



Memorandum

TO: RULES AND OPEN GOVERNMENT
COMMITTEE

FROM: Councilmember Sylvia Arenas
District 8

SUBJECT: SEE BELOW

DATE: December 1, 2022

Approved

Date

12/1/2022

SUBJECT: STAFFING RECRUITMENT, RETENTION, AND VACANCIES

RECOMMENDATION

1. Agendize a special meeting no later than March of 2023 on the subject of Staff Vacancies, Recruitment, and Retention.
 - a. Meeting should provide Council with a review of all existing strategies, but also additionally presentations on new strategies proposed by HR, bargaining units, and community organizations.
 - b. Council should be presented with strategies that would require:
 - i. New funding for HR staff or internal HR staff in various departments
 - ii. New focus on addressing issues in high-turnover classifications
 - iii. Substantial changes in job requirements for chronically vacant positions
 - iv. Strategies for addressing acute vacancy rates in critically effected departments, including:
 1. Environmental Services
 2. Housing
 3. Parks, Recreation and Neighborhood Services
 4. Planning, Building & Code Enforcement
 5. Public Works
 6. Information Technology
2. Direct the City Manager to author a Manager's Budget Addendum for the upcoming budget cycle which provides the Council with accurate budgetary figures for implementing the strategies discussed at the Special Meeting.

BACKGROUND

It is vital that the City of San José find creative and effective solutions to address the chronically high vacancy rates that exist across departments and are most acute in certain classifications and departments.

These vacancies have a deeply corrosive impact on the services that our community relies on – from the safety issues that come from Code Enforcement vacancies, to the missing childcare spots that come from PRNS vacancies, and to the delays in housing construction that can be caused by the vacancies in Planning or Public Works.

Worse, it is a self-fulfilling prophecy, as high vacancy rates lead to burnout in our staff, which leads to higher turnover – and therefore even worse vacancy rates.

I must acknowledge the very dedicated effort of our Human Resources team, and the departments to address this issue – however, a much broader effort is clearly required as we take on this task.

Additionally, it is clear this is an issue that does not just effect San José, but that simply does not mean that we can afford to accept that as a justification. San José must blaze new solutions to this problem – and open new doors of opportunity and employment by finding new ways to open these jobs up to under-employed members of our community.