



SAN FRANCISCO PUBLIC
LIBRARY
TALENT ACQUISITION
APRIL 2022



Agenda

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Workforce Overview

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Talent Acquisition



SFPL WORKFORCE OVERVIEW



SFPL Workforce Overview

- Number of Employees: 892
- Full-time employees: 475 (53%)
- Part-time employees: 417 (47%)
- Budgeted FTE: 761



Workforce Overview – SFPL Divisions

Public Services Divisions (78%)

| | |
|------------------------------------|-----|
| Branches | 365 |
| Main | 232 |
| Collections and Technical Services | 60 |
| Community Programs and Partnership | 42 |
| Total Employees: | 699 |

Support Divisions (22%)

| | |
|--|-----|
| Facilities | 133 |
| Information Technology | 31 |
| Administration (HR, Finance, Research, Strategy & Analytics) | 29 |
| Total Employees: | 193 |



San Francisco Public Library – Human Resources

Workforce Overview – Job Classifications



- 67 different job classifications
- 77.5% (692 employees) are Library 3600 classifications
- Other classifications:
 - Management
 - Administrative Analyst
 - Custodial
 - Engineering
 - Finance
 - Human Resources
 - Information Technology
 - Security



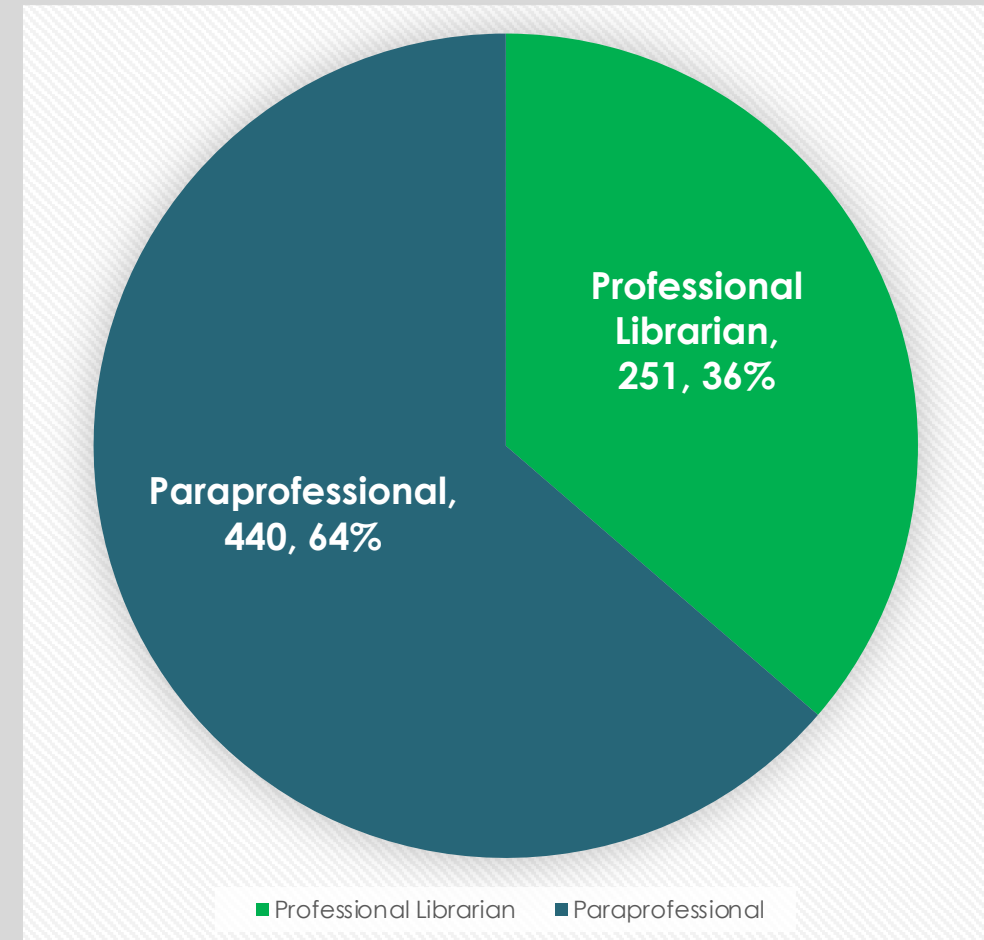
Workforce Overview – 3600 Classifications

Paraprofessional

| | |
|--|-------------------------------------|
| | 3602 Library Page |
| | 3610 Library Assistant |
| | 3616 Library Technical Assistant I |
| | 3618 Library Technical Assistant II |

Professional Librarian

| | |
|--|--------------------|
| | 3630 Librarian I |
| | 3632 Librarian II |
| | 3634 Librarian III |





Workforce Overview – 3600 Classifications

CLASSIFICATION

**Paraprofessional
(3602, 3610, 3616, 3618)**

**Professional Librarian
(3630, 3632, 3634)**

JOB DUTIES

Shelves books/materials, processes application of library cards, performs library materials maintenance, answers routine questions regarding library policies and procedures, etc.

Performs reference work, catalogs, classifies, and maintains supply of library materials, oversees library program or unit, etc.

QUALIFICATIONS

Requires a high school diploma; may require college work in library studies, Library Information Technology certificate program or an Associate degree in Library Information Technology in addition to library work experience

Requires an advanced degree in Master of Library Information Studies (MLIS); and library work experience for a higher classification



Workforce Overview – Labor Unions

| LABOR UNIONS | NUMBER OF EMPLOYEES |
|-------------------------------|---------------------|
| SEIU Local 1021 | 812 |
| Local 21 | 40 |
| MEA | 16 |
| Stationary Engineer, Local 39 | 9 |
| Teamsters 853 | 6 |
| IATSE, Local 16 | 3 |
| TWU, Local 250-A, Misc. | 2 |
| Laborers, Local 261 | 2 |
| Carpenters, Local 22 | 1 |
| Electrical Workers, Local 6 | 1 |



SFPL TALENT ACQUISITION



Talent Acquisition

– SF Department of Human Resources



- DHR Administers exams for Library 3600 classifications
 - 3602 every 9 months
 - 3630 every 6 months
 - Other: every 12 months
- Administers citywide exams for other library classifications
- Approves positions for approval, issues referrals, manages ATS



SFPL Human Resources



Talent Acquisition

- Recruitment/Selection
- Talent sourcing & outreach
- Diversity, equity, & inclusion



Talent Management

- Employee/labor relations
- Equal employment opportunity
- Reasonable accommodations
- Workers' compensation
- Leaves management



Payroll and Administrative Support

- Payroll Administration
- Front Desk Services
- Employee Wellness Program



Talent Development

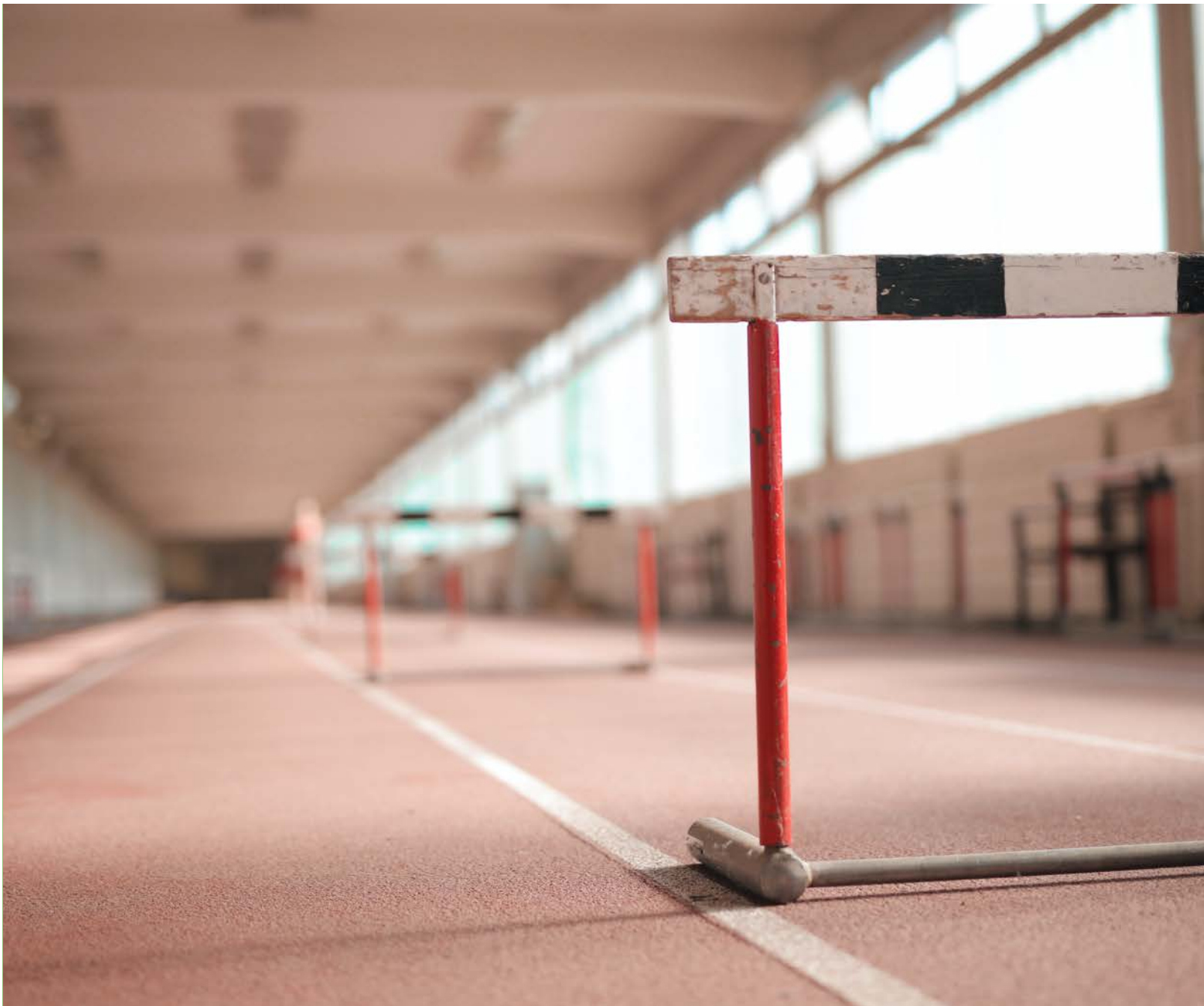
- Training
- Employee development
- Succession planning
- Employee Engagement



San Francisco Public Library – Human Resources

Library HR's Role During Pandemic

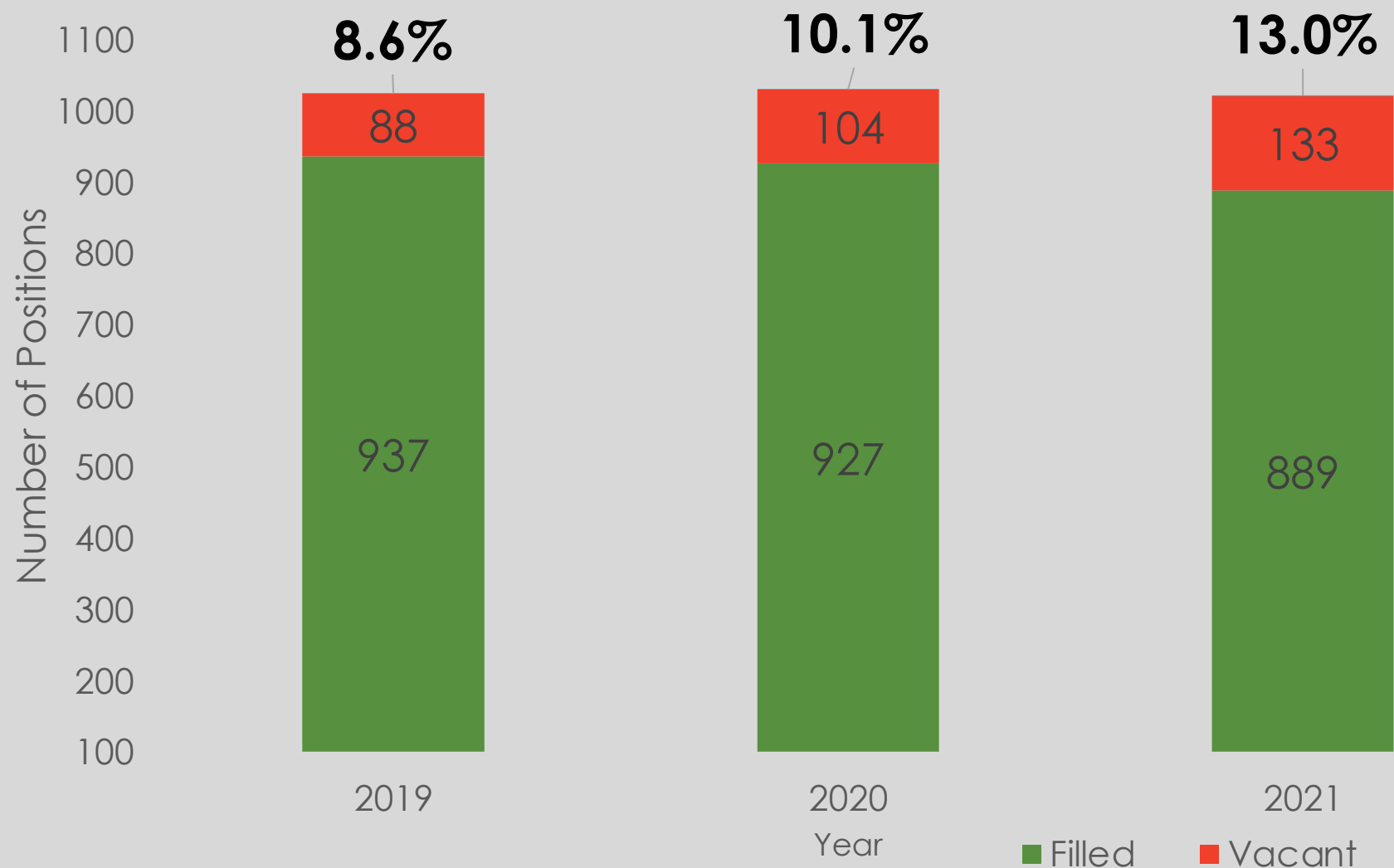
- Adapted in-person processes to online
- Shared DHR information regarding compensation & benefits
- Implemented new protocols and policies: daily health screening; testing/exposure guidance; workplace contact tracing; City's Vaccination Policy
- Liaison between CCC, DHR, LIB Management & LIB staff for DSW deployment
- Coordinated well-being and resilience training and developed SFPL employee training catalog
- Continued to perform regular operations & maintained onsite presence



Talent Acquisition Challenges during the Pandemic

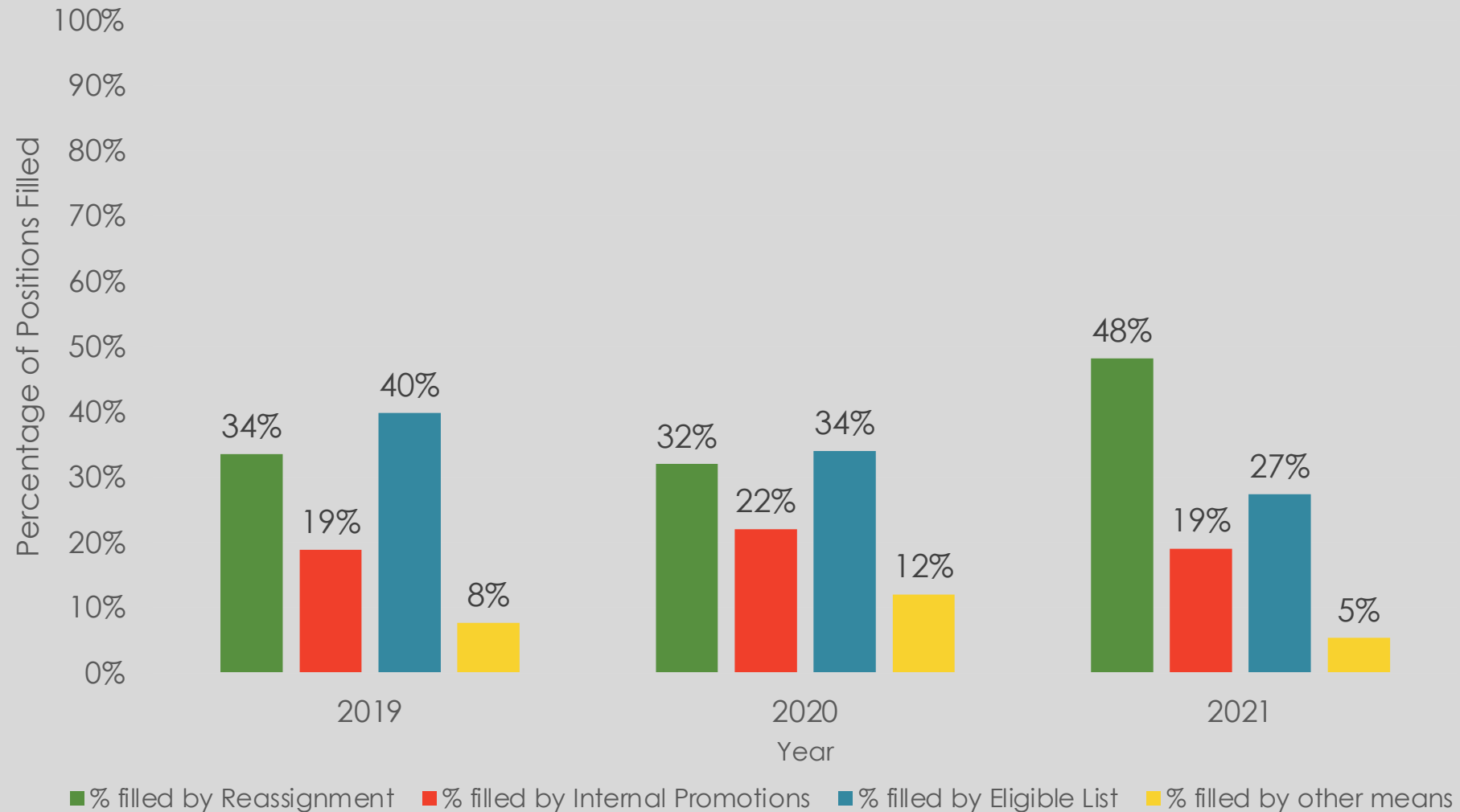
- Hiring freeze in 2020
- 63% of SFPL workforce deployed as DSWs
- Additional layer of position approval
- Testing center safety measures
- Retirements and separations
- Vaccination Policy implementation
- Smart Recruiters transition

Talent Acquisition – Average Vacancy Rate





Talent Acquisition – Methods to Fill Positions





Talent Acquisition – Average Time to Hire

All SFPL positions filled through **Reassignment and Eligible list**

| DAYS-TO-FILL | | |
|--------------|------|------|
| 2019 | 2020 | 2021 |
| 183 | 212 | 172 |



Talent Acquisition – Average Time to Hire

3602 & 3630 Positions filled through **Reassignment**

| CLASS | DAYS-TO-FILL | | |
|-------|--------------|-------|------|
| | 2019 | 2020* | 2021 |
| 3602 | 76 | 73 | 65 |
| 3630 | 106 | 381* | 86 |

*2020 Hiring Freeze



Talent Acquisition – Average Time to Hire

3602 & 3630 Positions filled through **Eligible List**

| DAYS-TO-FILL | | | |
|--------------|------|-------|------|
| CLASS | 2019 | 2020* | 2021 |
| 3602 | 223 | 396* | 229 |
| 3630 | 290 | N/A | 202 |

*2020 Hiring Freeze



Talent Acquisition – Number of Positions Filled in 2019-2021

| CLASS | 2019 | 2020 | 2021 |
|---------------|------------|-----------|------------|
| 3602 | 43 | 6 | 43 |
| 3610 | 14 | 0 | 6 |
| 3616 | 8 | 1 | 10 |
| 3618 | 2 | 3 | 4 |
| 3630 | 29 | 5 | 51 |
| 3632 | 8 | 4 | 16 |
| 3634 | 2 | 2 | 5 |
| Others | 37 | 29 | 33 |
| Total: | 143 | 50 | 168 |



Talent Acquisition – Library Position Based Tests and Exempt Recruitments in 2020-2021, and currently underway

PBT RECRUITMENTS

| Job Class | Job Title |
|-----------|--|
| 0922 | Racial Equity Manager |
| 0923 | Assistant Chief of Main |
| 0931 | Chief Financial Officer |
| 0932 | Facilities Director |
| 1061 | IS Program Analyst-Assistant |
| 1062 | IS Programmer Analyst |
| 1063 | IS Programmer Analyst - Senior |
| 1094 | IT Operations Support Administrator IV |
| 1244 | Senior Human Resources Analyst |
| 1766 | Media Production Technician |
| 1822 | Security Operations and Emergency Planning |
| 3522 | Senior Museum Preparator |
| | Supervising Building and Grounds Patrol |
| 8211 | Officer |

EXEMPT RECRUITMENTS

| Job Class | Job Title |
|-----------|--|
| 0931 | Chief Financial Officer |
| 0952 | Chief of Branches |
| 1092 | IT Operations Support Administrator II |
| 1244 | Senior Human Resources Analyst |
| | Jail and Reentry Services-Administrative & |
| 1822 | GIS Analyst |
| 1823 | Mellon Grant Administrator |
| 1823 | Commission Affairs Analyst |
| 2708 | Custodian |
| 2716 | Custodial Assistant Supervisor |
| 3542 | Curator II |
| 3620 | Conservation Technician I |
| 3630 | Jail and Reentry Services Librarian |
| 7334 | Stationary Engineer |

Recruitments underway



Recruitment Outlets

- Share job announcements internally to SFPL staff
- SFPL Social Media Platforms (Twitter, Facebook, LinkedIn)
- Library Associations (ALA, Black Caucus of ALA, CLA, Urban Libraries Council, Reforma)
- Library colleges and universities
- GARE (Government Alliance Race and Equity)
- Citywide career fair
- Smart Recruiters



San Francisco Public Library – Human Resources



Diversity Recruitment Efforts

- Partnership with DHR Diversity Recruitment Team to leverage citywide resources
- Participate in career fairs hosted by DHR
- Hired a Diversity, Equity and Inclusion Senior Human Resources Analyst
- Collaborate with Library Racial Equity Committee to expand efforts



Continuous Improvement Efforts



- SFPL Racial Equity Action Plan:
 - Recruitment & Hiring (Section 1)
 - Retention & Promotion (Section 2)
 - Discipline & Separation (Section 3)
 - Diverse and Equitable Leadership (Section 4)
 - Mobility and Professional Development (Section 5)
- Library HR Annual Improvement Process Forum to:
 - Review HR processes
 - Identify continuous improvements projects

Citywide Career Fairs



City Job Fairs
Saturdays, 10 a.m. to 1 p.m.*

January 15, 2022
Coffman/Herz Playground
1700 Visitacion Valley & Hahn streets

January 22, 2022
Bayview Park/KC Jones Playground
*Community Day 10 a.m.-4 p.m.
5701 Third Street

January 29, 2022
County Fair Building
1199 Ninth Avenue In Golden Gate Park

February 12, 2022
Hamilton Recreation Center
1900 Geary Boulevard

Employers
SF Recreation & Parks (Recreation Leaders & camp assistants, Camp Mather culinary staff); Department of Human Resources; Airport; JOBS Now; Human Services Agency; Sheriff's Department; Police; Fire; Public Library; SFMTA; ZSFHG and Public Health; Public Utilities (PUC); Assessors; SFUSD; Department of Technology; and nearby community organizations

Resources
Representatives from these agencies and organizations will have community information and job resources. Job training information and assistance with the City's new Smart Recruiters application will be available.

The City and County of San Francisco is an Equal Employment Opportunity Employer. For more information, email RPD_recruitment@sfgov.org or call (415) 831-2726.



CAREER RESOURCE FAIR

 Civic Center Plaza
355 McAllister St.
San Francisco, CA

 Date: Saturday,
April 23, 2022

 Time: 10AM-2PM

DHR SCAN THE BARCODE OR
VISIT [SFDHR.ORG/CAREER-
EVENTS](https://sfdhr.org/career-events) FOR MORE
INFORMATION





THANK YOU!