

COMMUNICATION FROM CHAIR, PERSONNEL AND HIRING COMMITTEE relative to reporting in regard to the status of the City's workforce and hiring.

Recommendation for Council action, pursuant to Motion (McOske – Yaroslavsky):

DIRECT the City Administrative Officer (CAO), in coordination with the Personnel Department, to provide monthly updates in connection with the status of the City's workforce and hiring, which would build on the vacancy information provided in Fiscal Year (FY) 2023-24 (Council File No. 23-1429) and the hiring, vacancy, and Expedited Transfer Process information provided in FY 2025-26 (Council File No. 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 with said monthly reports should include, but not be limited to, the following:

- a. 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
- b. 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.
- c. Attrition Rates: Recent and historical attrition rates, including resignations, retirements, transfers, promotions, and other separations, with trends by department and classifications where appropriate.
- d. 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 No. 25-0660.
- e. 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

Fiscal Impact Statement: Neither the CAO nor the Chief Legislative Analyst has completed a financial analysis of this report.

Community Impact Statement: None submitted

Summary:

On September 9, 2026, the Committee Chair considered a Motion (McOsker – Yaroslavsky) relative to reporting in regard to the status of the City's workforce and hiring. According to the Motion, as the City continues to navigate fiscal constraints, workforce changes, and evolving service demands, 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 (Council File No. 23-1429). In 2025, Council established and expanded the Expedited Transfer Process and Portal, with subsequent reports tracking available positions, applications, referrals, and completed transfers (Council File No. 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. After consideration, the Committee Chair moved to recommend approval of the Motion. This matter is now forwarded to the Council for its consideration.

Respectfully Submitted,

Councilmember Tim McOsker, Chair
Personnel and Hiring Committee

COUNCILMEMBER VOTE

McOSKER: YES
RODRIGUEZ: ABSENT
SOTO-MARTINEZ: ABSENT

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-NOT OFFICIAL UNTIL COUNCIL ACTS-