Human Resources
California Public Utilities Commission

Human Resources Updates
May 30, 2018

Finance and Administration Subcommittee Report

Hiring Efforts
January 2017 – April 2018

Hires	As of January 31, 2018	As of April 30, 2018
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

▶ New Employee Orientation

▶ Published course catalog