

Department Annual Update

General Services Department

Human Resources Board

September 11, 2017

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MISSION STATEMENT

To provide timely, quality, and efficient support services consisting of Real Property, Fleet Management, Capital Projects and Building Services to all City departments and Airport Services to all internal and external customers.



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GENERAL SERVICES – BY FUNCTION



Admin - 8



Airport - 7



Building Services -

11



Capital Projects

- 3



Fleet - 34



Property Services

- 1



Publishing - 3

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STRATEGIC INITIATIVES

Public Safety
Recruitments

Attract and
Retain Great
Staff

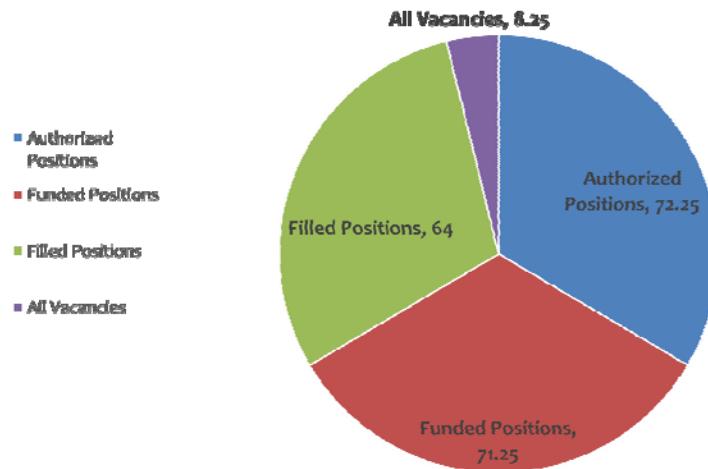
Succession
Planning



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CURRENT WORKFORCE



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CURRENT WORKFORCE ETHNIC DIVERSITY

	Females		Males		Total #	Total %
White	6	9%	28	44%	34	53%
Hispanic	0	0%	21	33%	21	33%
Black	1	2%	3	5%	4	6%
Indian	0	0%	0	0%	0	0%
Asian	1	2%	1	2%	2	3%
Other	0	0%	3	5%	3	5%
Total	8	13%	56	87.5%	64	100%



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CURRENT AND PROJECTED EMPLOYMENT OPPORTUNITIES

- 8.25 vacancies
- 6 recent hires
- 3 recruitments underway
- Measure Z (2 Fire Mechanics and 2 Police Mechanics)
- Difficult positions to fill
- Incentive pay
- Reclassification requests to create career development ladder
- Use of interns and temporary employees



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RECRUITMENT OUTREACH



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ISSUES/CHALLENGES



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AGING WORKFORCE

50%

of the current workforce

≥

50



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DIFFICULT TO RECRUIT POSITIONS

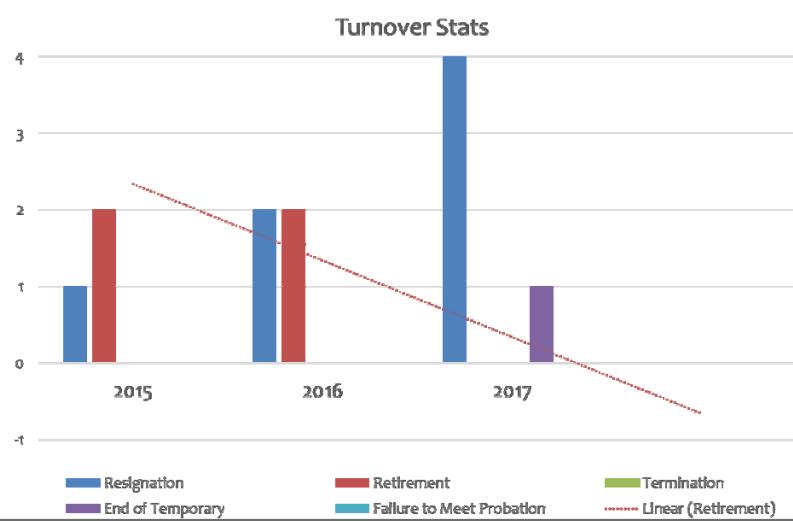
- We are currently experiencing difficulties in our Building Services and Fleet Divisions
- Technical specific skills
- Pay inequities from internal and external sources
- Private sector completion due to rebounding economy
- Changes in retirement compensation
- Budget cuts



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RETIREMENTS



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PROGRAMS & SOLUTIONS



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TRAINING & DEVELOPMENT



Succession Planning

- Recruiting strategies
- Cross-training



Staff Certifications

- Automotive Service Excellence
- Cal CASp



Other Professional Development Support

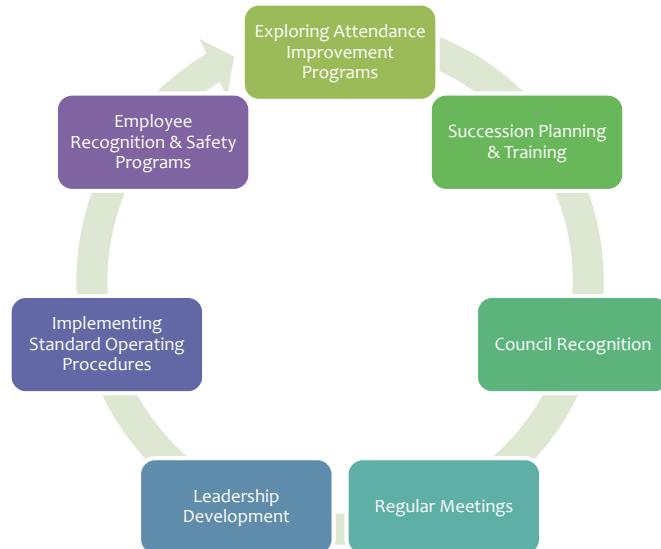
- Trade organization participation
- Set the Pace Program



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IMPROVING COMMUNICATION



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ACCOMPLISHMENTS



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THANK YOU



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