



# Memorandum

**TO:** NEIGHBORHOOD SERVICES AND  
EDUCATION COMMITTEE

**FROM:** Angel Rios, Jr.

**SUBJECT:** BI-MONTHLY UPDATE ON PARKS  
MAINTENANCE STAFF HIRING

**DATE:** February 20, 2018

Approved

Date

2/28/18

**COUNCIL DISTRICT:** Citywide

## **RECOMMENDATION**

Accept the Department of Parks, Recreation and Neighborhood Services' (PRNS) final report on the status of the vacant parks maintenance staff positions identified in the Mayor's 2017 June Budget Message.

## **OUTCOME**

This report will provide the Committee with a final update on the status of hiring of parks maintenance staff, in accordance with the Mayor's 2017 June Budget Message.

## **BACKGROUND**

In the 2017-2018 budget process, the Mayor's June Budget Message called for the expedited hiring of 32.5 full-time equivalent (FTE) vacant positions as well as the addition of 9.0 FTE new positions for a total of 41.5 positions. The 9.0 new positions added \$610,000 to the PRNS department's budget in 2017-2018. The Mayor recommended, and the City Council approved, that the City Manager provide a bi-monthly update to the Neighborhood Services and Education Committee regarding the hiring status of the 41.5 FTE until all positions have been filled. In the September 2017 report, PRNS clarified that, in the process of verifying the data submitted during the budget process, staff determined that 5.0 FTE for the Strike Team were included in the General Park Maintenance group and thus double counted.<sup>1</sup> The corrected number of positions are as follows:

<sup>1</sup> The September 2017 Bi-Monthly Update on Parks Maintenance Staff Hiring can be found here:  
[http://sanjose.granicus.com/MetaViewer.php?meta\\_id=654496](http://sanjose.granicus.com/MetaViewer.php?meta_id=654496).

<b>Maintenance Staff Vacancies Highlighted in the Mayor's 2017 June Budget Message</b>		
<b>Program</b>	<b>FTE</b>	<b>Classifications</b>
Neighborhood Park Maintenance (2017-2018 Adopted Operating Budget)	9.0	2.0 Park Maintenance Repair Worker 7.0 Groundswoker
Park Rehabilitation Strike Team (Vacant in 2016-2017)	8.5	1.0 Senior Maintenance Worker 1.0 Park Maintenance Repair Worker 2.0 Groundswoker 2.0 Maintenance Assistant 1.0 Office Specialist I/II 1.0 Associate Engineering Technician 0.5 Analyst I/II
General Park Maintenance (Vacant in 2016-2017)	19.0	3.0 Senior Maintenance Worker* 8.0 Groundswoker* 6.0 Maintenance Assistant (full-time)* 2.0 Maintenance Assistant (part-time benefited)
<b>TOTAL</b>	<b>36.5</b>	

\* 5.0 FTE Park Rehabilitation Strike Team positions were also included in the original 24.0 FTE (now corrected at 19.0 FTE) for General Park Maintenance. The duplicated Park Rehabilitation Strike Team positions include 1.0 FTE Senior Maintenance Worker, 2.0 FTE Groundswoker, and 2.0 FTE Maintenance Assistant.

## **ANALYSIS**

PRNS and the Human Resources Department (HR) have continued to take steps to address the persistent park maintenance vacancies described in the Mayor's 2017 June Budget Message. The status of the 36.5 FTE vacancies is illustrated in the attached table (Attachment A).

### **Vacancies Filled To-Date: 34.0 FTE (93% of the total 36.5 FTE)**

Since the second bi-monthly update on parks maintenance staff hiring in November 2017, PRNS filled an additional 3.5 FTE, resulting in a total of 34.0 (93%) of the 36.5 FTE having been filled as of February 20, 2018. This is an improvement since November, when PRNS reported that 84% of the vacancies were filled.<sup>2</sup> Specifically, PRNS filled positions in the classifications of Groundswoker (2.0) and Maintenance Assistant (1.5). Of the remaining 2.5 FTE, PRNS is currently conducting reference and background checks on candidates for Park Maintenance Repair Worker and part-time Maintenance Assistant positions and anticipates filling the positions by the end of March 2018. PRNS examines candidates extensively, and they must pass DMV, California Department of Justice, and FBI background checks to qualify for employment. Finally, as previously reported, PRNS has held 1.0 FTE Associate Engineering Technician

<sup>2</sup> The November 2017 Bi-Monthly Update on Parks Maintenance Staff Hiring can be found here:  
[http://sanjose.granicus.com/MetaViewer.php?meta\\_id=682708](http://sanjose.granicus.com/MetaViewer.php?meta_id=682708).



vacant to consider re-classifying the position to another classification that best fits the needs of the Park Rehabilitation Strike Team, which is part of the PRNS Capital Improvement Program. The department plans to advance this proposed change through the 2018-2019 budget development process; consequently, subsequent updates will not be possible, pending the conclusion of that process.

### **Overall Vacancy Rate in Parks Maintenance: 8%**

Overall, the vacancy rate for benefited positions in typical parks maintenance classifications was 8% on February 19, 2018 (11.76 FTE vacant out of 147.78 FTE benefited positions). This is down from 15% (22.25 FTE vacant) as reported in the November 2017 memorandum and a peak of 18% (26.26 FTE vacant) in early September 2017 after new positions added in the 2017-2018 Adopted Operating Budget became effective. Typical park maintenance classifications include:

- Parks Facilities Supervisor (1.0 vacancy out of 12.0 positions, interviews in progress)
- Senior Maintenance Worker (0.0 vacancies out of 13.0 positions)
- Park Maintenance Repair Worker (1.0 vacancies out of 18.0 positions, candidate in background checks)
- Gardener (1.0 vacancies out of 23.0 positions, interviews scheduled for early March)
- Groundswoker (6.0 vacancies out of 47.0 positions, interviews and field practical examinations scheduled for early March)
- Groundskeeper (0.0 vacancies out of 5.0 positions), and
- Maintenance Assistant (2.76 vacancies out of 29.78 benefited positions, interviews in progress).

These include positions that perform capital repairs, funded by the capital budget, such as the Park Rehabilitation Strike Team.

PRNS expects that recently hired parks maintenance staff will make an impact on the condition of the City's parks.

Looking forward, PRNS and HR will continue to recruit for parks maintenance positions aggressively to create a robust pipeline of new employees at all levels of the organization. Specifically, PRNS and HR will continue to focus on entry-level recruiting for Groundswoker and full- and part-time Maintenance Assistant, offering promotional opportunities for current employees, and recruiting to fill vacancies in the department's recreation, intervention, and capital improvement programs in particular.

### **EVALUATION AND FOLLOW-UP**

This is the final Bi-Monthly Update on Parks Maintenance Staff Hiring because a normal vacancy rate has been achieved within the identified 36.5 FTE parks maintenance positions.

### **PUBLIC OUTREACH**

The memorandum will be posted on the City's website for the March 8, 2018 Neighborhood Services and Education Committee meeting.

### **COMMISSION RECOMMENDATION/INPUT**

No commission recommendation or input was associated with this action.

### **COORDINATION**

The report was coordinated with the City Attorney's Office, City Manager's Budget Office, and the Human Resources Department.

### **CEQA**

Not a Project, File No. PP17-009, Staff Reports, Assessments, Annual Reports, and Informational Memos that involve no approvals of any City action.

/s/

ANGEL RIOS, JR.  
Director of Parks, Recreation and  
Neighborhood Services

For questions, please contact Avi Yotam, Administrative Services Division Manager, at (408) 535-3573.

Attachment A - Status of vacancies referenced in Mayor's 2017 June Budget Message

# ATTACHMENT A – Status of 36.5 FTE referenced in Mayor’s 2017 June Budget Message

Program	FTE	Classification	Status – February 19	<input type="checkbox"/> Vacant <input type="checkbox"/> In Process <input checked="" type="checkbox"/> Filled
<b>Neighborhood Park Maintenance (2017-2018 Adopted Operating Budget)</b>	9.0	2.0 Park Maintenance Repair Worker	Background checks in process.  Est. start date: 03-18	
		7.0 Groundswoker	Filled	
<b>Park Rehabilitation Strike Team (Vacant in 2016-2017)</b>	8.5	1.0 Senior Maintenance Worker	Filled	
		1.0 Park Maintenance Repair Worker	Filled	
		2.0 Groundswoker	Filled	
		2.0 Maintenance Assistant	Filled	
		1.0 Office Specialist I/II	Filled	
		1.0 Associate Engineering Technician	Held for add/delete of position for Senior GIS Specialist. Est. start date: TBD	
		0.5 Analyst I/II	Combined with another 0.5 Analyst position in PRNS and filled.	
<b>General Park Maintenance (Vacant in 2016-2017)</b>	19.0	3.0 Senior Maintenance Worker*	Filled	
		8.0 Groundswoker*	Filled	
		6.0 Maintenance Assistant (full-time)*	Filled	
		2.0 Maintenance Assistant (part-time benefited)	Background checks in process.  Est. start date: 03-18	

\* 5.0 FTE Park Rehabilitation Strike Team positions were also included in the original 24.0 FTE (now corrected at 19.0 FTE) for General Park Maintenance. The duplicated Park Rehabilitation Strike Team positions include 1.0 FTE Senior Maintenance Worker, 2.0 FTE Groundswoker, and 2.0 FTE Maintenance Assistant.