

DATE: December 2, 2019
TO: Matt Jordan, General Manager
FROM: Roberta F. Kety, Human Resources Director *RFK*
SUBJECT: Human Resources Activity Report – *Receive and File*

SUMMARY

The Human Resources Activity Report summarizes the key activities of the department for the months of October and November 2019.

RECOMMENDATION

Receive and File.

COST/FUNDING SOURCE

N/A

DISCUSSION

The Human Resources Department is responsible for assisting the needs of the 155 full-time equivalent employee positions of Tampa Bay Water. In summary, the major activities and work effort of the Human Resources department for the months of October and November 2019, included:

- Recruitment and Selection:

Ongoing recruitment for positions: Demand Management Program Manager, Staff Assistant (two position), Real Estate Coordinator, Audio-Visual Specialist, Water Resources System Engineer, Demand Management Program Manager, Senior Professional Engineer IV, and IT Network Specialist.

Positions being reviewed: Contracts & Construction Senior Manager, Contract Operations Project Administrator, Senior Professional Engineer IV and Geographic Information System (GIS) Administrator.

For recruitment efforts we are working with NEOGOV, Governmentjobs.com, LinkedIn, JobNews, Career Builder, Indeed, local schools and professional organizations including but not limited to, Florida Water and Pollution Control Operator's Association (FW&PCOA), Water Institute at University of Florida, American Water Works Association (AWWA),



American Water Resources Association (AWRA), American Geophysical Union and RCI Recruitment Solutions.

- Workers Compensation:

Employee safety continues to be a high priority for the Agency. Reviewed Workers Compensation cases to ensure best care and return to work strategies. Participated in monthly Safety Team Meetings and continued to meet with Safety Services Manager on monthly basis.

- Employee Benefits:

Routine benefits administration activities and issues. Processed Family Medical Leave applications and answered questions. Continually reviewed all compliance requirements.

- Performance Evaluation and Management:

Evaluations were prepared for employees who had completed his/her six (6) month probationary period.

- Training and Development:

In October, we held our Employee Meetings at Clearwater, Cypress Creek and South locations and the agenda included a General Manager's update, Human Resources updates and there was a presentation on America's Water Infrastructure Act (AWIA). In November, we held our Employee Meetings at Clearwater and Cypress Creek locations and the agenda included a General Manager's update, Human Resources updates and there was a presentation on Holiday Safety.

The Training Coordination Team met and continued to review and adjust the Training Needs Matrix.

All new employees are required to pass a Proactive Defensive Driving Course: This is a twelve (12) module course that explores the causes and consequences of poor driving. It examines the difference between preventable and non-preventable collisions, as well as vehicle maneuvers to help avoid the preventable ones. Drivers also learn about the risk factors that exist outside of their vehicles, such as weather conditions and other drivers. All employees were assigned Defensive Driving Fundamentals training in October.

- Pay and Classifications:

Updated and amended job descriptions on an as-needed basis. Continued to coordinate with Managers, Officers and the General Manager on updating job descriptions.

Pay and Class Study: MGT Consulting Group continued working on the salary survey. We have worked with MGT to review job titles, responsibilities and qualifications so that the comparators are appropriate.

Employee Relations:

The Human Resources Department remains diligent in their efforts to identify and resolve employee complaints in an expeditious and equitable manner to prevent their escalation. Conducted meetings with employees who have a variety of issues, such as: illness, family illness, FMLA, worker's compensation, retirement questions, stress, supervisor-employee issues, etc.

Scheduled One Blood - Blood Drives at Clearwater and Cypress Creek locations.

Recordkeeping of all Personnel Data:

Human Resources continues to safeguard and maintain all employee personnel data and maintain all documentation required for compliance purposes. Human Resources (Skillsoft) serves as the Agency's centralized record keeper for training records.

Participated in monthly Equal Employment Opportunity Gender reporting.

Confidential advice to internal "customers" in relation to questions, issues or problems at work and/or at home – Human Resources offers confidential coaching and counseling to employees and managers on an as-needed basis for work related concerns. Spoke with several employees regarding the Family Medical Leave Act. Ongoing process. Made a few informal referrals to our Employee Assistance Program (EAP).

On November 9, the Agency held a Veterans Day Potluck luncheon to honor all Veterans and specifically, the Tampa Bay Water employees who are Veterans.

Toys for Tots collection boxes have been placed in the lobbies of the Clearwater building and Cypress Creek IEM building, and the South offices.

The Agency is collecting food for collecting food in partnership with Feeding Tampa Bay.

October and November 2019- Major Activities Included:

- Veterans Day luncheon
- Pay and Class Study ongoing
- Hired: Real Estate Coordinator
- Career Ladder Promotions: Mike Nikolai- Mechanical Technician III; Michelle Viale-Bick- Laboratory Scientist II
- Toys for Tots toy collection
- Food donations Feeding Tampa Bay