
Library	46.75	31.50	15.25	32.62%
Parks and Recreation	78.75	72.75	6.00	7.62%
Police	224.00	201.00	23.00	10.27%
Public Works	128.50	110.50	18.00	14.01%
Silicon Valley Power	198.00	161.00	37.00	18.69%
Water and Sewer Utilities	73.00	61.00	13.00	17.81%
Total	1108.00	958.75	150.25	13.56%

Data includes classified and unclassified.  
Data excludes As-Needed positions.  
Data pulled as of 4/30/2021.

City Auditor count rolled into Finance Department.  
Non-departmental count rolled into City Manager Office.



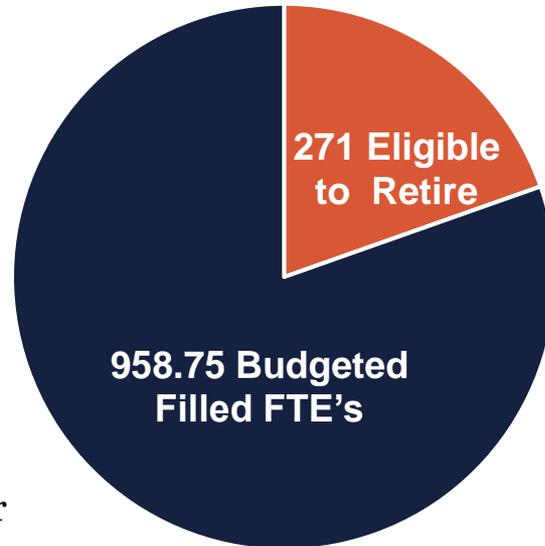
# III. Retirements



## Employees Eligible to Retire

Classic employees can retire at age 50 if they have at least 5 years of service in CalPERS. The “normal retirement age” is 50 for public safety and 55 for miscellaneous employees.

PEPRA New employees can retire at age 52 if they have at least 5 years of service in CalPERS. However, the “normal retirement age” is either 57 for public safety or 62 for miscellaneous employees.

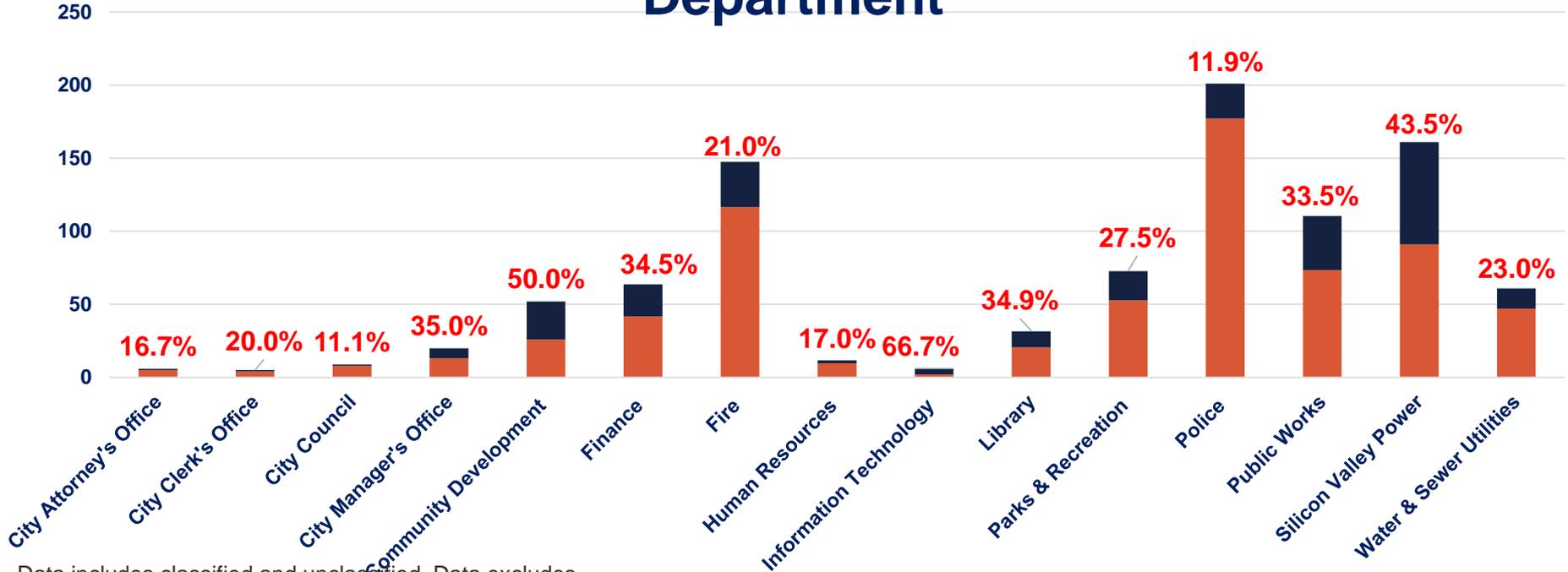


Approximately 28.27% of workforce is eligible to retire

■ Eligible for Retirement   ■ # of Budgeted FTE's



# Percentage of Employees Eligible to Retire by Department

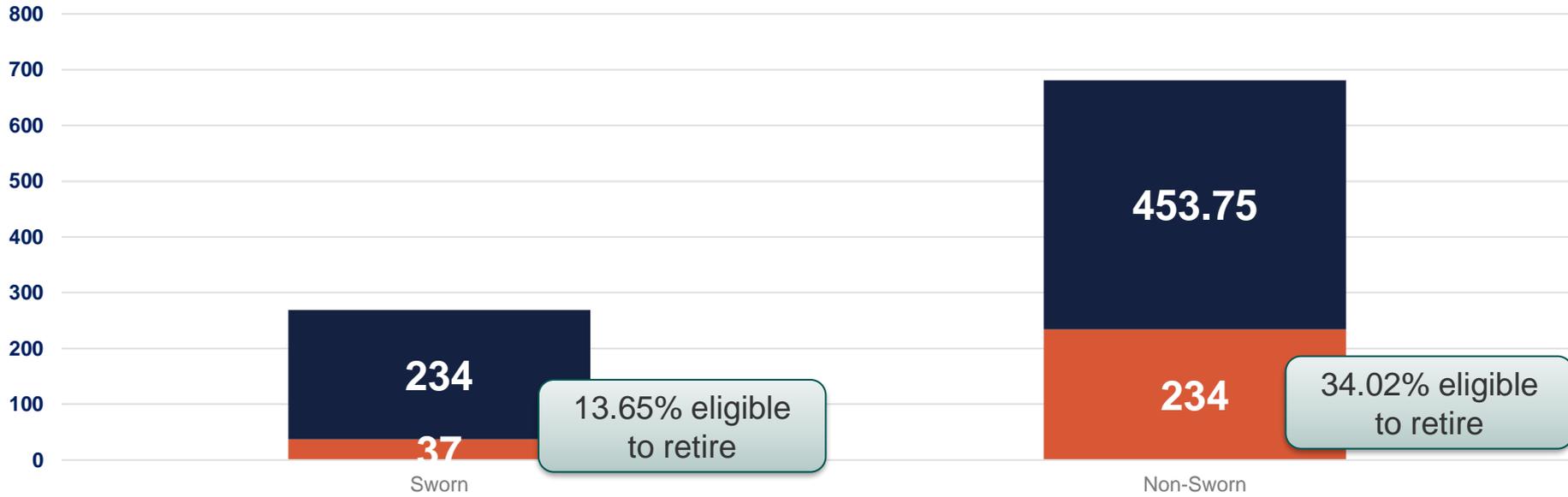


Data includes classified and unclassified. Data excludes As-Needed positions.  
Data based on filled not budgeted numbers.  
Data pulled as of 4/30/2021.

■ Not Eligible to Retire ■ Eligible to Retire



## Sworn Vs. Non-sworn Employees Eligible to Retire



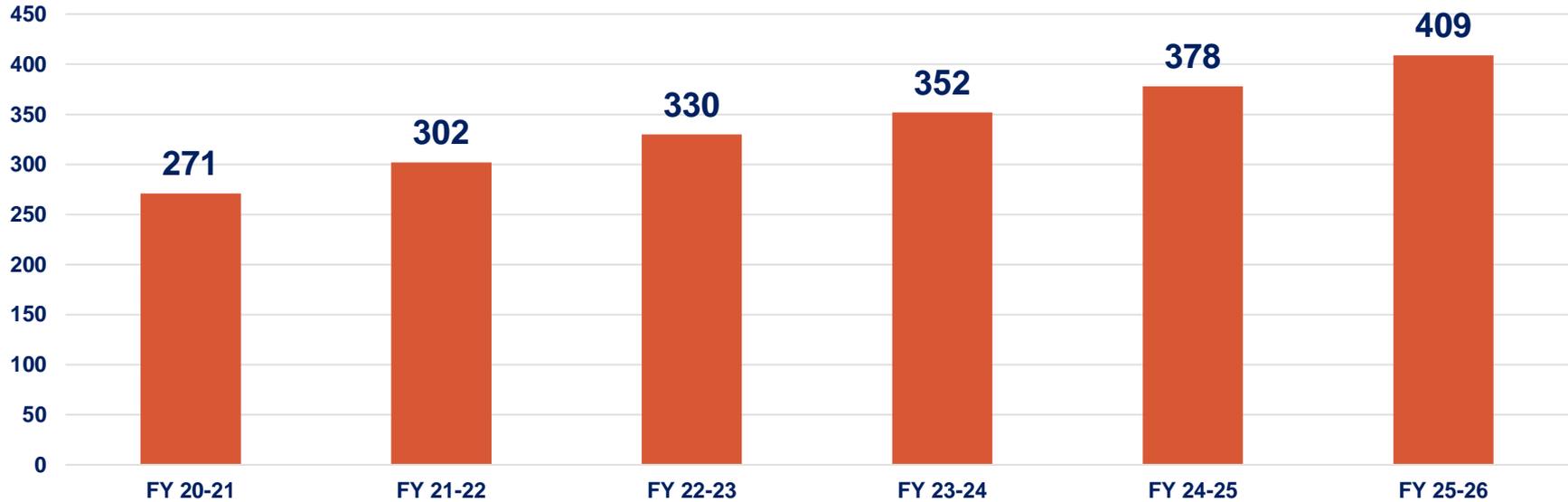
Data includes classified and unclassified.  
Data excludes As-Needed positions.  
Data pulled as of 4/30/2021.

■ Eligible to Retire ■ Not Eligible to Retire

### III. Retirements



## Number of Employees Eligible to Retire Projection



■ Eligible to Retire

Data assumed no change to budgeted positions.  
Data includes classified and unclassified positions. Data excludes As-Needed hires..  
Data as of 4/30/2021

### III. Retirements

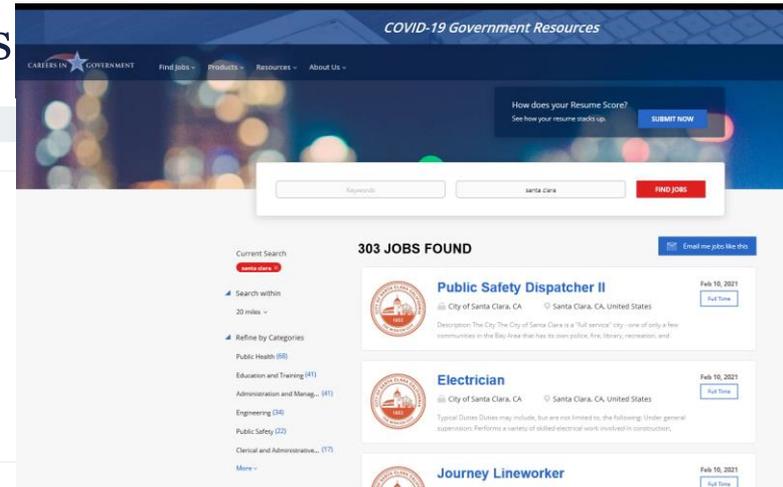
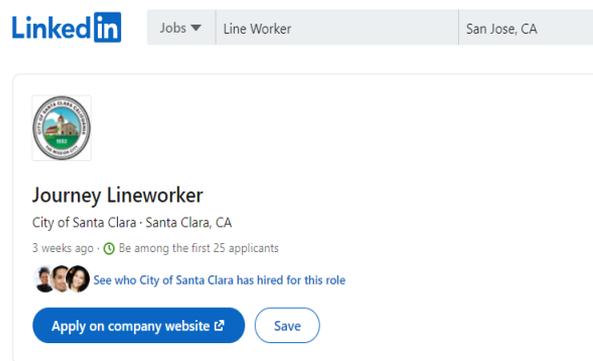
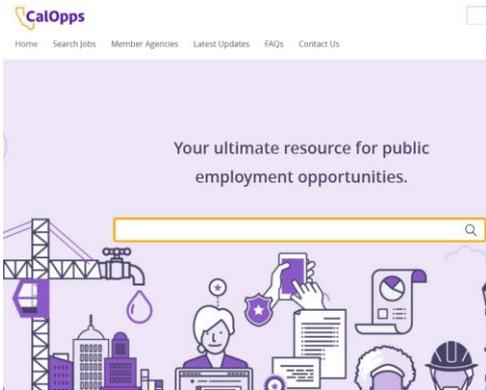


# IV. Advertising



# Advertising

- Expanding on advertising practices by using job board tools such as:
  - Careers in Government (participation in Diversity Program), LinkedIn, CalOpps (contract in progress), utilizing job specific boards where staff have memberships







# Career Fairs

Fiscal Year	# Attended	Schools
FY 2019-2020	8	Santa Clara and San Jose State Universities

- The City was scheduled to attend a Diversity Career Fair, Military Career Fair, and Santa Clara High School Career Fair in Spring/Summer of 2020. These were cancelled due to COVID.



# **V. Recruitment Initiatives and Retention Incentives**



# Recruitment Initiatives



**INTERNSHIP OPPORTUNITY**



**NOW HIRING!**



The City of Santa Clara Student Intern Program aims to empower youth and young adults to connect to public service careers and grow in their professional pursuits.

<b>YOU GET:</b>	<ul style="list-style-type: none"><li>• \$10K/hour paid internship with job training and direct job experience.</li><li>• Exposure to departments such as: DEPT, DEPT, DEPT</li></ul>
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TO APPLY FOR A STUDENT INTERN POSITION WITH THE CITY OF SANTA CLARA, VISIT US AT [WWW.SANTACLARACA.GOV/OUR-CITY/DEPARTMENTS-G-Z/HUMAN-RESOURCES](http://WWW.SANTACLARACA.GOV/OUR-CITY/DEPARTMENTS-G-Z/HUMAN-RESOURCES)

- Assessing streamlining recruitment process
  - Virtual interviews
  - Transitioning to paperless process and onboarding
- Implementation of a City Internship Program for high school and college students
  - Recruiting high school interns in Santa Clara
  - Participating in NextGen Organization
  - Partnering with NOVA jobs
  - Internship Program was scheduled to roll out in Summer 2020 but has been placed on hold due to COVID
- Citywide Volunteer Program



# Retention Incentives

- Tuition Reimbursement Program
  - Employee may receive up to \$2,000 each fiscal year
- Working Scholars Program
  - Cohort 1: 5 graduated with a degree and 11 in progress
  - Cohort 2 (currently on hold)
- Expansion of Citywide training program
  - TargetSolutions online training platform roll out in Summer 2021
  - In person training opportunities will resume once allowed



# VI. Questions