

MOTION

PERSONNEL AND HIRING

As the City continues to navigate fiscal constraints, workforce changes, and evolving service demands, the Council should receive consistent, comprehensive and ongoing information related to personnel. Ongoing information on hiring, attrition, vacancies, transfers, and other key trends will help the Council identify emerging staffing challenges, track progress, and better understand how workforce changes are affecting the delivery of critical services.

In 2024, the Council received a citywide assessment of vacancies, vacancy rates, and challenges in filling authorized positions (C.F. 23-1429). In 2025, the Council established and expanded the Expedited Transfer Process and Portal, with subsequent reports tracking available positions, applications, referrals, and completed transfers (C.F. 25-0660). Together, these efforts demonstrated the value of providing the Council with timely and comprehensive workforce information that allowed the City to address hiring and retention issues and develop necessary workforce interventions.

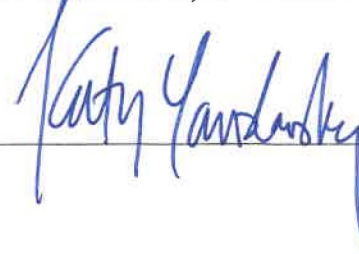
I THEREFORE MOVE that the City Council direct the City Administrative Officer, in coordination with the Personnel Department, to provide monthly updates relative to the status of the City's workforce and hiring, which would build on the vacancy information provided in FY 2023-24 (C.F. 23-1429) and the hiring, vacancy, and Expedited Transfer Process information provided in FY 2025-26 (C.F. 25-0660), to establish a consistent set of workforce metrics that can be tracked over time and allow the Council to identify trends, measure progress, and inform future actions. The monthly reports should include, but not be limited to, the following:

1. *Vacancies*: Current authorized positions, filled positions, vacant positions, vacancy rates, and the length of time positions have remained vacant, including a breakdown by department and civil service classification;
2. *Hiring*: The number of recruitments underway, eligible lists established, referrals made, conditional offers, appointments, and other relevant hiring activity, including progress in meeting the Targeted Local Hire and Bridge-to-Jobs established hiring targets and other alternative hiring pathways, as well as information on positions that remain difficult to fill;
3. *Attrition Rates*: Recent and historical attrition rates, including resignations, retirements, transfers, promotions, and other separations, with trends by department and classifications where appropriate;
4. *Transfers and Reassignments*: Information on interdepartmental transfers, reassignments, and other mechanisms used to place existing employees into vacant or funded positions, including the utilization and outcomes of the FY 2025-26 Expedited Transfer Process established under Council File 25-0660; and
5. *Workforce Retention Efforts*: Information on efforts to retain employees, including recruitment and retention incentives, strategies to address hard-to-fill classifications, succession planning, and other workforce development efforts.

PRESENTED BY:


TIM McOSKER
Councilmember, 15th District

SECONDED BY:


Katy Yandlowsky

ORIGINAL

msr



AUG 28 2026