



Human Resources
California Public Utilities Commission



Human Resources Updates

May 30, 2018

Finance and Administration Subcommittee Report

Hiring Efforts

January 2017 – April 2018

| <u>Hires</u> | <u>As of January 31, 2018</u> | <u>As of April 30, 2018</u> |
|-----------------------------------|-------------------------------|-----------------------------|
| internal hires: | 194.5 | 224.5 |
| external hires: | 197.5 | 246.5 |
| (additional due to blanket hires) | 16 | 18 |
| total hires: | 408 | 489 |
| net hires: | 113.5 | 143.5 |
| separations: | 84 | 103 |

Vacancy Report

(as of May 14, 2018)

- ▶ Vacancies: 158 (12.9%)
 - ▶ Decrease from January's 2018 15.6% (22.7% as of July 2017)
 - ▶ Ratios are shifting to include higher external recruits
 - ▶ 68 positions in (next to) final hire as follows:
 - ▶ 54 positions pending division interviewing and selecting candidate
 - ▶ 14 positions pending HRD confirming hire and candidate accepting offer/establishing start date
 - ▶ Will be impacted by moving permanent employees currently in the Blanket to established positions (reconciliation to be completed before July 2018)

Ongoing/Upcoming Initiatives

▶ Statewide Initiatives

▶ Workforce & Succession Plan

- ▶ In final review for adoption and publications

▶ Classification consolidation (ongoing)

- ▶ Information Technology classifications consolidating from 36 classifications to 9 - Completed!
- ▶ Generalist Classifications (support, technical, analytical, and managerial) - under review
- ▶ Public Utility Regulatory Analyst Series (CPUC-specific) - CPUC HRD staff led

Ongoing/Upcoming Initiatives (cont.)

- ▶ Position Reconciliation (ongoing)
 - ▶ Compare position allocation to tenure type of employees in effort to eliminate use of blanket and have more transparent accounting of position/incumbent resources
- ▶ Process Reengineering!! (ongoing)
 - ▶ Seek clarification and authority to maximize flexibility
 - ▶ Eliminate duplicative process and redistribute roles
 - ▶ Branding and communication strategy
- ▶ Policies/Hiring Manual (ongoing)
 - ▶ Continue to track, revise, and document procedures to streamline and build accountability measures



Ongoing/Upcoming Initiatives (cont.)

- ▶ Recruitment
 - ▶ Comprehensive work plan for recruitment campaign/strategies to ensure ongoing and institutionalize initiative
 - ▶ Partnering with News and Outreach, and Information Technology to maximum Internet
 - ▶ Work plan and strategy that includes published resources (fliers, standard information for career opportunities/paths/exam information)
 - ▶ Internship/student employment policy and reference materials
- ▶ Learning Program (ongoing)
 - ▶ Rolled out governance structure for training plan and allocation of resources
 - ▶ Published course catalog