

Hiring Update

September 19, 2024

Business Session



Agenda

- Current Employee & Vacancy Data
- Job Classifications
- Hiring Process

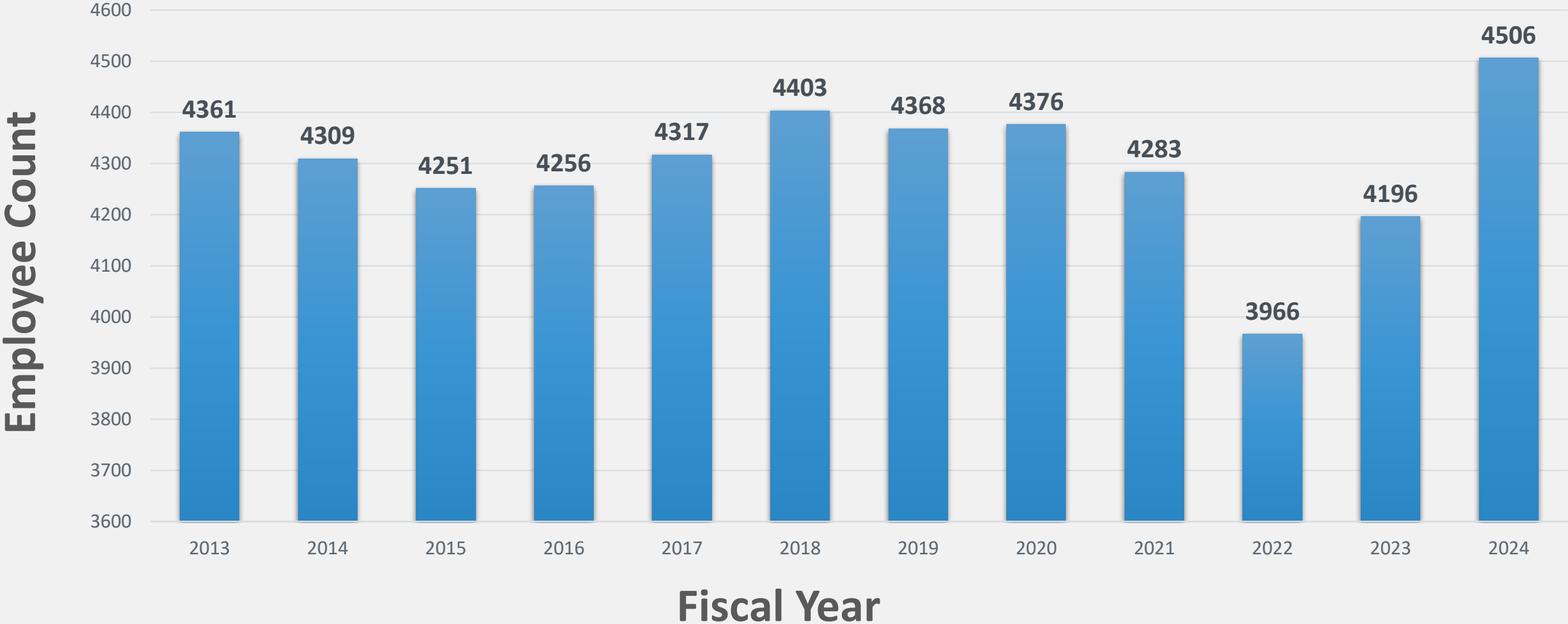
Current Employee & Vacancy Data

Current Employee & Vacancy Data

We Have Employees = **4534** Employees

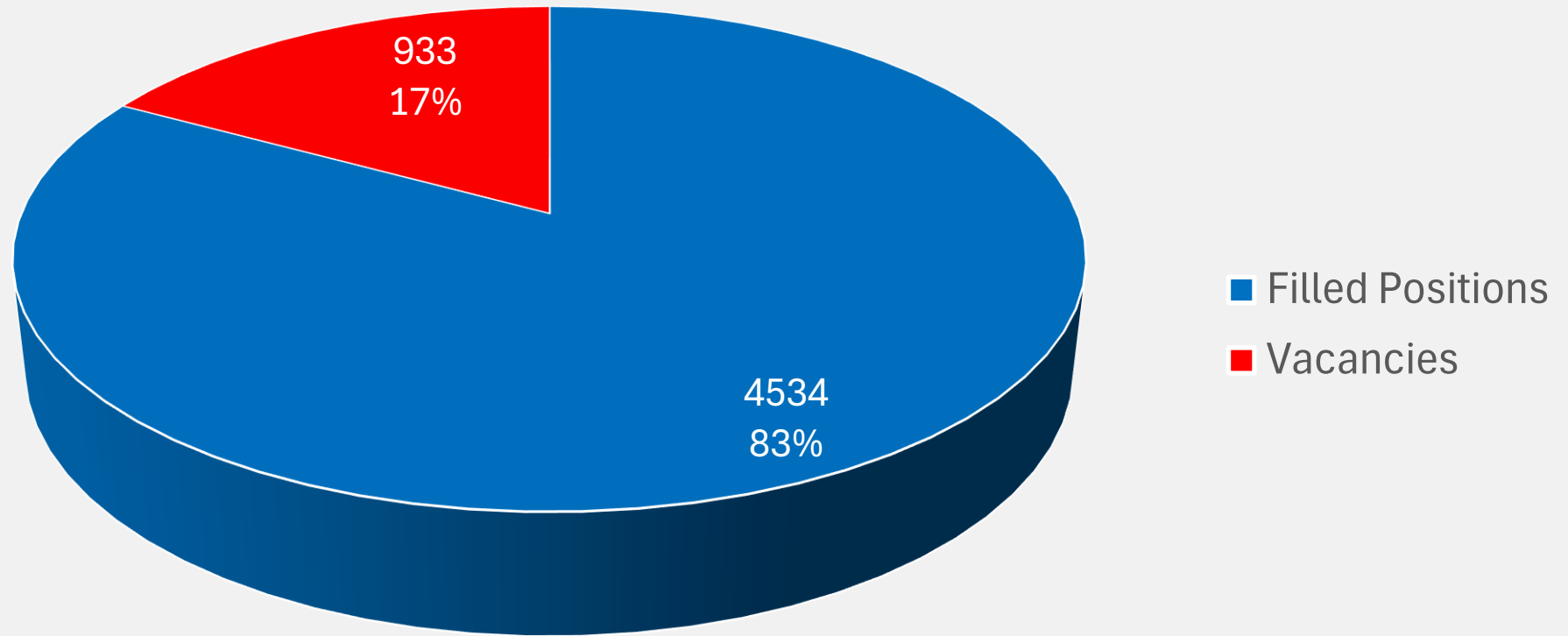


Employee Count FY13-FY24



Positions

Currently 5,467 Positions on the Books*



*Excludes temporary/seasonal positions

Positions and Vacancies by Department*

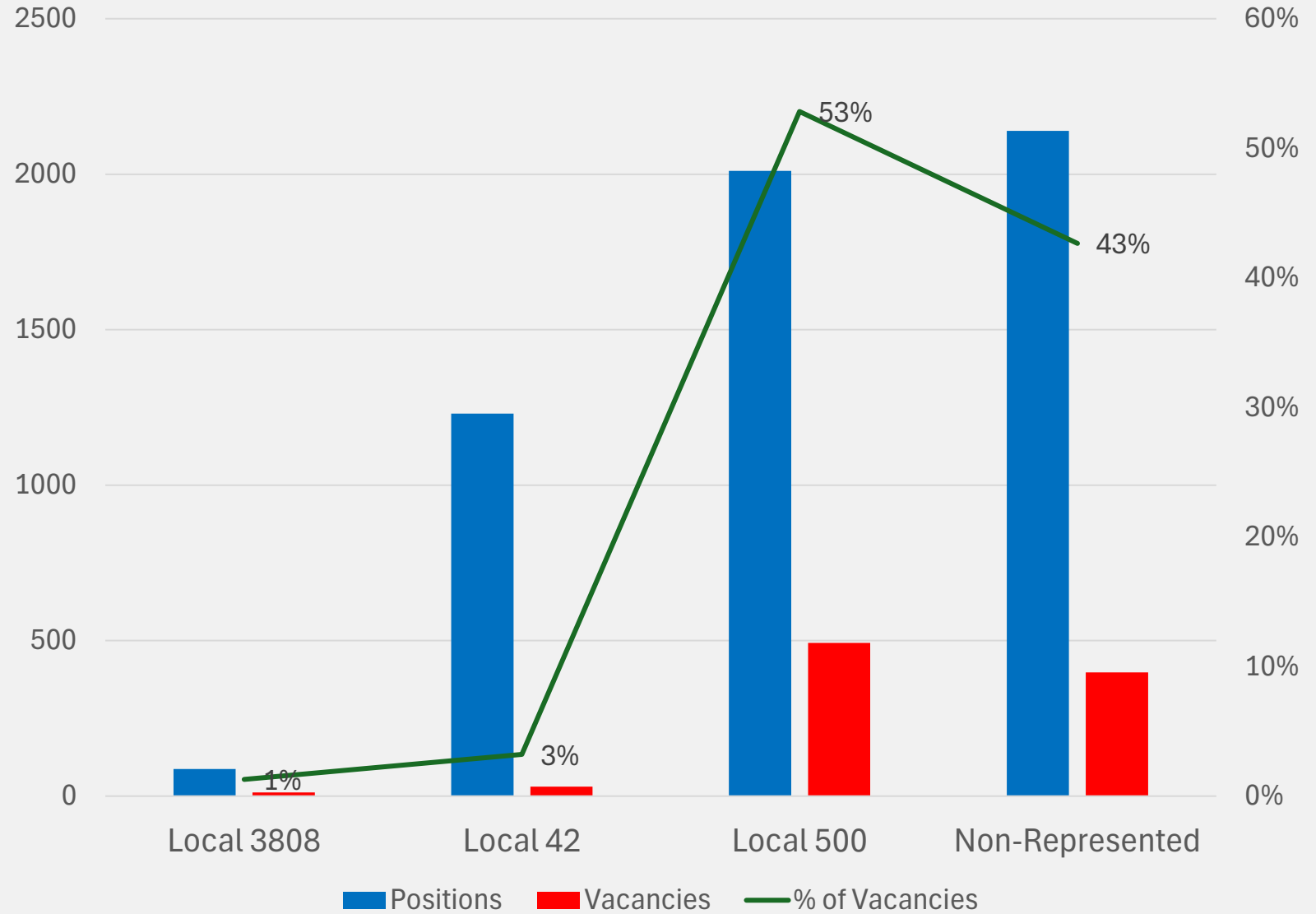
- Current Budget Requires a 7% Salary Savings

Department	Positions*	Vacancies	Vacancy Rate
Fire	1370	46	3.36%
Human Resources	57	5	8.77%
Finance	103	10	9.71%
Auditor	10	1	10.00%
Municipal Court	71	8	11.27%
City Council	45	6	13.33%
NHSD	142	20	14.08%
CREO	31	5	16.13%
CITY WIDE	5467	933	17.07%
Public Works	539	95	17.63%
City Manager	95	17	17.89%
Law	93	17	18.28%
Parks	331	61	18.43%
Aviation	590	111	18.81%
City Clerk	5	1	20.00%
Water	1047	255	24.36%
General Services	296	75	25.34%
Conventions	91	25	27.47%
City Planning	161	50	31.06%
Housing	61	19	31.15%
Health	329	106	32.22%

*Excludes temporary/seasonal positions

Vacancies by Employee Group

Group	Positions	Vacancies
Local 3808	87	12
Local 42	1230	30
Local 500	2011	493
Non-Represented	2139	398
Total	5467	933



Job Classifications

Job Classifications

265 Unique Job Classifications

- City-wide and department specific
- Job series
- Pay grades

Job Classification Specifications

- Summary
- Duties and Responsibilities
- Technical Skills
- Education and Experience (Minimum Qualifications)
- Certifications/Licenses/Special Requirements
- Supervisory Responsibility
- Supervision Received

Minimum Qualifications (MQs)

- How we determine an applicant is “Qualified”
- Various amounts of experience/education depending on the job classification

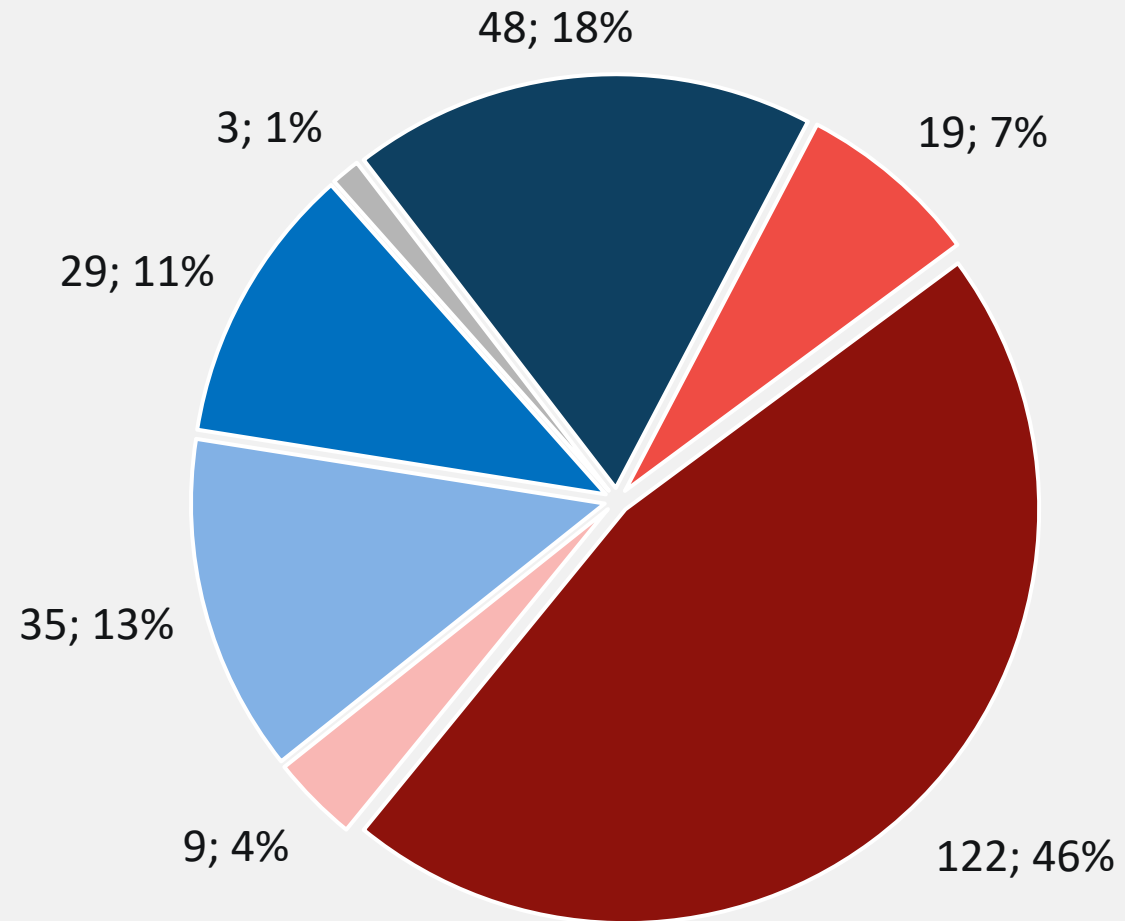
**No Education
or Experience
Required**



**Advanced
Degree
Required**

Minimum Qualifications (MQs)

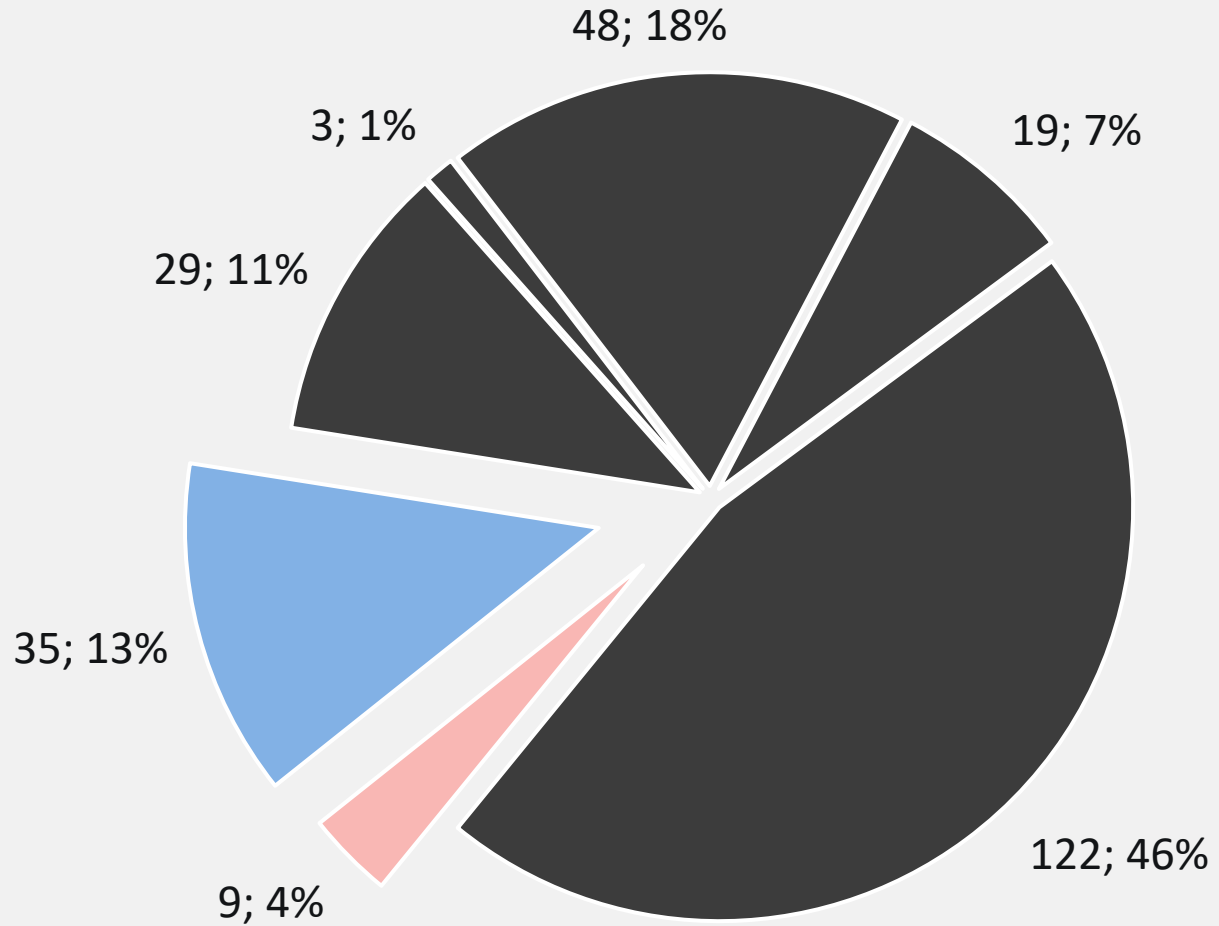
- Unclassified
- No Requirement
- Experience Requirement
- Requires HS Diploma/GED
- Requires HS + Experience
- Requires Degree
- Requires Degree + Experience



Minimum Qualifications (MQs)

44 out of 265 have Degree Requirements

- Requires Degree
- Requires Degree + Experience



Types of Positions that Require a Degree

- Analysts
- Architects
- Attorneys
- Budget Officer
- Chemists
- City Forester
- Civil Rights Specialists
- Cookingham Noll Fellows
- Court Administrator
- Engineers
- Financial Managers
- Human Resources Specialists
- Landscape Architects
- Nurses
- Nurse Practitioners
- Planning Supervisors
- Project Managers
- Procurement Manager
- Public Health Statisticians
- Superintendent of Parks

Hiring Process

Talent Acquisition Division

9 Employees (Manager, 4 Recruiters, 4 Support Staff)

- Recruitments
- Processing all hires
- Background Checks
- Education/Employment Verifications
- Job Fairs & Community Events

Hiring Process

Three Parties:

- Hiring Supervisor/Department
- Human Resources
- Applicant

KC Hiring Process

Job Posts

Applicant Applies

**HR Runs Applicant System
Screening**

**Department Reviews
Resumes & Interviews**

**HR Conducts Pre-Employment
Checks**

**Department Makes
Official Offer**

New Employee Starts

Current Data

135 positions are being advertised

There are **563** open jobs postings –
been posted but have not been filled

Average time to fill since May 1, 2024
is **45 business days**

Department	Open Job Postings
City Auditor	1
City Clerk	1
Human Resources	1
Law	1
Fire	3
Finance	4
Housing	5
CREO	6
Conventions	9
Neighborhoods	9
City Managers Office	10
City Planning	17
Municipal Court	27
General Services	28
Aviation	42
Health	68
Parks	70
Public Works	104
Water	157

Dashboard

<https://asptst.kcmogis.kc.lan/TalentDashboard/>

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Questions

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