Human Resources Update – Talent Acquisition

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Human Resources Director
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San Francisco Library Commission
Today’s presentation will review the following topics:

1. SFPL Workforce Overview
2. Human Resources Division Overview
3. Talent Acquisition
4. Outreach/Diversity Recruitment Efforts
5. Continuous Improvement
SFPL Workforce Overview

**Current Number of Employees: 884**

- **Full-time Employees:** 502 (57%)
- **Part-time Employees:** 382 (43%)
SFPL Workforce Overview: SFPL Divisions

**Public Services Divisions (79%)**
- Community Programs & Partnership: 45
- Collections & Technical Services: 63
- Main: 217
- Branches: 370
- Total Public Service Divisions: 695

**Support Services Divisions (21%)**
- Administration (Human Resources, Finance, City Librarian’s Office, Research, Strategy & Analytics): 34
- Information Technology: 31
- Facilities: 124
- Total Support Divisions: 189
SFPL Workforce Overview: Labor Unions

- SEIU Local 1021
- Local 21
- MEA
- Stationary Engineer, Local 39
- Teamsters 853
- IATSE, Local 16
- TWU, Local 250-A, Misc.
- Laborers, Local 261
- Carpenters, Local 22
- Electrical Workers, Local 6
SFPL Workforce Overview: Job Classifications

Current Number of Employees: 884

- 3600 Series: 679 Employees (77%)
- 3600 Paraprofessional: 424 (48%)
- 3600 Professional: 255 (29%)
- Non-3600s: 205 (23%)
SFPL Workforce Overview: 3600 Series

3600 series is the Library professional and paraprofessional series of classifications

**PARAPROFESSIONAL**
- 3602 Library Page
- 3610 Library Assistant
- 3616 Library Technical Assistant I
- 3618 Library Technical Assistant II
- 3620 Conservation Technician I
- 3621 Conservation Technician II

**PROFESSIONAL**
- 3630 Librarian I
- 3632 Librarian II
- 3634 Librarian III
Human Resources Division Overview

Talent Acquisition
- Recruitment/Selection
- Talent Sourcing & Outreach
- Diversity, Equity, & Inclusion

Learning & Development
- Training
- Employee Development
- Succession Planning
- Employee Engagement

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

SFPL Human Resources
Talent Acquisition: Average Vacancy Rate

- Vacancy Rate = #Vacant/#Positions

<table>
<thead>
<tr>
<th></th>
<th>FY21</th>
<th>FY22</th>
<th>FY23</th>
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<tbody>
<tr>
<td>TOTAL NUMBER OF</td>
<td>984</td>
<td>981</td>
<td>985</td>
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<tr>
<td>POSITIONS</td>
<td></td>
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<tr>
<td>NUMBER VACANT</td>
<td>131</td>
<td>140</td>
<td>132.5</td>
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<tr>
<td>VACANCY RATE</td>
<td>13.3%</td>
<td>14.2%</td>
<td>13.5%</td>
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Talent Acquisition: FY2022/2023 Activities

New Hires: 96
• Promotions: 60
• Reassignments: 49

Exits: 59

Total Promotions/Reassignments: 109

Total Positions Filled: 206

Highlights:
• Beginning FY23 Vacancy Rate: 16.2%
• Ending FY23 Vacancy Rate: 11.3%

Vacancy Rate Net Change: –4.9%

• Beginning FY23 Number of Employees: 828*
• Ending FY23 Number of Employees: 865*

Employee Net Change: +37
(Includes transfers, reappointments, reinstatements, & reversion movements that are not considered as new hires)

*Includes only permanent and exempt (excludes TEANs & Prop F)
Talent Acquisition: Average Time to Hire

**Average Time to Hire by FY**

- FY21: 201 Days
- FY22: 170 Days
- FY23: 215 Days

**Average Time to Hire Reassignment vs. Eligible List vs. Exempt Appointments by FY**

- FY21:
  - Reassignments: 386 Days
  - Eligible List: 326 Days
  - Exempt Appointments: 107 Days
- FY22:
  - Reassignments: 241 Days
  - Eligible List: 150 Days
  - Exempt Appointments: 72 Days
- FY23:
  - Reassignments: 261 Days
  - Eligible List: 197 Days
  - Exempt Appointments: 75 Days
Talent Acquisition: Average Time to Hire

Average Time to Hire
3600 Series Reassignment vs. Eligibility List by FY

- FY21: 102 Days
- FY22: 209 Days
- FY23: 247 Days

Days

0 100 200 300 400 500

Fiscal Year

Reassignments
Eligible List
Talent Acquisition: Average Time to Hire

**Average Time to Hire**

**3602 Reassignment vs. Eligibility List by FY**

<table>
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<th>Fiscal Year</th>
<th>Reassignments</th>
<th>Eligible List</th>
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<tbody>
<tr>
<td>FY21</td>
<td>62 Days</td>
<td>0 Days</td>
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<tr>
<td>FY22</td>
<td>60 Days</td>
<td>58 Days</td>
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<tr>
<td>FY23</td>
<td>214 Days</td>
<td>256 Days</td>
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**Average Time to Hire**

**3630 Reassignment vs. Eligibility List by FY**

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<th>Fiscal Year</th>
<th>Reassignments</th>
<th>Eligible List</th>
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</thead>
<tbody>
<tr>
<td>FY21</td>
<td>114 Days</td>
<td>0 Days</td>
</tr>
<tr>
<td>FY22</td>
<td>71 Days</td>
<td>188 Days</td>
</tr>
<tr>
<td>FY23</td>
<td>103 Days</td>
<td>271 Days</td>
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Outreach/Diversity Recruitment Efforts
Continuous Improvement

- HR Annual Process Improvement Forum
- Streamlined New Hire Onboarding Process
- Simplified Internal HR Forms
- Hired a HR Data Analyst
- Performance Plan & Appraisal Report (PPAR) Tools
THANK YOU

Questions?

We appreciate your continued support and encouragement