



Human Resources Update – Talent Acquisition

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Human Resources Director
September 21, 2023
San Francisco Library Commission

Agenda

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

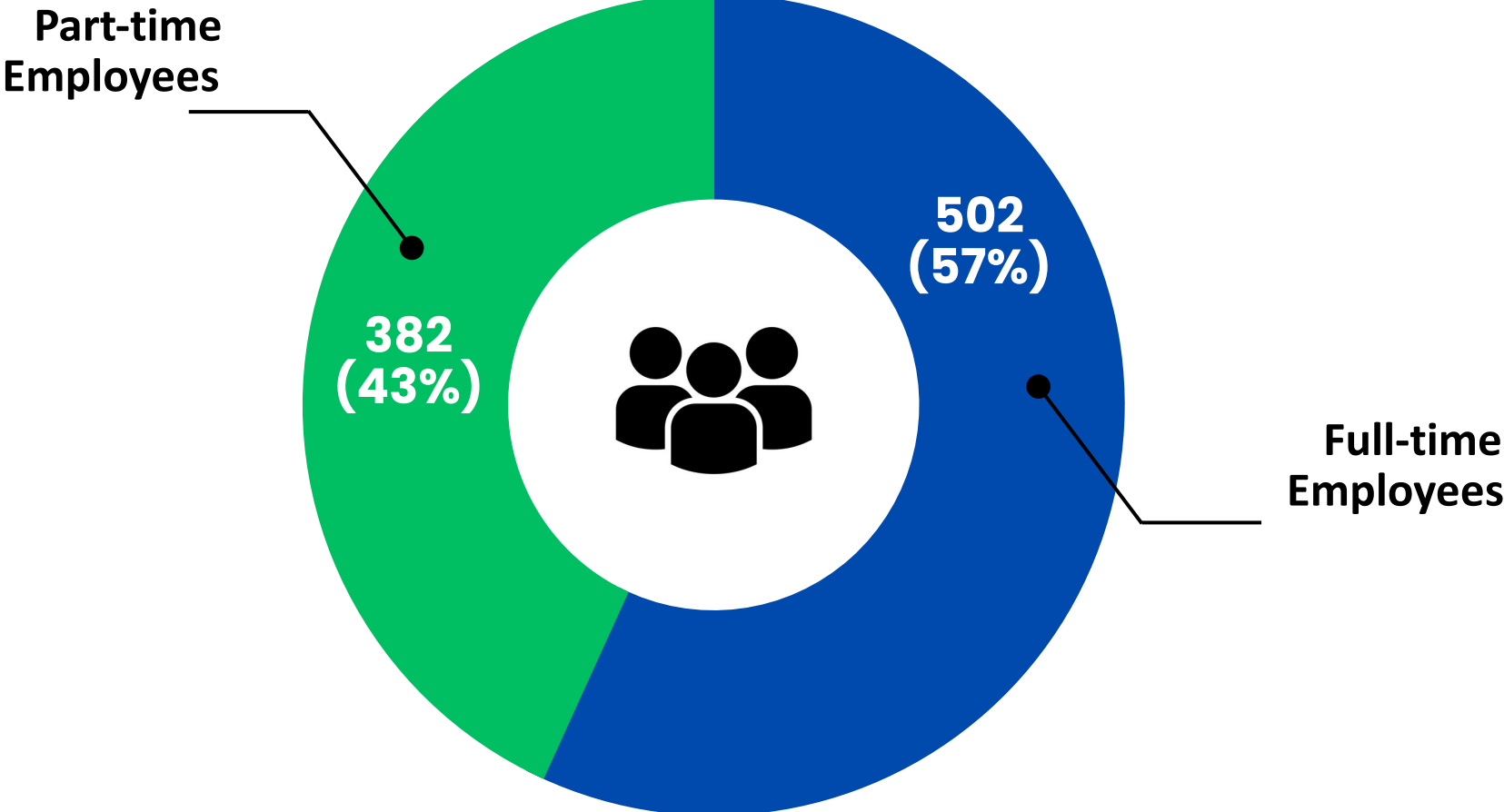
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Continuous Improvement

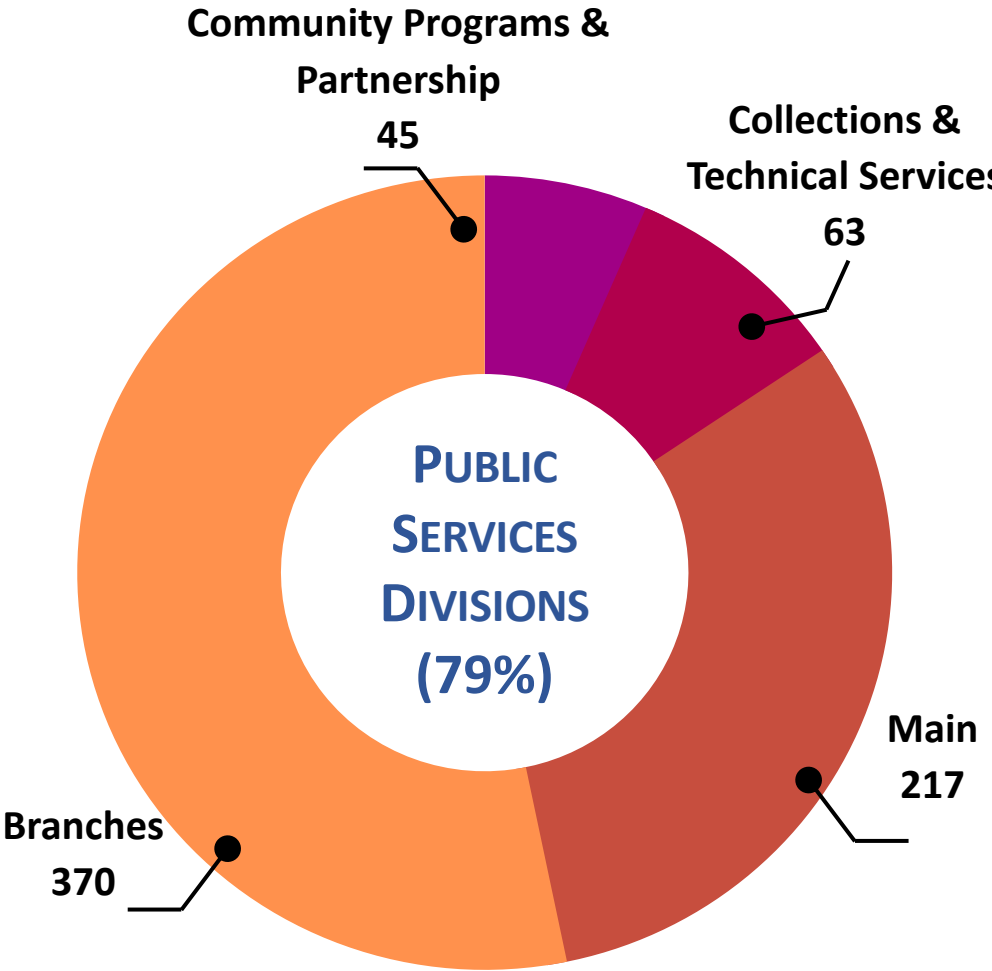


SFPL Workforce Overview

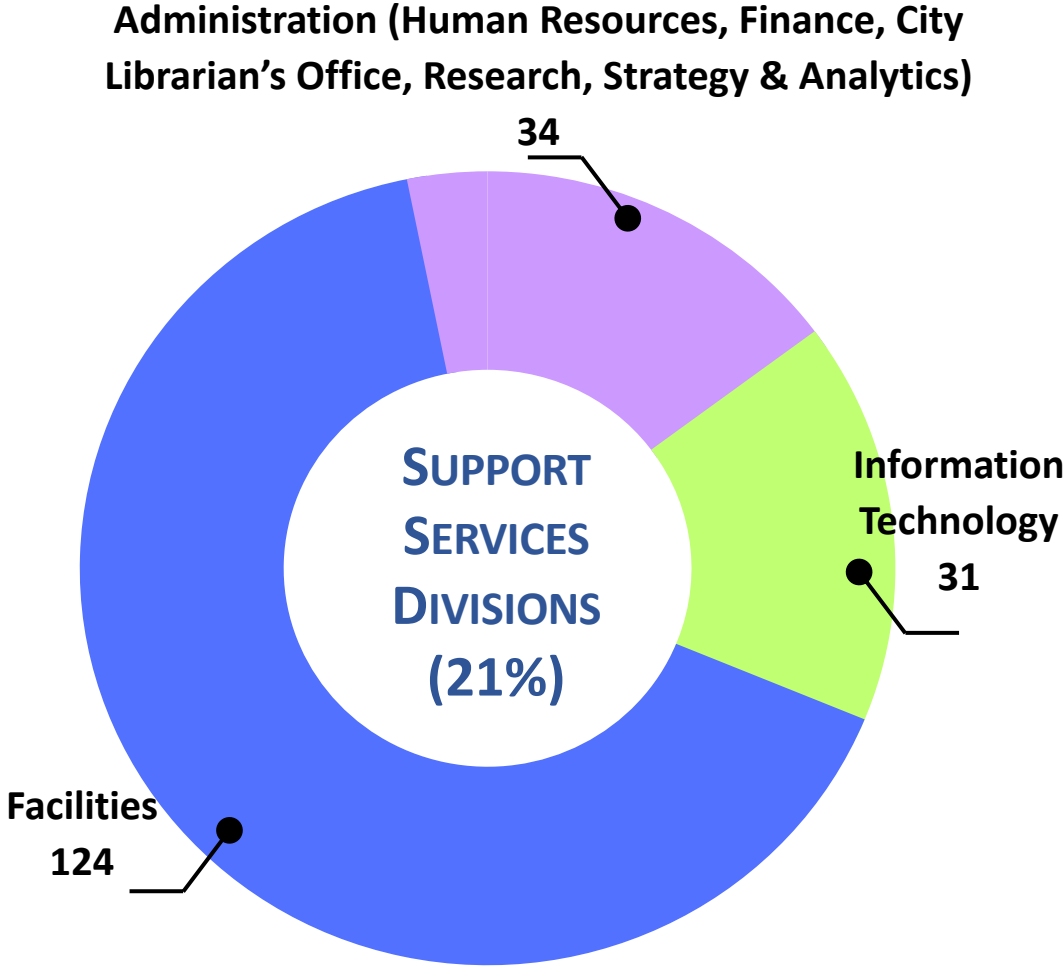
CURRENT NUMBER OF EMPLOYEES: 884



SFPL Workforce Overview: SFPL Divisions



Total Public Service Divisions: 695



Total Support Divisions: 189



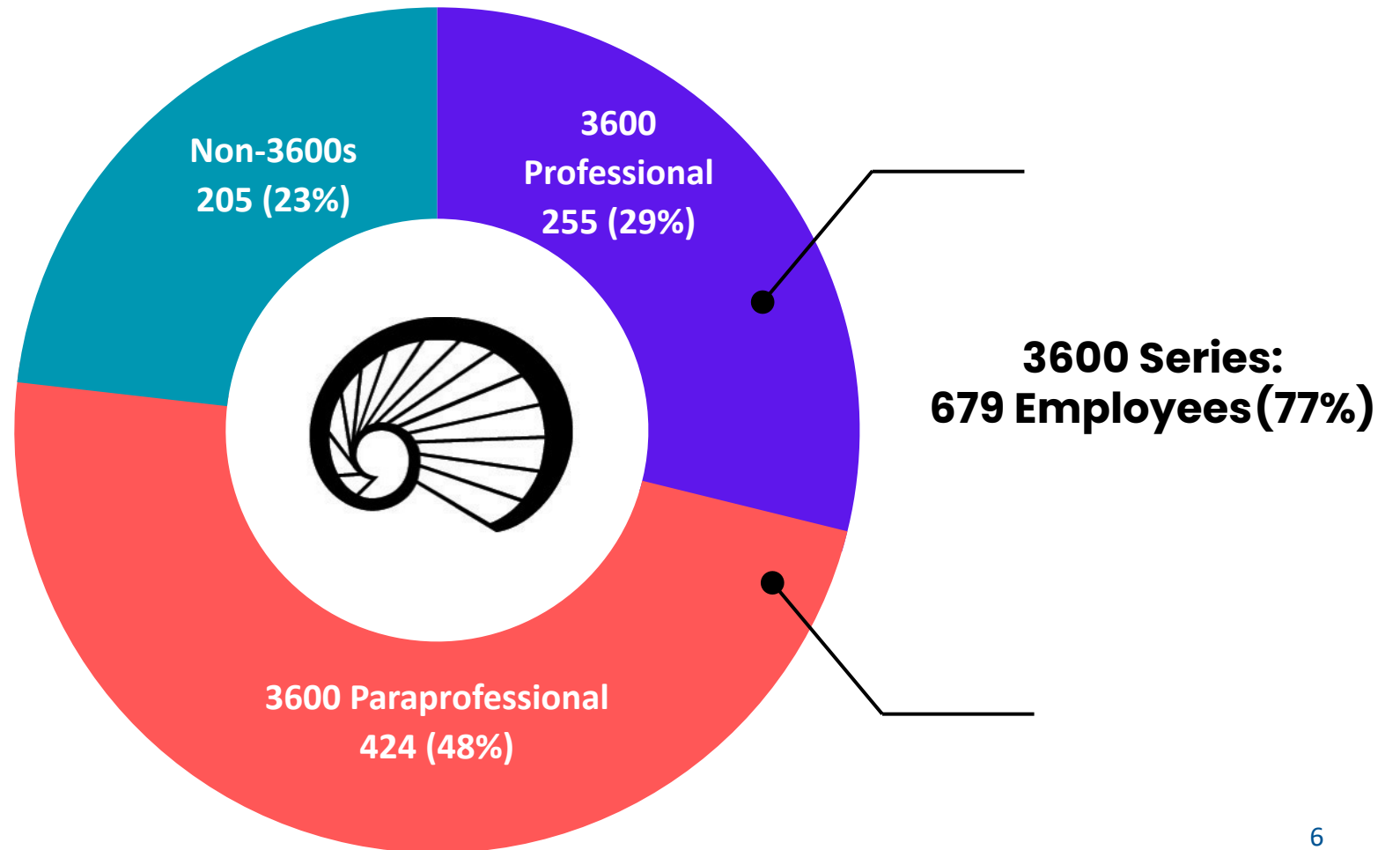
SFPL Workforce Overview: Labor Unions

- 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



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



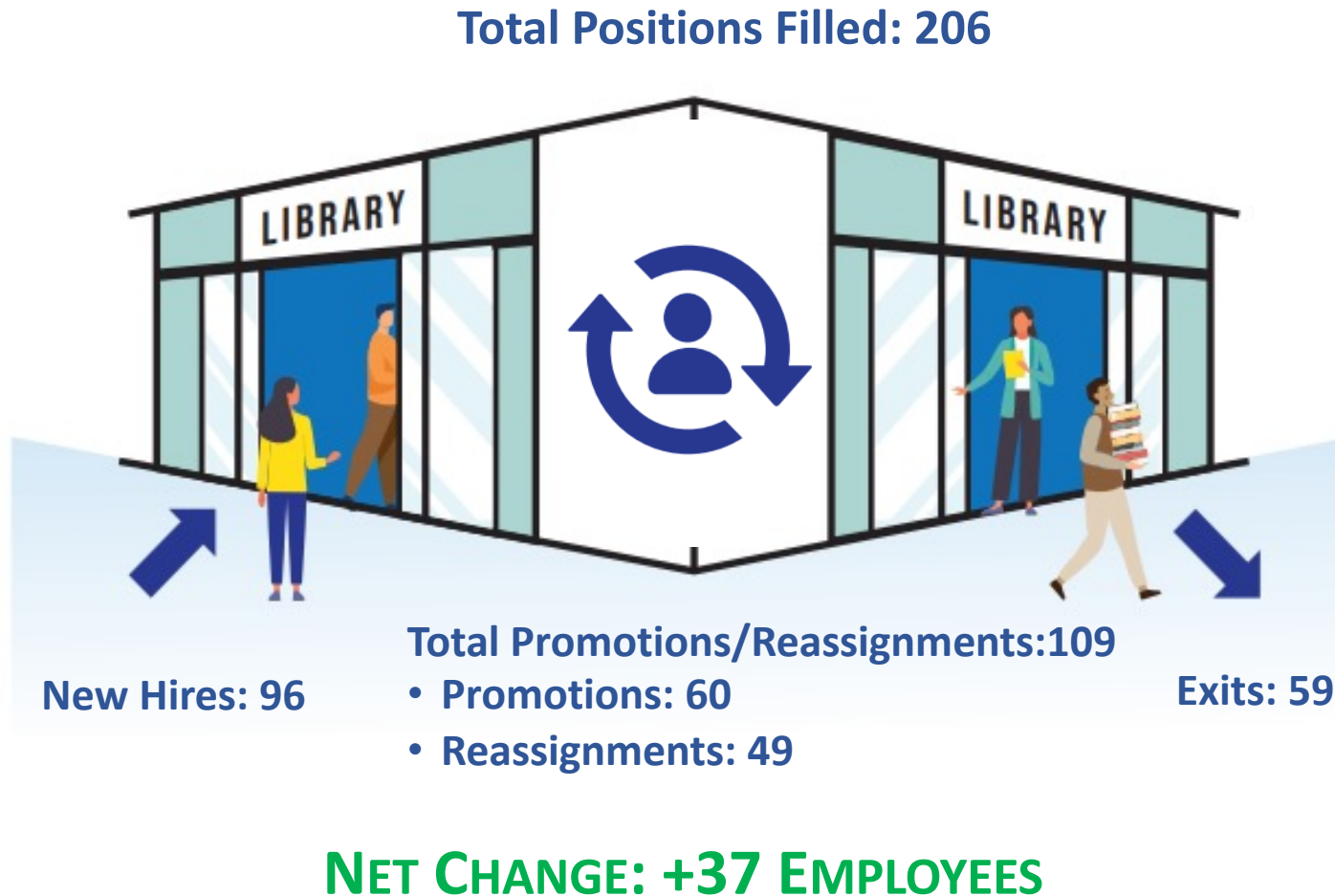
Talent Acquisition: Average Vacancy Rate

- Vacancy Rate = #Vacant/#Positions

	FY21	FY22	FY23
TOTAL NUMBER OF POSITIONS	984	981	985
NUMBER VACANT	131	140	132.5
VACANCY RATE	13.3%	14.2%	13.5%



Talent Acquisition: FY2022/2023 Activities



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*

**Includes only permanent and exempt (excludes TEANs & Prop F)*

Employee Net Change: +37

(Includes transfers, reappointments, reinstatements, & reversion movements that are not considered as new hires)

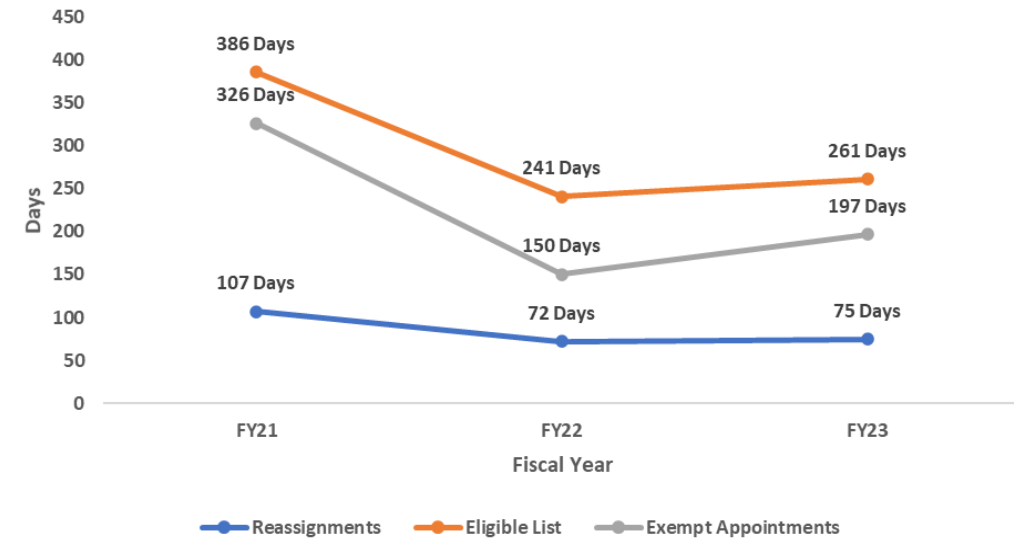


Talent Acquisition: Average Time to Hire

AVERAGE TIME TO HIRE BY FY

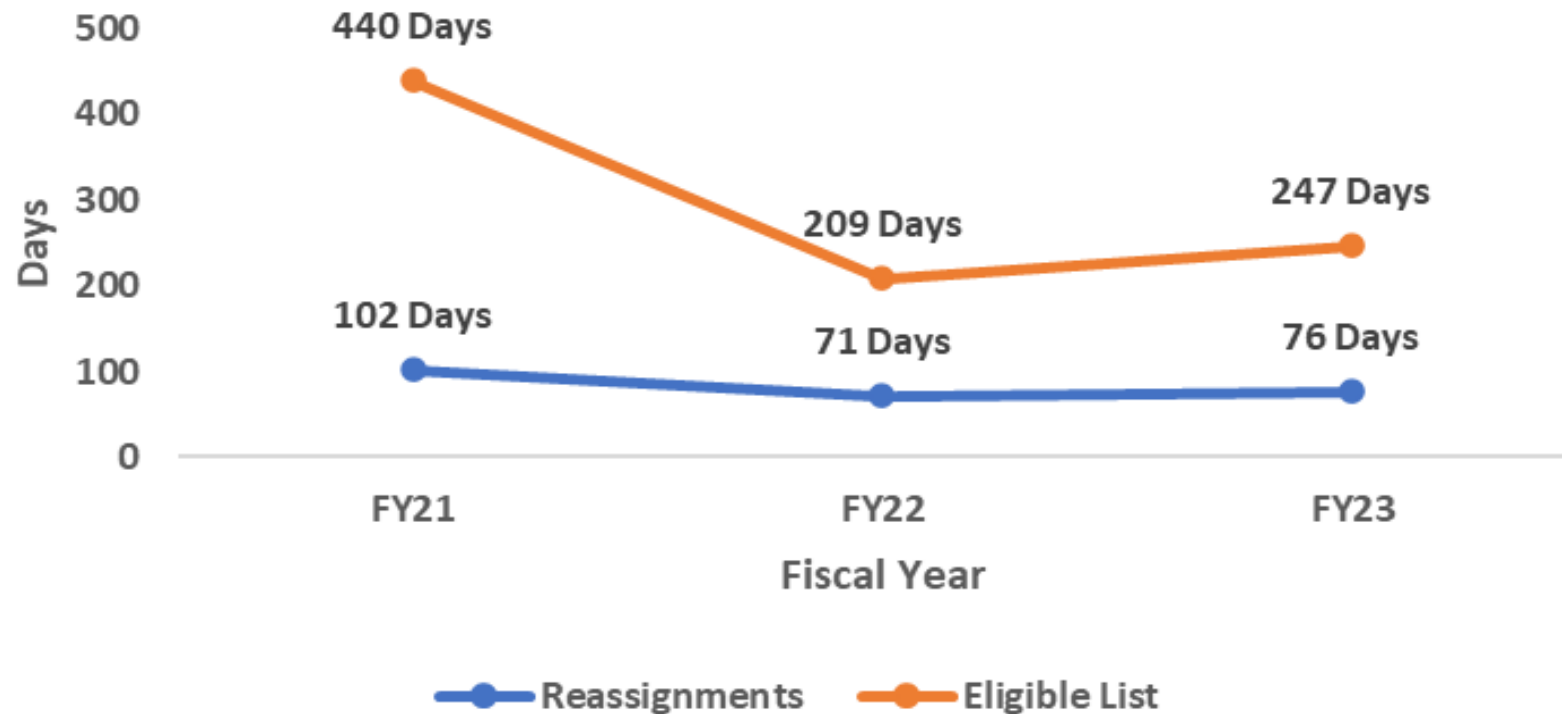


AVERAGE TIME TO HIRE REASSIGNMENT VS. ELIGIBLE LIST VS. EXEMPT APPOINTMENTS BY FY



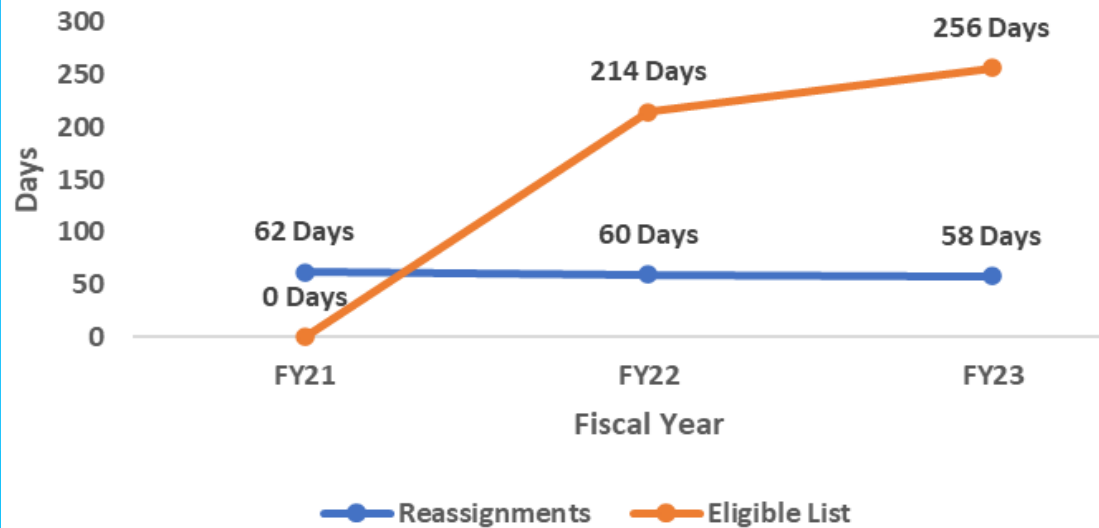
Talent Acquisition: Average Time to Hire

AVERAGE TIME TO HIRE
3600 SERIES REASSIGNMENT VS. ELIGIBILITY LIST BY FY

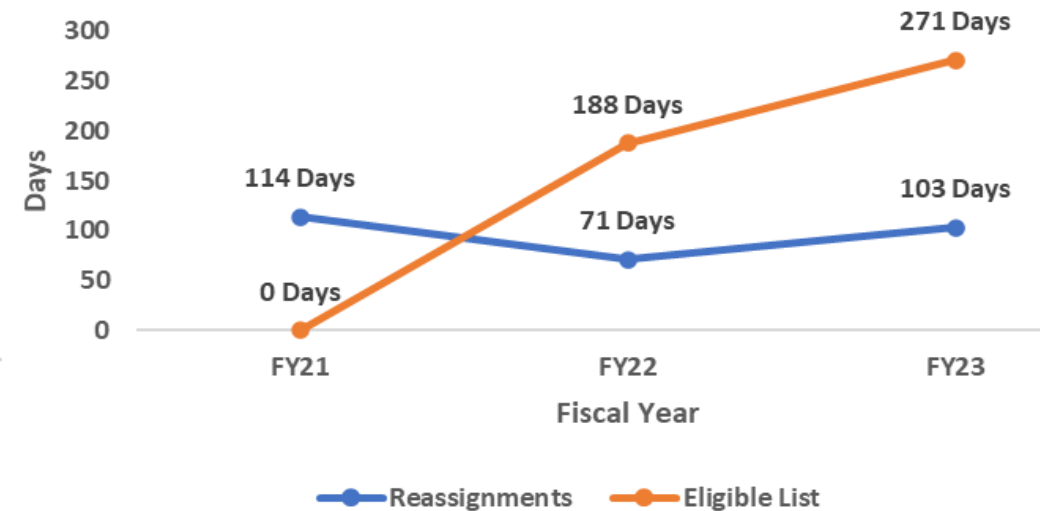


Talent Acquisition: Average Time to Hire

AVERAGE TIME TO HIRE 3602 REASSIGNMENT VS. ELIGIBILITY LIST BY FY



AVERAGE TIME TO HIRE 3630 REASSIGNMENT VS. ELIGIBILITY LIST BY FY



Outreach/Diversity Recruitment Efforts

City and County of San Francisco

Career Resource Fair

Register to attend today!
<https://www.eventbrite.com/e/533979275387>

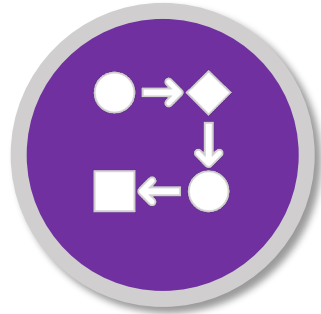
Saturday, April 15th

Interested in a career with the City?
The Career Resource Fair is a great opportunity to talk with City departments about the wide range of available job opportunities and to get help navigating the City's application process.

Time: 10 AM - 2 PM
Location: Civic Center Plaza
355 McAllister Street
San Francisco, CA 94102
careers.sf.gov



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*

