



# Human Resources

HIRING

December 1, 2022



# MBTA OCC Heavy Rail Dispatcher Recruitment as of 11/29/2022

HR and OCC Team conducting weekly in station recruitment from 10/04- 11/29

Total Applications	Did Not Meet MERS	Met MERS	Pending Supervisor Eval	Interviews to be Scheduled	Interviews Completed	Candidates Selected for Hire	Hired & Started	Pending Start Date/Training Availability	Pre-Employment
211	167	44	2	0	29	15	11	1	1

## Notes

- Completed Open Houses on 10/04 at Braintree, 10/11 at Orient Heights, 10/18 at Forest Hills, 10/25 at Ashmont, 11/1 at Alewife
- The latest Open House at Alewife on 11/29
- Open Houses will begin again in January 2023
- Direct calls to eligible team members, ongoing:
  - Promoting Open House and encouraging applications



# HR Update: Bus Operators

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## Providing Commercial Driver's License Permit (CDP) Training

- 38 new hires started on October 24
  - 15 came with CDP and 23 needed CDP
- 79% Pass Rate for CDP.
- Training School moving from a class each ten-weeks to class each eight-weeks
  - 2 week overlap going forward
- Gathering lessons learned to incorporate into training program



# MBTA Recruitment and External Engagement

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- New England Regional Job Fair November 15 & 16
- Chelsea Public Schools: High School and College Career Fair on November 18
  - Engaged with US Army and Chelsea Board of Chambers
- Continued partnership with MassHire to assist candidates with the application process
  - MBTA Representative on site at MassHire Career Center December 7, January 4, February 1, March 1, and April 5



# MBTA Recruitment and External Engagement



MassHire Boston Career Center  
1010 Harrison Ave, Boston, MA.

MBTA recruiters are available to discuss employment opportunities and apply on-site for open positions.

Find us here the first Wednesday of every month!



Learn more and apply now at [mbta.com/careers](https://mbta.com/careers)

## We've got opportunities.

Future MBTA dates;

- **November 2, 2022**  
10:00am - 2:00pm
- **December 7, 2022**  
10:00am - 2:00pm
- **January 4, 2023**  
10:00am - 2:00pm
- **February 1, 2023**  
10:00am - 2:00pm
- **March 1, 2023**  
10:00am - 2:00pm
- **April 5, 2023**  
10:00am - 2:00pm

**New England Regional Job Fair**

November 15-16  
10 a.m. to 2 p.m.  
Online via Premier

First-hour priority for Veterans on both days!

The MBTA is attending the New England Regional Job Fair!

Job Openings at the MBTA:

[CLICK HERE TO REGISTER](#) [CLICK HERE TO VIEW EMPLOYERS](#)

MassHire Programs & Services are funded in full by US Department of Labor (USDOL) Employment and Training Administration grants. Additional details furnished upon request.



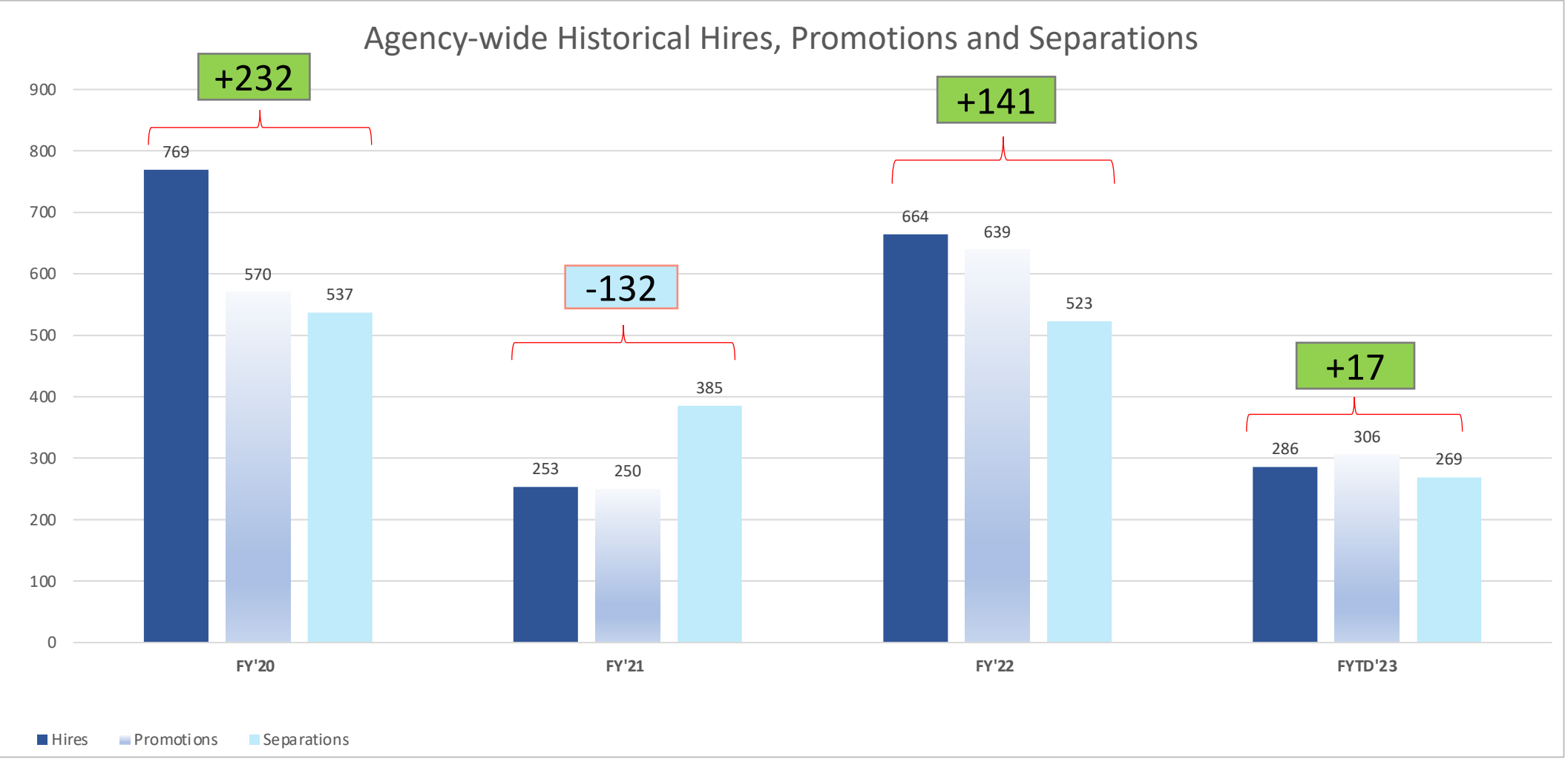
# FY20 - FY23 Agency-wide Hiring Actuals

As of: 11/21/2022

Agency-wide Historical Hires, Promotions and Separations

Net Headcount Increase  
(Hires – Separations)

Negative  
Positive



**\*\*Promotions do not increase headcount but require a significant effort from HR Staffing\*\***



# HR Update: FY23 Q1 & Q2 Hiring Activity

*As of: 11/21/2022*

- 279 Total Requisitions actively being recruited accounting for 872 positions
- 286 Hires and 306 Promotions for a total of 592 transactions

\*Excluding ongoing programmed hiring



# APPENDIX





# MBTA OCC Heavy Rail Dispatcher Recruitment as of 10/06/2022

HR and OCC Team conducting weekly in station recruitment from 10/04- 11/29

Total Applications	Did Not Meet MERS	Met MERS	Pending Supervisor Eval	Interviews to be Scheduled	Interviews Scheduled	Interviews Completed	Candidates Selected	Pre-Employment	Hired & Started Training	Pending Training Availability
175	139	36	0	3	0	22	12	0	10	0

## Notes:

- 1 new hire pushed back training due to bereavement
- 3 candidates pending interviews
- Conducted Open House on 10/04 at Braintree
- Next Open House on 10/11 at Orient Heights
- On-going weekly open houses thru 11/29

## \*Returnees:

- 3 working dispatching role as of 9/18
- 1 working as OCC Supervisor

## \*Retirees

- 3 executed
  - 1 started training on 9/27
  - 1 started training on 9/29
  - 1 scheduled to start dispatching on 10/9

\*Not included in recruitment funnel



# HR Update: Bus Operators

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## Providing Commercial Driver's License Permit Training

- Incorporating CDP extended training by 2 weeks for a total of a 10-week training program
- Pilot program:
  - First pilot class of 38 operators started 10-week training program October 24, 2022, and will finish on January 6, 2023
  - Second pilot class will be from January 9, 2023- February 24, 2023
- Thank you to the RMV for continued partnership on the CDP Initiative



# MBTA Recruitment and External Engagement

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- MBTA Employment Fair October 13, 2022
  - Great collaboration with the City of Boston and local radio stations
  - All individuals that provided an application or resume were entered into the applicant tracking system, contacted via email, encouraged to create a job interest card, and apply for open positions
- Partnered with Community Engagement Office to attend Quincy College Career Fair and Boston Public High School STEM Fair
- Partnered with MassHire to secure space once a month to assist candidates with the application process
- Presentation to 100+ MassHire Field Representatives November 2 and ~ 20 District Representatives November 3
  - MassHire Virtual Career Fair November 14 & 15
- Chelsea Public Schools: High School and College Career Fair on November 18



# FY20 - FY23 Agency-wide Hiring Actuals

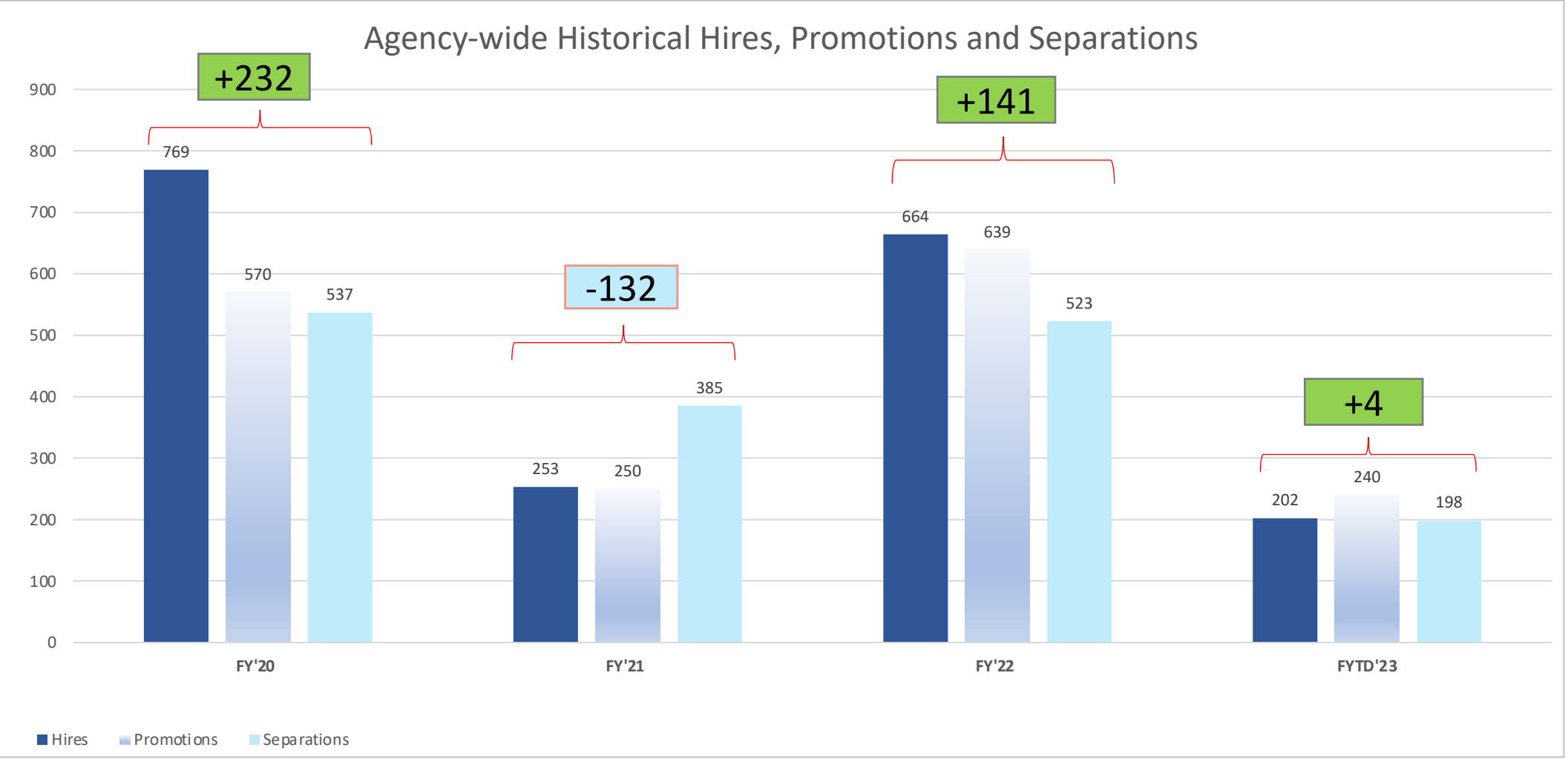
As of: 10/20/2022

Agency-wide Historical Hires, Promotions and Separations

Net Headcount Increase  
(Hires – Separations)

Negative

Positive



**\*\*Promotions do not increase headcount but require a significant effort from HR Staffing\*\***



# HR Update: FY23 Q1 & Q2 Hiring Activity

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- 222 open requests actively being recruited accounting for 535 positions
- 171 new requisitions created accounting for 313 positions
- 202 Hires and 240 Promotions for a total of 442 transactions

\*Excluding ongoing programmed hiring

