- **To:** The Honorable Carrie M. Austin Chairman, Committee on the Budget and Government Operations
- From: Soo Choi, Commissioner Department of Human Resources
- CC: Maria Guerra Mayor's Office of Legislative Counsel and Government Affairs
- **Date:** October 31, 2012

Re: Request for Information from Annual Appropriation Committee Hearing

The attached information is in response to questions posed at our department's hearing on October 23, 2012 to discuss the 2013 budget.

Alderman Mary O'Connor requested a breakdown by ward and zip code of the applicants and hires for Laborer-Apprentice, both of which are attached.

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То:	The Honorable Carrie M. Austin Chairman, Committee on the Budget and Government Operations
From:	Soo Choi, Commissioner Department of Human Resources
CC:	Maria Guerra Mayor's Office of Legislative Counsel and Government Affairs
Date:	October 31, 2012
Re:	Request for Information from Annual Appropriation Committee Hearing
Ref ID:	83

The attached information is in response to questions posed at our department's hearing on October 23, 2012 to discuss the 2013 budget.

Alderman John Pope requested information regarding priority hiring in 2012 involving safety, graffiti removal, tree trimming, and Lineman vacancies in the Bureau of Electricity.

DHR recently bid the position of General Laborer, which will be responsible for a wide range of laborer duties in the Department of Streets and Sanitation, including graffiti removal and tree trimming. A class of seventeen (17) General Laborers is starting at the Laborer's Union training facility on October 29th. Another nine (9) General Laborers will be starting in the Department of Aviation in December.

Currently, there is one vacant Lineman position in the Bureau of Electricity but the Department of Transportation has not yet initiated the hiring sequence for that position. We will prioritize this hire once the Department of Transportation does so.

For all other priority hires in the new budget year, DHR will encourage the hiring departments to begin the hiring process as soon as possible, and we will act promptly as soon as they reach out to us.

То:	The Honorable Carrie M. Austin Chairman, Committee on the Budget and Government Operations
From:	Soo Choi, Commissioner Department of Human Resources
CC:	Maria Guerra Mayor's Office of Legislative Counsel and Government Affairs
Date:	October 31, 2012
Re:	Request for Information from Annual Appropriation Committee Hearing
Ref ID:	84

The attached information is in response to questions posed at our department's hearing on October 23, 2012 to discuss the 2013 budget.

Alderman Pope requested the average length of time it took to hire new employees, including a breakdown by department.

Position Type	Average Days to Fill
Interview	146
Non-Interview	135

The average days to fill positions is calculated by taking the average time between the day a position is posted on TALEO to the start date of a new employee. As we started to gather information by department, it became apparent that our current records-keeping system does not effectively track this information. Therefore, we are unable to provide that more detailed information at this time. We will fix this problem as soon as possible so that we can start providing this information next year and apologize for the delay.

- **To:** The Honorable Carrie M. Austin Chairman, Committee on the Budget and Government Operations
- From: Soo Choi, Commissioner Department of Human Resources
- CC: Maria Guerra Mayor's Office of Legislative Counsel and Government Affairs
- **Date:** October 31, 2012

Re: Request for Information from Annual Appropriation Committee Hearing

The attached information is in response to questions posed at our department's hearing on October 23, 2012 to discuss the 2013 budget.

Alderman LaTasha Thomas requested a breakdown of our payments to contractors and the payments made to MBE/WBE subcontractors, specifically including the names of the subcontractors and whether the MBE or WBE was African-American, Hispanic, or Asian. Attached is a spreadsheet with the requested information.

				Department of Hum.	Department of Human Resources Contracts			
Vendor	2011 Payments	2012 Payments MBE Contractor	MBE Contractor	2011 MBE Payments	2012 MBE Payments	WBE Contractor	2011 WBE Payments	2012 WBE Payments
			SDA Consulting, Inc.			Sunnyside Travel (African-		
Valtera	\$128,019.96		\$191,387.27 (African-American)	\$12,746.25	\$37,785.00 American)	American)	\$7.867.00	\$2 731 08
CPS Human			Anchor Staffing					00:10:/14
Resources	\$1,074,700.00		\$66,200.00 (African-American)	\$0.00		\$1,387.00 City Staffing (White Female)	\$2 745 50	\$4 510 00
Accurate	\$12,937.95	\$13,798.70 none*	none*	none*	none*	none*	none*	0000*
						Go Promotions, Inc. (White		
I/O Solutions	\$53,916.16		\$57,446.00 OM Printing (Asian)	\$3,394.75	\$6,605.00 Female)	Female)	\$3,926.30	\$1,092.00
IL Secretary of State	\$6,000.00	\$6,000.00 n/a**		**e/u	**e/u	**e/u	**0/0	**~)~
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System Solutions	\$15,613.00	\$5,738.00	oystern solutions (Asian)	\$15,613.00	55,738.00 none***		none***	none***
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AOMS	\$107,525.50	\$36,480.00 none****		none****	none****	Dust Em Clean Maintenance (African-American)	¢71 366 M7	
Human Resources							7000001770	232/2T4-33
Board Hearing								
Officers	\$45,621.25	\$20,274.46 n/a		n/a	n/a	n/a	e/u	e/u
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TOTALS	\$1,444,333.82	\$397,324.43		\$31,754.00	\$51.515.00		C3 L 225 201 27	CA TA TA
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 We inherited this contract from the prior administration. The contract did not have any MBE or WBE goals because the vendor was granted a waiver. We plan to make all efforts to find a vendor who can make MBE and WBE commitments when this contract is up. ** This contract is with the IL Secretary of State so that we can check driver's licenses directly rather than pay an outside vendor to do it for us.

*** We inherited this contract from the prior administration. The contract did not have any WBE goals because the vendor was granted a waiver. We plan to make all efforts to find a vendor who can make WBE commitments when this contract is up. **** We inherited this contract from the prior administration. The contract did not have any MBE goals because the vendor was granted a waiver. We plan to make all efforts to find a vendor who can make MBE commitments when this contract is up.

То:	The Honorable Carrie M. Austin Chairman, Committee on the Budget and Government Operations
From:	Soo Choi, Commissioner Department of Human Resources
CC:	Maria Guerra Mayor's Office of Legislative Counsel and Government Affairs
Date:	October 31, 2012
Re:	Request for Information from Annual Appropriation Committee Hearing
Ref ID:	175

The attached information is in response to questions posed at the Office of Budget and Management hearing.

Alderman Fioretti requested the number of positions audited/reclassified by the Department of Human Resources in 2012. In 2012, DHR's Classification Division conducted 215 audits.

- **To:** The Honorable Carrie M. Austin Chairman, Committee on the Budget and Government Operations
- From: Soo Choi, Commissioner Department of Human Resources
- CC: Maria Guerra Mayor's Office of Legislative Counsel and Government Affairs
- **Date:** October 31, 2012

Re: Request for Information from Annual Appropriation Committee Hearing

The attached information is in response to questions posed at our department's hearing on October 23, 2012 to discuss the 2013 budget.

Alderman Scott Waguespack requested the number of tests administered with a breakdown of tests administered by DHR staff and tests administered by vendors, which is attached.

Testing (All Handled Internally by DHR's Testing Team)

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	2012 YTD	2011 (Jan-Sep)	2011 Total
Total Number of Candidates Tested	1039	863	1604
Number of Exam Days	123	82	111
Total Number of Vacancies Using Tests for screening	64	60	73
Tests Developed or Revised	111	47	55

Testing conducted with assistance from vendors

2012 YTD	Date	No. of Candidates
Fire Battalion Chief	Written: April 21 Orals: June 5-7	95 93
Firefighter/EMT Military Make Up	10/27/2012	Expected 17
Police Officer	6/2/2012	27
Military Make-up	12/1/12	TBD
Ambulance	Written 11/17/12	Expected 186
Commander	Orals start 12/12	
Paramedic Field	Written 11/17/12	Expected 42
Chief	Orals start 12/12	

2011 Total	Date	No. of Candidates
Firefighter/EMT Military Make-up	August 20	30
Police Officer Military Make-up	March 12 June 11 Sept 25 Dec 3	59 24 27 23

2012 YTD Testing Activity

2012 YTD	DHR	External Consultant
TOTAL NUMBER OF TESTS DEVELOPED	111	3
Total Number of Vacancies filled with use of test	64	3 Ambulance Commander Paramedic Field Chief Battalion Chief
TOTAL NUMBER OF TESTS ADMINISTERED	103	3 Police Entry Make-up 1 (June) Firefighter/EMT Make-up (October) Fire Battalion Chief (April)
Total Number of Candidates Tested	1039	131

*The number of tests developed exceeds the number of test administrations as some tests have not yet been administered.

Tests pending administration by external consultants

2012 YTD	Date	No. of Candidates
Police Officer Make- up 2	12/1/12	Expected 90
Ambulance Commander	Written 11/17/12 Orals start 12/12	Expected 186
Paramedic Field Chief	Written 11/17/12 Orals start 12/12	Expected 42

2012 Total

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- **To:** The Honorable Carrie M. Austin Chairman, Committee on the Budget and Government Operations
- From: Soo Choi, Commissioner Department of Human Resources
- CC: Maria Guerra Mayor's Office of Legislative Counsel and Government Affairs
- **Date:** October 31, 2012

Re: Request for Information from Annual Appropriation Committee Hearing

The attached information is in response to questions posed at our department's hearing on October 23, 2012 to discuss the 2013 budget.

Alderman Brendan Reilly requested the number of employees who have used the recently resuscitated Employee Assistance Program, which is attached.

DHR Response to Request from Alderman Brendan Reilly

<u>EAP 2012</u>	
Month	New Cases Opened
May	2
June	10
July	14
August	17
September	10
October	8
Total New Cases Opened	61