

September Bureau of Human Resources Dashboard - Citywide Summary

The Bureau of Human Resources Dashboard is an interactive data visualization that allows exploration of key metrics related to recruitment and retention. This tool is updated monthly to depict the prior months' performance measures.

The data presented in this summary is aggregated for all City bureaus except Public Safety (Portland Police Bureau, Portland Fire & Rescue, Fire & Police Disability & Retirement, and the Bureau of Emergency Communication).

The data are cumulative for the FY19 fiscal year to date, from September 1, 2018 to September 30, 2019.

Recruitment Timeline Metrics – Time to Fill and Time to Post

Time to Fill is the length of time between the date a requisition is received by the Bureau of Human Resources to the date a verbal offer is extended to the selected candidate.

The average Time to Fill for recruitments for September was 73 days. The average for the current fiscal year to date is 80 days.

Time to Post is the length of time between the date a requisition is received by the Bureau of Human Resources to the date that the job is posted and can begin accepting applications. Some recruitments are for only one bureau, while others require coordination among multiple bureaus.

The average Time to Post for September was 4 business days. The average for the current fiscal year to date is 4 business days.

The Time to Post for single-bureau recruitments for September was 4 business days. The average for multi-bureau recruitments was 6 business days. The average for casual/seasonal recruitments was 1 business day. The average for the current fiscal year to date for single-bureau recruitments is 5 business days.

Recruitment Timeline Metrics – Closing to List and Referral to Offer

Closing to List is the number of business days from the date a recruitment closes to the date when the list of eligible candidates is produced. The final step of the recruitment process varies among recruitments. For some recruitments, the final step is a BHR review, where applications are reviewed by staff in the Bureau of Human Resources; some recruitments have an SME review, where applications are reviewed by subject matter experts in the hiring bureau; and some recruitments have some form of testing as the final step to determine which candidates meet the minimum qualifications and make the eligible list.

The average Closing to List for September was 6 business days. The average Closing to List for the current fiscal year to date is 7 business days.

For recruitments whose final step was a BHR review, the average Closing to List for September was 6 business days. For recruitments whose final step was an SME review, the average Closing to List for September was 6 business days. For recruitments whose final step was



testing, the average Closing to List for September was 17 business days. For recruitments with no review, the average Closing to List for September was 3 business days. The average for the current fiscal year to date for recruitments whose final step was a BHR review was 6 business days.

Referral to Offer is the length of time from the date a list of eligible candidates is referred to the hiring bureau to the date when a verbal offer is made to the selected candidate.

The average Referral to Offer for September was 35 days. The average Referral to Offer for the current fiscal year to date is 38 days.

Recruitment Volume Metrics

The number of new requisitions received by the Bureau of Human Resources in September was 81. Of these, 49 were requests to conduct new recruitments. The total number of requisitions received in the current fiscal year to date is 265, of which 149 were requests to conduct new recruitments.

The new requisitions received in September requested that 87 vacancies be filled. The total number of vacancies that have been requested to be filled for the current fiscal year to date is 353.

The number of vacancies filled in September was 74. The total number of vacancies filled in the current fiscal year to date is 264.

A Status Grant Request as authorized under HRAR 8.05 is a request by a bureau to have a position and its incumbent reclassified together.

The number of status grant requests completed in September was 3. The number of status grant requests completed in the fiscal year to date is 12.

Qualified Applicant & Hire Diversity

The number of qualified applicants who applied for positions that were filled in the current fiscal year to date was 6,241.

55% of qualified applicants identified as male, 44% identified as female, and 1% did not disclose their gender.

68% of qualified applicants identified as White or European American, 1% as American Indian or Alaska Native, 8% as Asian, 6% as Black or African American, 8% as Hispanic or Latino, 1% as Native Hawaiian or Other Pacific Islander, 7% as Two or More Races, and 1% did not disclose their race/ethnicity.

6% of qualified applicants identified as having a disability or previously having a disability, 89% identified as not having a disability, and 5% did not disclose their disability status.

4% of qualified applicants identified as veterans, 95% identified as non-veterans, and 1% did not disclose their veteran status.



The number of applicants who have been hired for positions in the current fiscal year to date is 264.

56% of hires identified as male and 44% identified as female.

62% of hires identified as White or European American, 1% as American Indian or Alaska Native, 11% as Asian, 8% as Black or African American, 9% as Hispanic or Latino, 0% as Native Hawaiian or Other Pacific Islander, and 8% as Two or More Races.

Sourcing Metrics

Of the 6,241 qualified applicants for positions that were filled in the current fiscal year to date, 31% indicated that they first learned about the position on the City of Portland Website, 15% learned from GovernmentJobs.com, and 12% first learned about the position from a job board.

Of the 264 hires in the current fiscal year to date, 30% first learned about the position on the City of Portland website. 18% learned from the Monday jobs email, and 12% learned by employee referral.

Quality of Hire Metrics – Attrition

Since the beginning of the current fiscal year, 13 individuals have left employment with the City within their first year of employment. Of the 13, 10 left voluntarily and 3 left involuntarily.

8 individuals left employment with the City in September. Of those 8, 4 left voluntarily within 1 year of employment, 1 left voluntarily within 90 days of employment, and 1 left voluntarily within 60 days of employment. 2 left involuntarily within 1 year of employment.

Employee Movement

209 employees have moved from their positions (leaving behind vacancies that needed to be filled) either by promotion, transfer, demotion or termination during the current fiscal year.

In September, 28 employees promoted, 10 employees transferred, 2 employee demoted, and 36 employees left their employment with the City.

Recruitment Events

Since the beginning of the current fiscal year, Bureau of Human Resources representatives have attended 20 recruitment events and engaged with 633 attendees.

For More Information

If you are a person with a disability who is using a screen reader and you have a need for data for a specific bureau or classification, or for a previous month or fiscal year, you September submit a request to Carol Cruzan at carol.cruzan@portlandoregon.gov.

