



SFDPH Human Resources

eeo labor merit operations payroll people development occupational safety

Human Resources Update: FY2019-20

Michael Brown, DPH HR Director

Department of Public Health
Health Commission
September 1, 2020





Key Components



FY19-20 HR updates:

- Merit and Recruitment
- Operations
- EEO Programs
- Labor Relations
- Payroll
- OSH
- People Development

Equity at HR



FY19-20 COVID-19 Nurse Recruitments



149 nurses were hired between March and May 2020:

- 84 – 2320
- 65 – P103s

Hiring Plan for COVID-19 response nurses:

- ✓ Expedited hiring continues
- ✓ RN eligible lists are updated on-demand
- ✓ DPH recruiters engage applicants from Per Diem RN pool



FY19-20 - All Recruitments



Total Number of Job Classifications = **28**

Total Number of vacancies = **59**

Total Number of Applications Received = **6821**

Please see Attachment #1 for job codes, recruitment numbers, and number of applicants per recruitment.
A total number of 16,256 applications were received during FY19-20 (Previous year 19,326)



1166 Recruitment Update



1166 Director of Behavioral Health Services & Mental Health

- Job announcement open since 6/29/20
- **44** applications received
- **16** applicants deemed qualified; recruitment continues
- Berkeley Search Consultants leading the search
- Position posted on multiple job sites and national associations

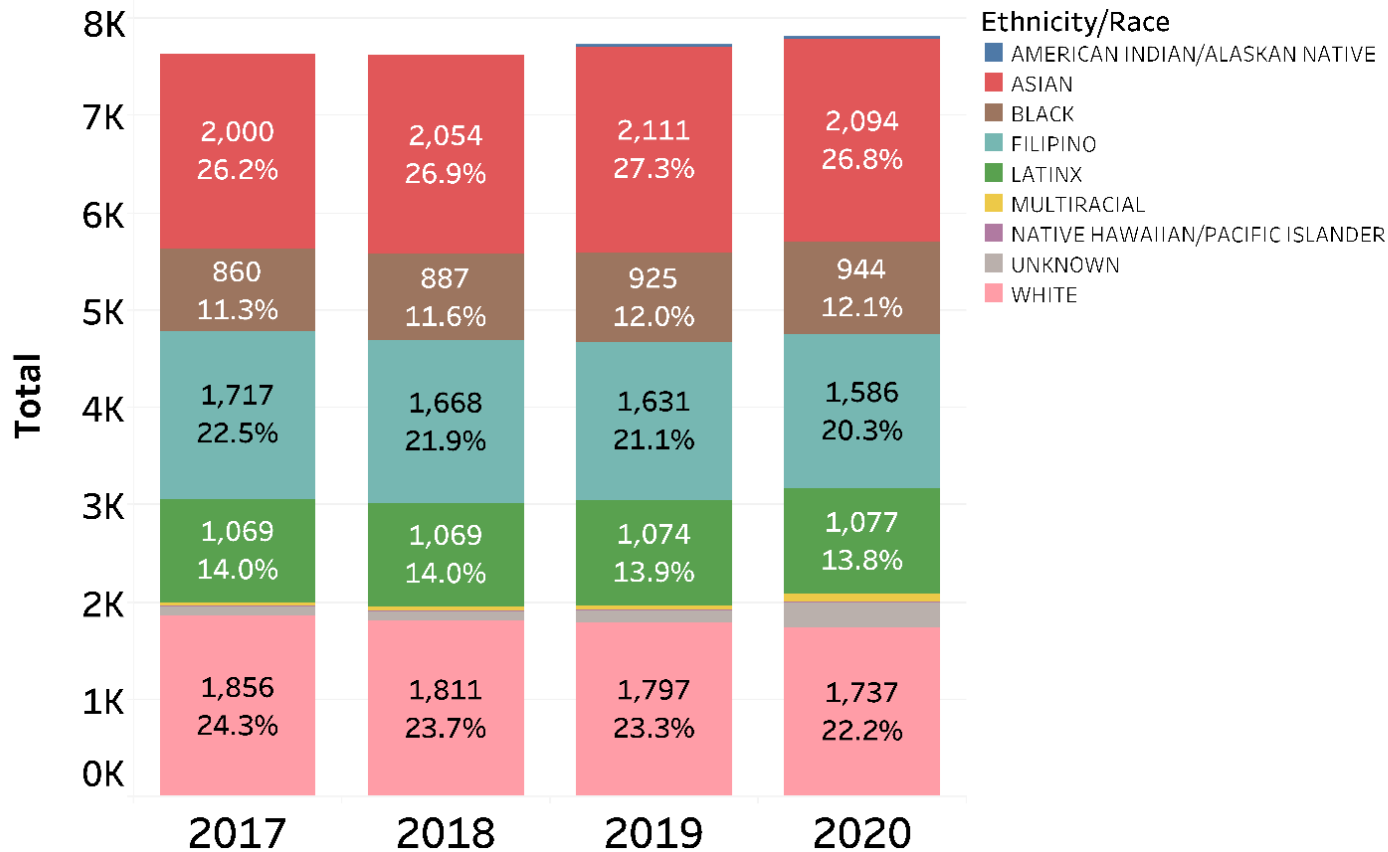
Hiring timeline: select candidate by 10/2020; onboard 01/2021.



Race/Ethnicity of Active Employees by FY



SFPD Active Employees by Year and Ethnicity/Race



SFPD Active Employees by Year and Ethnicity/Race Table

Ethnicity	2017	2018	2019	2020
AMERICAN INDIAN/ALASKAN NATIVE			22 0.3%	21 0.3%
ASIAN	2,000 26.2%	2,054 26.9%	2,111 27.3%	2,094 26.8%
BLACK	860 11.3%	887 11.6%	925 12.0%	944 12.1%
FILIPINO	1,717 22.5%	1,668 21.9%	1,631 21.1%	1,586 20.3%
LATINX	1,069 14.0%	1,069 14.0%	1,074 13.9%	1,077 13.8%
MULTIRACIAL	18 0.2%	30 0.4%	44 0.6%	85 1.1%
NATIVE HAWAIIAN/PACIFIC ISLANDER	20 0.3%	21 0.3%	3 0.0%	6 0.1%
UNKNOWN	95 1.2%	86 1.1%	120 1.6%	262 3.4%
WHITE	1,856 24.3%	1,811 23.7%	1,797 23.3%	1,737 22.2%

Active Employee Demographics at the San Francisco Department of Public Health by year. Data from HRiMS accessed on on 9/5/2017, 8/30/2018, 6/25/2019, and 6/15/2020.

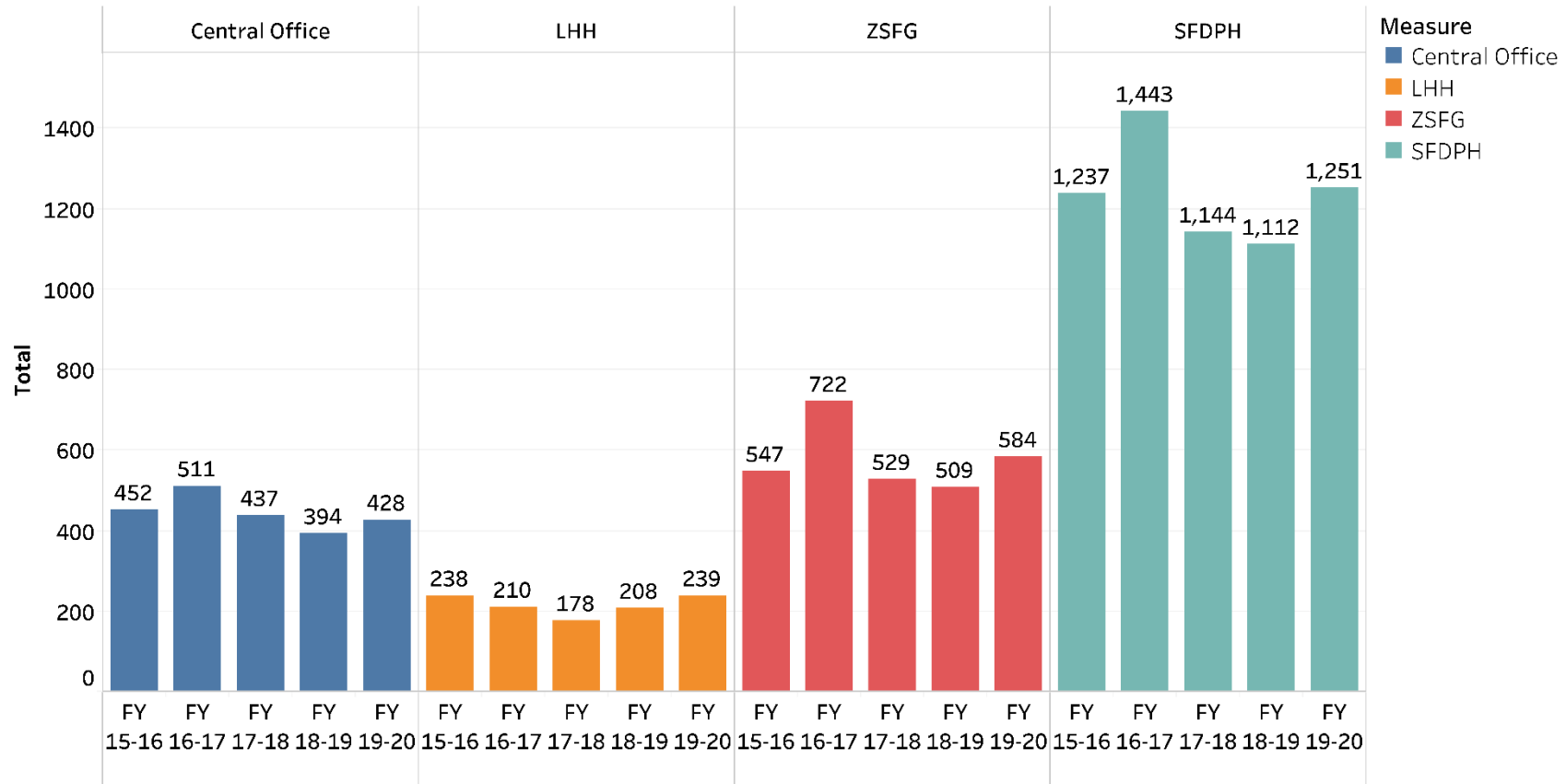
Active Employee Demographics at the San Francisco Department of Public Health by year. Data from HRiMS accessed on on 9/5/2017, 8/30/2018, 6/25/2019, and 6/15/2020.



Hires by Human Resources Location



New Hires by Human Resources Location from FY 15-16 to FY 19-20



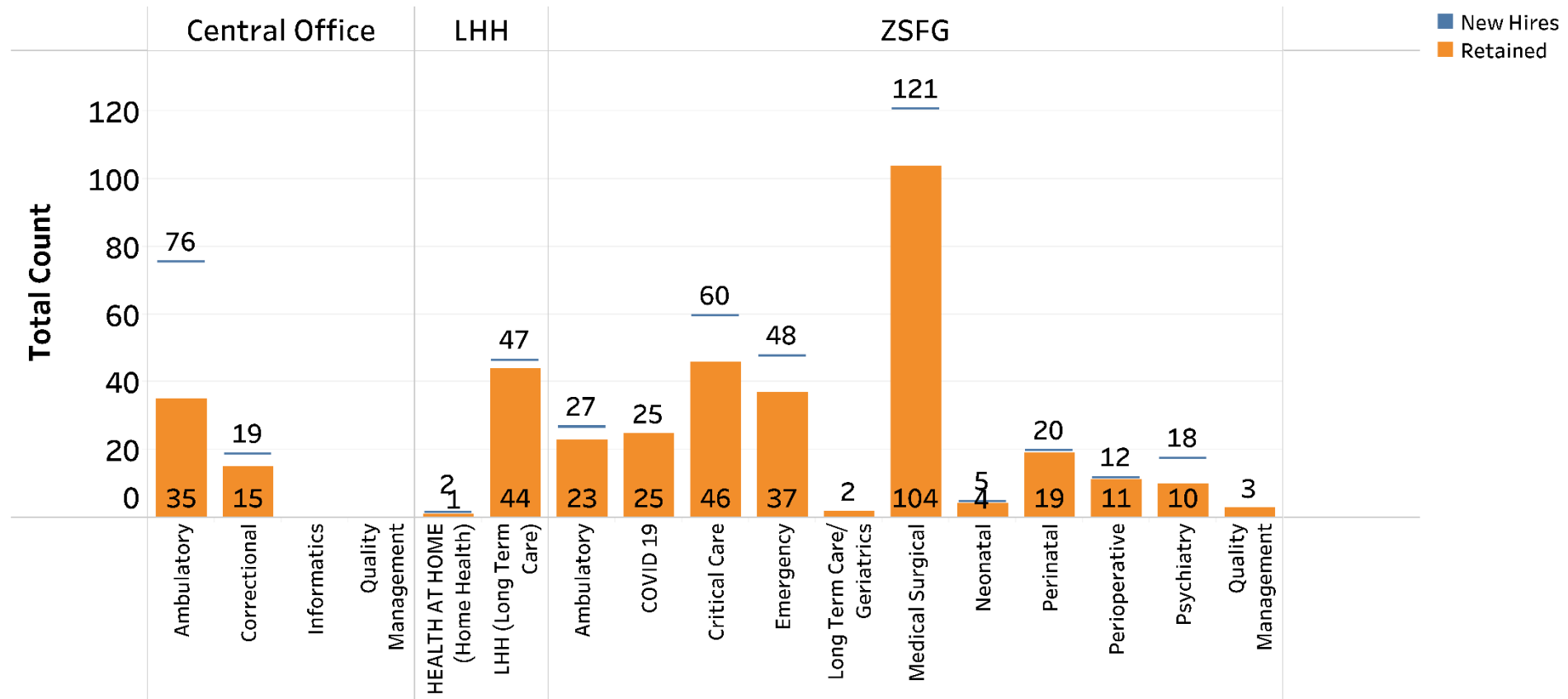
New Hires at San Francisco Department of Public Health (SFPDPH) Human Resources Location by Fiscal Year (FY) 15-16 to FY 19-20. A fiscal year runs from July 1 to June 30 (e.g., FY 19-20 started July 1, 2019 and ended June 30, 2020). All data are from HRIMS accessed on 7-10-2020. Please note that hire means an employee new to SFPDPH. All reassignments and promotions within SFPDPH are excluded from the final count.



Nursing Hiring and Retention Numbers by Specialty



New Hires to Retained Nursing Staff by SFDPH HR Location and Specialty in FY 19-20



New Hires to Retained Nursing Staff by Human Resources Location and Specialty in FY 19-20. Retained means that the new hire is still active at SFDPH as of 7/1/2020.



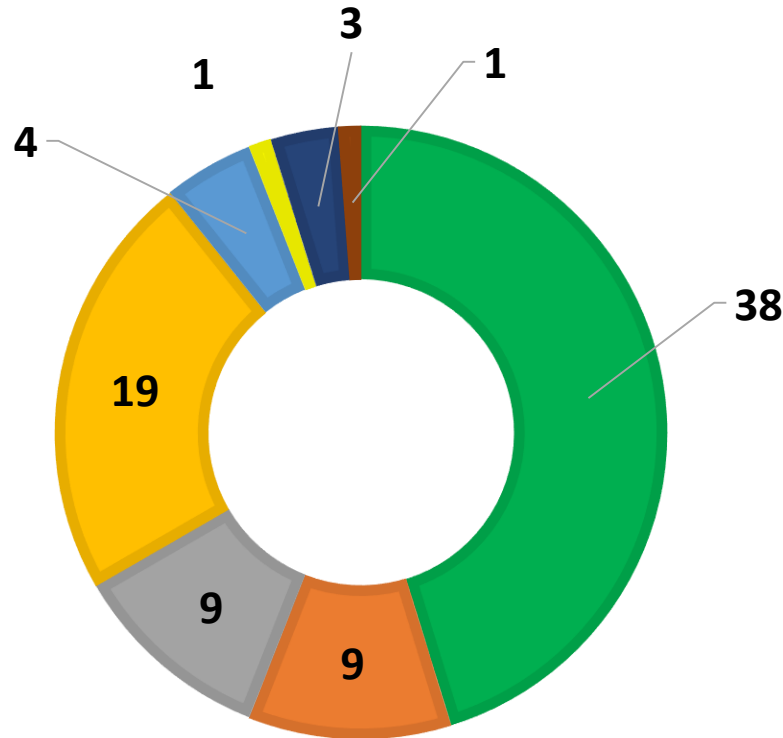
HR EEO



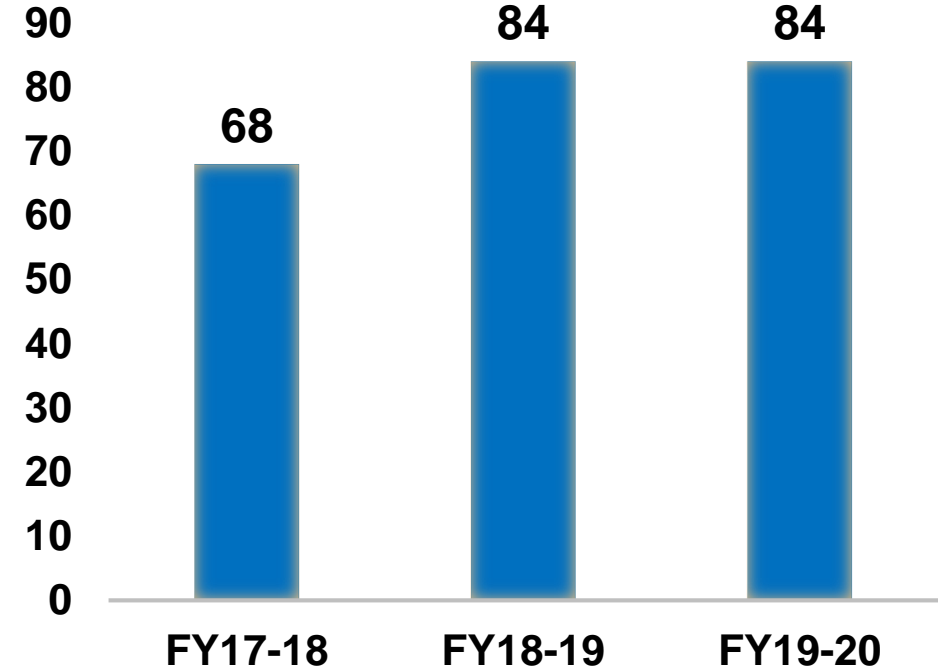
EEO Complaints Received in FY19-20

Total=84

- ZSFG
- Primary Care
- Behavioral Health
- LHH
- PHD
- Jail Health
- Central Admin
- NA



Number Of EEO Complaints Received In FY18, FY19, FY20

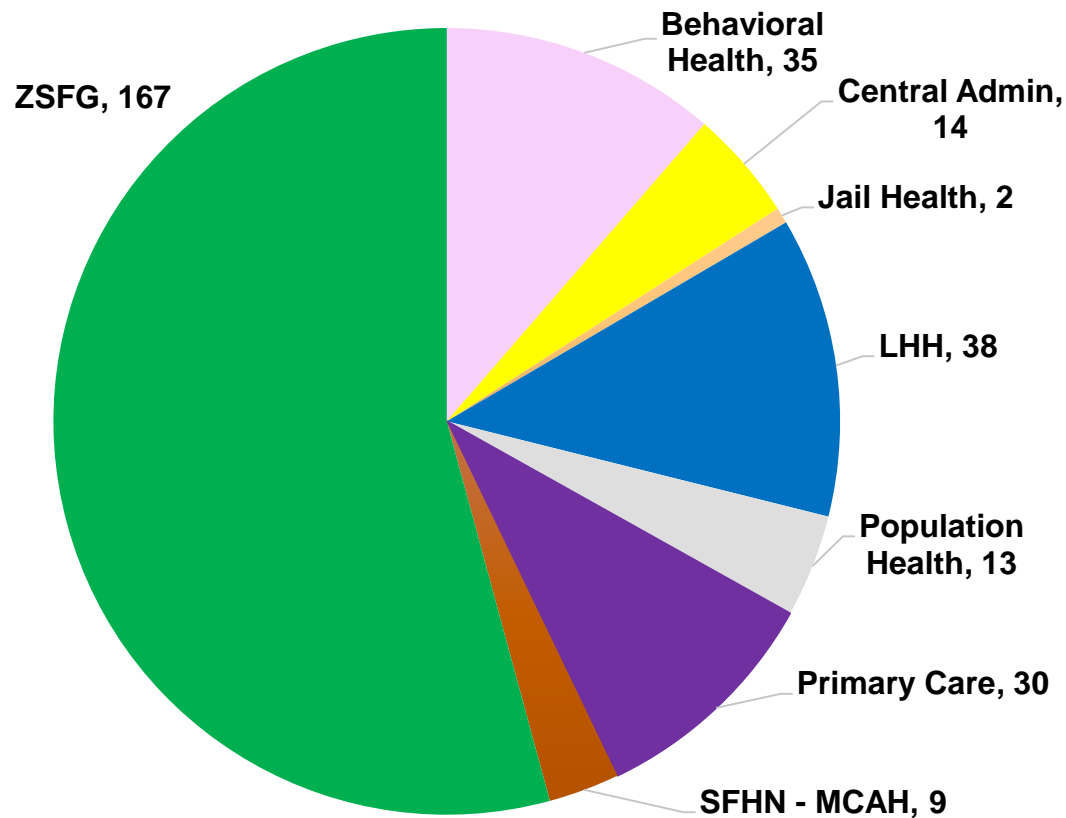




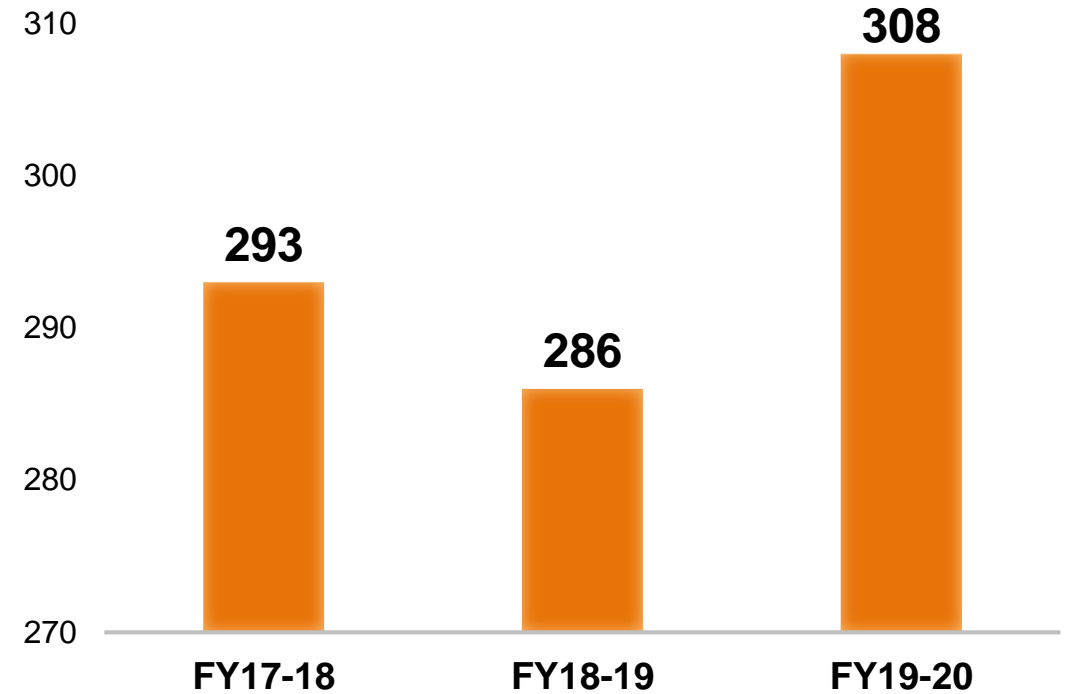
HR ADA



ADA Accommodation Requests Received in FY19-20
Total=308



Number Of ADA Requests Received In FY18, FY19, FY20

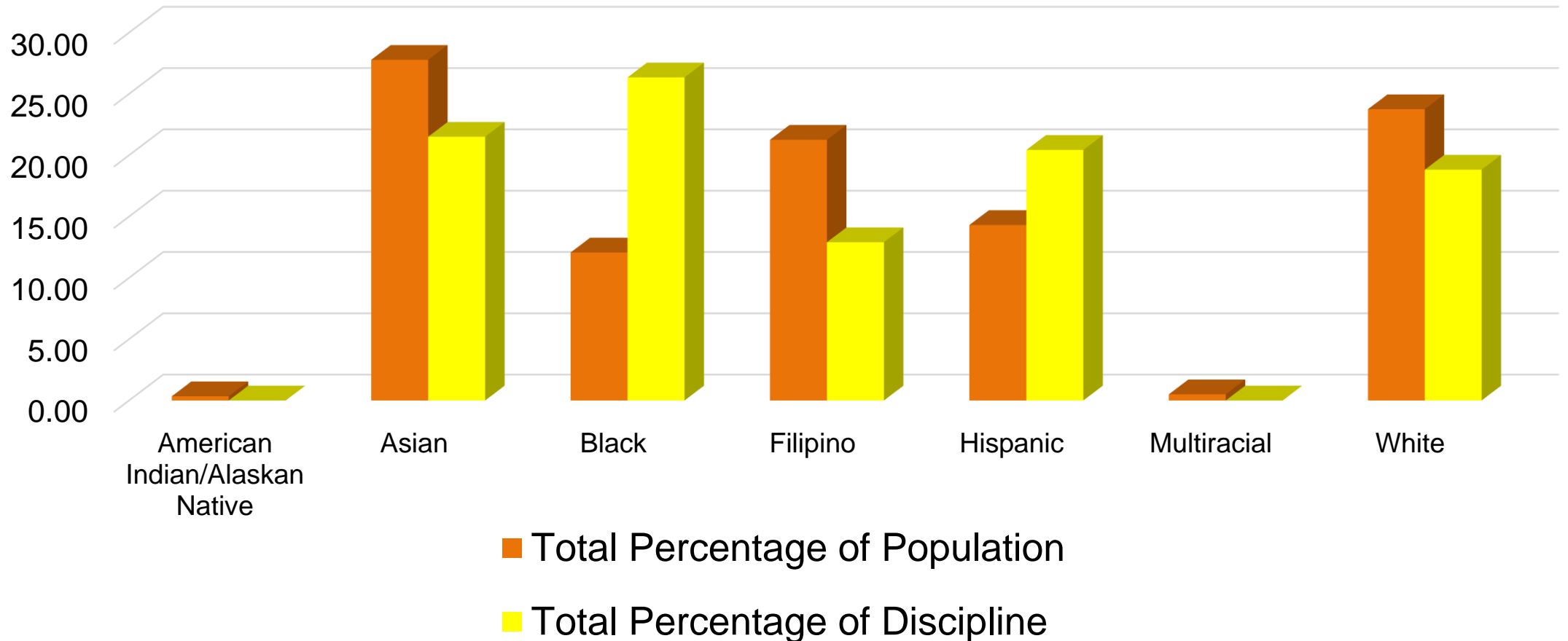




Disciplinary & Personnel Actions by Race/Ethnicity



January 1, 2019 to July 24, 2020.



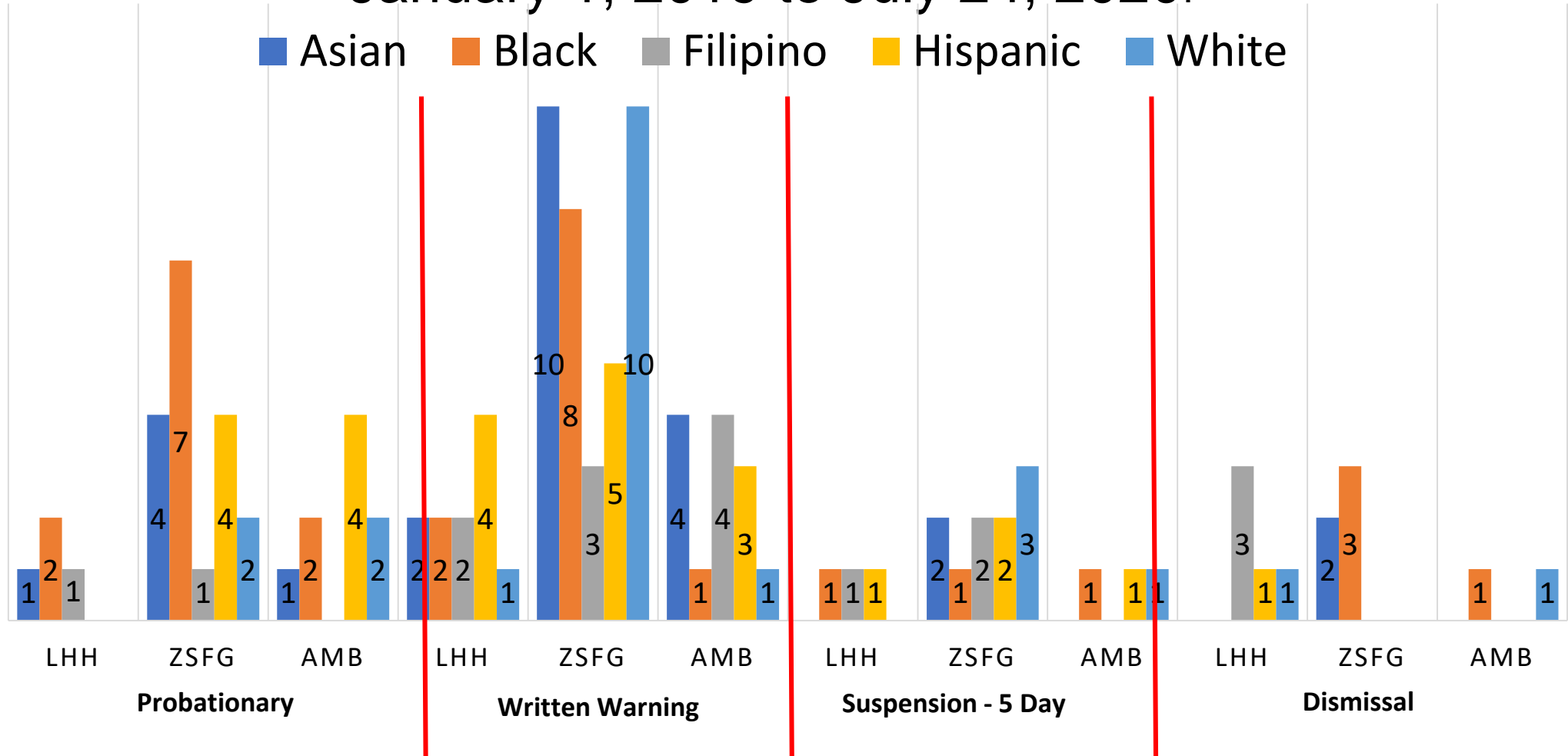


Key Personnel Actions



January 1, 2019 to July 24, 2020.

■ Asian ■ Black ■ Filipino ■ Hispanic ■ White





DPH Payroll

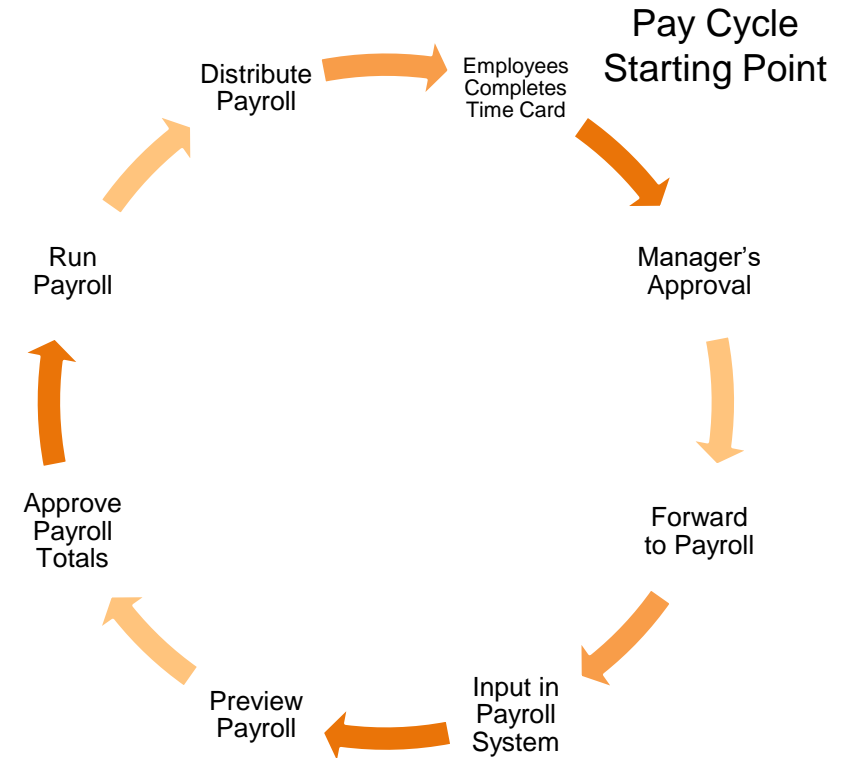


July 1, 2019 to June 30, 2020

- Gross Pay \$877,240,267.85
(Average \$32,490,380.29 per pay period)
- Average Gross pay per quarter per employee

Quarter	Employee Average Gross pay
Q1	\$4,459.33
Q2	\$4,559.67
Q3	\$4,545.05
Q4	\$4,202.01

- DPH process 26 Pay Periods per Year
- Number of transactions represents the number of payroll deposits generated by Controller's.
- Dual positions generate one direct deposit.





FY19-20 Workers Compensation



Workplace Injuries – full data set not available yet

875 Claims Filed, **468** Compensable

Total Paid On Compensation Claims: **\$12,844,802**, a 6.3% increase from previous FY

COVID-19 claims: Total = **34**

- 10 accepted/compensable
- 17 “documentation only”
- 5 denied and 2 under evaluation



Accomplishments & Challenges



COVID-19 Accomplishments:

- Reconfigured OSH staff and duties to meet Department and City's increasing need for COVID-19 support.
- Activities included PPE guidance, preparedness support, developed DPH guidance doc as part of DOC.

Pre-COVID-19 Accomplishments:

- New OSH Support Model
- Review and Standardization of Workers Compensation Activities

Challenges: Critical Staff vacancies & Staff burnout during COVID-19



HR Trainings & Outreach



2019-20 HR Trainings:

- Managing remote teams during Uncertain Times
- Effective Communication for Diverse Teams
- Advancing Diversity, Inclusion and Equity at DPH
- ✓ Trained and consulted 500+ managers and staff

DPH HR Resource Center

- COVID-19 & HR Resources
- Dedicated page for each HR Team's policies, forms, staff director
- ✓ 2000+ site visits each month

DPH HR Bi-Weekly Newsletter

- Policy updates; Learning and Development news; Staff shoutouts
- ✓ Reaches 650+ DPH managers bi-weekly



Recommendations for Fair & Equitable Hiring



- ❑ Promotion-only Exam: may require possible rule change
- ❑ Examine Job Announcement language
- ❑ Post-referral process: justify selection based on “fit” vs. score
- ❑ Develop and implement metrics for managers to ensure they have a diverse and engaged workforce



Thank you!
