

Action /Information Item

California Student Aid Commission

Vacancy Reports 2000-2006

At the July 26, 2006 Joint Commission/EDFUND workshop, Chair Fousekis requested that staff report on Commission vacancies at the September Commission meeting.

Staff has prepared the enclosures to provide a vacancy rate history for fiscal years 2000-01 through 2006-07 and a summary of the current year (2006-07) vacancies and recruitment efforts.

Recommended Action: No action required.

Responsible Staff: Janet McDuffie, Chief
Management Services Division

Robert Illa, Fiscal Officer
Management Services Division

**California Student Aid Commission
Vacancy Rate
Fiscal Years 2000/01 Through 2006/07**

Tab 17.a

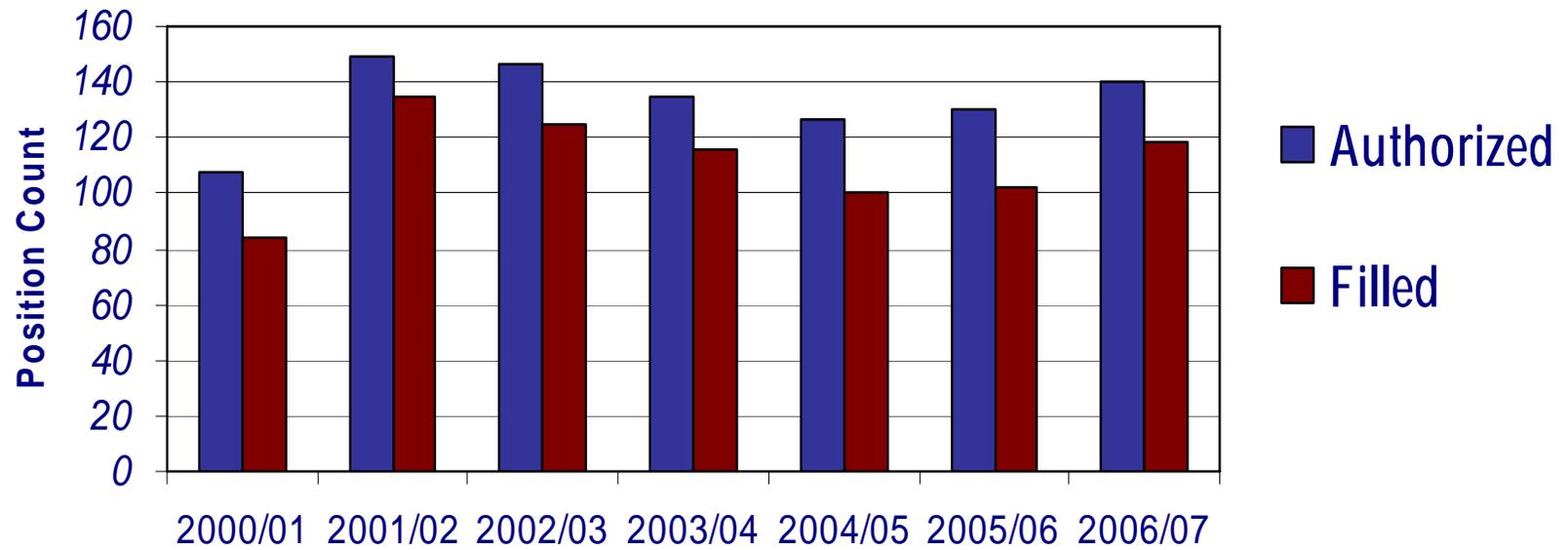
	Fiscal Year						
	2000/01	2001/02	2002/03	2003/04	2004/05	2005/06	2006/07
Authorized Positions-Beginning of Fiscal Year:	107.3	149.3	146.8	134.6	126.8	129.8	140.5
Filled Positions-End of Fiscal Year:	83.9	134.3	125.0	116.0	100.0	102.0	118.0 ^{1/}
Vacancies-End of Fiscal Year:	23.4	15.0	21.8	18.6	26.8	27.8	22.5
Less Required 5% Salary Savings^{2/}:	-5.4	-7.5	-7.3	-6.7	-6.3	-6.5	-7.0
Adjusted Vacancy Total:	18.0	7.5	14.5	11.9	20.5	21.3	15.5
Vacancy Rate:	16.81%	5.05%	9.85%	8.82%	16.14%	16.42%	11.01%

1/ 2006/07 Positions Filled as of September 1, 2006

2/ All State Departments' budgets are automatically reduced by 5% in Personal Services Funding (positions and support costs) since no department has its positions filled 100% for an entire fiscal year.

California Student Aid Commission

Authorized and Filled Position History



**California Student Aid Commission
Positions as of September 1, 2006**

Tab 17.c

Division	Authorized	Vacant	Comments Regarding Recruitment Efforts
Executive Division			
<i>Executive Director</i>	1.0	0.0	
<i>Chief Deputy Director</i>	1.0	0.0	
<i>Staff Counsel</i>	1.0	1.0	Staff is currently working with the Department of Personnel Administration (DPA) to re-establish the appropriate staff counsel classification. Recruitment will commence immediately after receiving approval from DPA. In the meantime, the Commission continues to contract with the Attorney General's Office for legal advice.
<i>Manager</i>	1.0	0.0	
<i>Analyst</i>	2.0	0.0	
<i>Clerical</i>	1.0	0.0	
Total Permanent:	7.0	1.0	
<i>Retired Annuitants</i>	1.0	0.0	
Total Temp Help:	1.0	0.0	
Federal Policy & Programs Division			
<i>Chief</i>	1.0	1.0	The Executive Director made an offer to a qualified applicant for the Chief of FPPD last year. The candidate declined the offer until the Roles and Responsibilities are defined and FPPD is given clear directives from the Commission. Further recruitment efforts will occur after the Roles and Responsibilities and role of FPPD are established.
<i>Manager / Supervisor</i>	1.0	1.0	Interviews for the position have been completed, and an offer is pending the file review and reference checks.
<i>Analyst</i>	3.0	1.0	Interviews for the position have been completed, and an offer is pending the file review and reference checks.
<i>Clerical</i>	1.0	0.0	
Total Permanent:	6.0	3.0	
Internal Audits Division			
<i>Chief</i>	1.0	1.0	Staff is working with DPA to re-establish the Commission's Chief Internal Auditor position at an appropriate classification. Recruitment will commence immediately after receiving approval from DPA.
<i>Manager</i>	0.0	0.0	
<i>Analyst</i>	2.0	1.0	Prior recruitment efforts have not yielded qualified applicants. The position continues to be advertised.
Total Permanent:	3.0	2.0	

**California Student Aid Commission
Positions as of September 1, 2006**

Tab 17.c

Division	Authorized	Vacant	Comments Regarding Recruitment Efforts
<i>Governmental Affairs & Research Division</i>			
<i>Chief</i>	1.0	0.0	
<i>Manager / Supervisor</i>	1.0	0.0	
<i>Analyst</i>	7.0	2.0	All vacant positions have been advertised to fill. The two associate positions working on State and Federal legislation are in the interview and selection phase. Prior attempts at filling the State and Federal Legislation positions were complicated by the Rancho Cordova main office location so far from downtown. Applicants have indicated their desire to remain at a location more central to the Capital.
<i>Clerical</i>	1.0	0.0	
<i>Total Permanent:</i>	10.0	2.0	
<i>Retired Annuitants</i>	2.0	0.0	
<i>Student Assistants:</i>	1.0	0.0	
<i>Total Temp Help:</i>	3.0	0.0	
<i>Outreach & Public Relations Division</i>			
<i>Chief</i>	1.0	1.0	The position has been advertised and candidates have been interviewed. An offer is pending the file review and reference checks.
<i>Manager / Supervisor</i>	2.0	0.0	
<i>Analyst</i>	6.0	0.0	
<i>Total Permanent:</i>	9.0	1.0	
<i>Information Technology Division</i>			
<i>Chief</i>	1.0	0.0	
<i>Manager / Supervisor</i>	3.0	0.0	
<i>Analyst</i>	24.5	2.5	The Limited-Term position authority was recently granted in the 2006-07 Budget Act. The Chief of IT anticipates filling two positions within one month. These Limited-Term positions expire 06/30/08.
<i>Total Permanent:</i>	28.5	2.5	
<i>Student Assistants:</i>	1.0	0.0	
<i>Total Temp Help:</i>	1.0	0.0	

**California Student Aid Commission
Positions as of September 1, 2006**

Tab 17.c

Division	Authorized	Vacant	Comments Regarding Recruitment Efforts
<i>Program Administration and Services Division</i>			
<i>Chief</i>	1.0	0.0	
<i>Manager / Supervisor</i>	5.0	3.0	Vacancies include 2 Financial Aid Managers (FAM) and 1 Supervising Program Technician (SPT). Two of these positions were advertised; six applications were received. Three candidates were interviewed for the FAM position, one employment offer was made, but the candidate declined the position due to CSAC's inability to reclass the position to a Staff Services Manager I, and no other qualified applicants were found. One application was received for the SPT position; however, a file review was conducted and it was discovered that the applicant had current disciplinary issues. The recent FAM vacancy in the Grant Operations area has not been advertised since the position was vacated August 31, 2006. However, an analyst is performing the FAM duties in an out-of-class assignment. Staff are currently working with DPA on reclassifying the FAM classification to the more general State's Staff Services Manager classification to allow additional applicants to qualify and apply for the vacancies.
<i>Analyst</i>	25.0	2.0	All positions have been advertised, but no qualified applicants have been found. Out of 13 candidates from the Commission's analyst lists who applied, only 3 were technically eligible to compete for the position. As of April, 31, 2006, 31 applications have been submitted and 16 candidates were interviewed. Of the 16 interviewed, 2 applicants were hired and have commenced working. Staff are currently working with the DPA on reclassifying the Financial Aid Analyst classifications to the more general State's Staff Services Analyst classifications to allow additional qualified applicants to apply for vacancies.
<i>Technical</i>	13.0	3.0	In the last five months, PASD received 53 applications for Technical positions. A total of 20 candidates were interviewed and 2 employment offers were made. Of the 53 applicants, most did not qualify to interview due to ineligibilities, such as: 3 candidates did not have correct contact information or were unable to contact; 7 candidates did not meet minimum qualifications; 20 declined to interview; and 9 had prior personnel issues. Recently, interviews were conducted and there are 3 offers that are pending the file review and reference checks.
<i>Clerical</i>	6.0	1.0	In the past two months, 16 applications were received. Of the 16 applications, 2 were interviewed and 1 was hired. Additional interviews were recently conducted and one offer is pending the file review and reference checks.
<i>Total Permanent:</i>	50.0	9.0	

**California Student Aid Commission
Positions as of September 1, 2006**

Tab 17.c

Division	Authorized	Vacant	Comments Regarding Recruitment Efforts
<i>Temp Help Limited-Term</i>	3.5	3.5	The limited-term technical positions were filled for a portion of 2005-06, but the employees later transferred to permanent positions in other departments. Limited-term positions are more difficult to fill than permanent positions, but are often approved by the Department of Finance. Staff continues to recruit to fill all of these positions. These positions will expire 06/30/07.
<i>Retired Annuitants</i>	2.0	0.0	
<i>Student Assistants:</i>	19.0	0.0	
Total Temp Help:	24.5	3.5	
Management Services Division			
<i>Chief</i>	1.0	0.0	
<i>Manager / Supervisor</i>	5.0	2.0	The fiscal administration area was recently reorganized to add a second level manager and an additional first level manager. The incumbent fiscal manager was promoted leaving his position vacant. These two first level manager positions have been advertised. Both positions are anticipated to be filled by mid-September.
<i>Analyst</i>	14.0	0.0	
<i>Technical</i>	6.0	0.0	
<i>Clerical</i>	1.0	0.0	
Total Permanent:	27.0	2.0	
<i>Retired Annuitants</i>	2.0	0.0	
<i>Student Assistants:</i>	2.0	0.0	
Total Temp Help:	4.0	0.0	

Permanent Positions:	140.5	22.5
Retired Annuitants:	7.0	0.0
Temp Help Limited-Term:	3.5	3.5
Student Assistants:	23.0	0.0
Total Perm/Temp Positions:	174.0	26.0