



# 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: December 1, 2017 Reporting Period: December 30, 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 one (1) position open for employment:

<u>Department</u>	<u>Position Title</u>
Public Engagement	IOC Lead

All positions have been posted electronically & in general circulations.

### Jobs Filled

<u>Department</u>	<u>Position Title</u>
Economic Development	Administrative Assistant
Mayor's Office	Executive Assistant
Mayor's Office	Administrative Assistant
Police Department	Code Enforcement Officer
Public Engagement	Marketing & Communications Specialist
Public Works	Environmental Services Engineer

**Background investigation and reference checks were conducted on the following position(s):**

<b><u>Department</u></b>	<b><u>Position Title</u></b>
Economic Development	Administrative Assistant
Police Department	Code Enforcement Officer
Public Works	Environmental Services Engineer

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

**Disciplinary Actions:** Zero (0)

**Hires:** City Council – Council Clerk

Economic Development – Administrative Assistant

Public Works – Environmental Services Specialist

**Lateral** Public Engagement – Marketing & Communication Specialist

**Resignation:** Mayor’s Office – Administrative Assistant

**Termination:** Public Engagement – Marketing & Communications Specialist

**Retirement Plan – 401A**

All staff that have worked 1,050 hours or more have been enrolled into the City’s retirement plan as of December 30, 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 February 1, 2018.

**Healthy Living Plan – Planet Fitness**

All staff have been enrolled and obtained their membership cards for Planet Fitness. All former staff have been removed from the membership list of Planet Fitness.

**Electronics**

New electronic devices were purchased

City Council – Cell phone, iPad, Laptop (Council Clerk)

Economic Development: Two (2) New iPad (director & grant writer)

Mayor’s Office: Cell phone, iPad, Laptop (Administrative Assistant)

**Previously Used:**

Economic Development (IPad) from Director to Admin Asst. & Cell phone from former Administrative Assistant to current Administrative Assistant

Public Engagement: (IPad) from former Marketing and Communications Specialist to New Marketing and Communications Specialist

Public Engagement: Cell phone former Marketing and Communications Specialist to Administrative Assistant

**Price quotes were received from our IT firm PEAKE Technologies for:**

**ICloud – Police Department & City Hall**

**Other Matters:**

- One (1) lawsuit of age discrimination has been filed and continues with investigation by City attorney
- (4) Verifications of unemployment and (7) Employment verifications were performed during the reporting period.
- Four (4) cases of Unemployment compensation have been filed. To date (2) denied.
- Zero cases case of Short-term disability have been filed
- Zero cases of Workers Compensation have been files

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

- Maintaining electronic inventory
- Staff not following proper interview procedures
- 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
- Training (Excel, ICloud)

Goal 20 % reduction in household consumable waste (based on statistics from refuse contractor)

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

Goal \_\_\_ % 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.