

Human Resources Update

June and July 2021

RECRUITMENTS!

Hiring efforts for casual workers were significant in June, as we geared up for summer programming!

- 1 Program Leader
- 2 Teachers
- 1 Park Enhancement Aide
- 6 Facility Attendants
- 14 Lifeguards
- 12 Recreation Leaders

July/August - recruiting for Fall program needs

FULL-TIME...

Lead Teacher (Internal)

- 4 applied/interviewed
- 1 selected

Park Foreman (Internal)

- 6 applied/ interviewed
- 2 selected

HR Analyst (Internal)

- Interim candidate was only applicant and was selected

Administrative Assistant

- 36 applicants
- 9 interviewed
- 1 selected

Open Space Interpreter

- 19 applicants
- 9 candidates interviewed
- 2 offers - 1 internal/1 external
- Starting 8/23 & 8/30

Procurement and Contract Specialist

- 10 applicants
- 5 candidates invited to interview
- 3 candidates brought back for final interview 8/25

Senior Facilities Maintenance
Technician (Internal)

- 1 candidate applied/selected



Other...

The team worked on transitioning many HR related documents to the **DocuSign** platform in an effort to make the onboarding process paperless.

Cal/OSHA's Emergency Temporary Standards (ETS) now require that the District **document the vaccination status** of all currently active employees. HR Staff have begun collecting and tracking all records.

As COVID numbers rise, the use of **COVID-19 Supplemental Paid Sick Leave** is on the rise, as many employees and their families are either sick and require testing, or have been exposed/tested positive and are required to quarantine.