



# City of Seat Pleasant

Office of the Human Resources

## A CITY OF EXCELLENCE SMART CITY

“Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for me using information and communication technology, with the internet of things”.

Department Name: Human Resources

Date of Report: October 1, 2017    Reporting Period: October 31, 2017

Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.

### Job Openings

Currently the City has three (3) positions open for employment:

| Position Title           | Department        |
|--------------------------|-------------------|
| Code Enforcement Officer | Police Department |
| Council Clerk            | City Council      |
| Director of Public Works | Public Works      |

All positions have been posted electronically & in general circulations.

### Jobs Filled

| <u>Position Title</u>                | <u>Department</u>            |
|--------------------------------------|------------------------------|
| Acting Director of Public Works      | Public Works Department      |
| Marketing & Communication Specialist | Public Engagement Department |
| Environmental Services Specialist    | Public Works Department      |

**Interviews, background and reference checks have been conducted for the following position(s):**

**Environmental Services Specialist**

**Interviews were conducted for the following position(s):**

**Council Clerk**

**Hires/Terminations/Disciplinary Actions for the following departments:**

**Hires: Public Works – One (1) Environmental Services Specialist**

**Terminations/Resignation: Public Works- Director of Public Works**

**Disciplinary Actions: Public Works – Two (2)**

**Retirement Plan – 401A**

**All staff that have worked 1,050 hours or more have been enrolled into the City's retirement plan as of October, 2017.**

**Retirement Plan 457**

**No new employees have enrolled into the 457 Plan offered by the City.**

**Medical/Dental/Vision**

**Two (2) new staff members joined the benefits offered by the City this month; effective November, 2017.**

**Healthy Living Plan – Planet Fitness**

**Final correspondences were sent to Planet Fitness to join the facility effective November 3, 2017. We are geared up to promoting healthy living with our elected officials and staff members. Therefore we are moving forward in establishing a healthy City as representatives of a Smart City of Excellence**

**Electronics**

**New electronic devices were purchase for the Marketing & Communications Specialist  
Previously used devices were transferred to the Acting Director of Public Works**

**Price quotes were received from our IT firm PEAKE Technologies for the wiring of the build-out**

- One (1) lawsuit of age discrimination has been filed and reviewed by City attorney
- (4) Verifications of unemployment and (7) Employment verifications were performed during the reporting period.

- Four (4) case of Workers Compensation have been filed
- One (1) case of Short-term disability has been filed
- Invoice Portals set up for invoice payments for the following agencies: Planet Fitness,

**Indicate problems identified, barriers encountered and solutions reached.**

- Maintaining electronic inventory
- Staff purchasing equipment not going thru appropriate channels
- Policies and procedures have been in place, however staff are not following.

**Identify goals for the next reporting period.**

- Complete accurate inventory listing
- Mandatory meeting reviewing employee manual “again” of major hurtles such as but not limited to time & attendance, employee behavior, recruitment procedures etc.

=Examples of Goals

Goal \_\_\_\_\_% reduction in household consumable waste (based on statistics from refuse contractor)

Goal \_\_\_\_\_% increase in recyclables (based on statistics from refuse contractor)

Goal 55 % increase in green initiatives (e.g., number of shredding events, trees planted, electric cars purchased/used, number of bags/pounds of leaves mulched, implementation of rain gardens, etc.)

Goal \_\_\_\_\_% increase in educational/promotional/marketing events for residents re green initiatives (e.g., newsletter articles re composting trainings, use of rain barrels, etc.)

**Supporting Documentation: Source:** Office of the City Treasurer

**Revenue**

Line Item \_\_\_\_\_

| FY ____ Budget (Previous Year) | FY ____ Budget (Current Year) | FY ____ Actual (Current Year) |
|--------------------------------|-------------------------------|-------------------------------|
|                                |                               |                               |

**Expenditures**

Line Item \_\_\_\_\_

| FY _____ Budget (Previous Year) | FY _____ Budget (Current Year) | FY _____ Actual (Current Year) |
|---------------------------------|--------------------------------|--------------------------------|
|                                 |                                |                                |

**Attachments:** Photos, Newsletter articles, City of Seat Pleasant Green Team, etc.