



Monthly Department Report

HUMAN RESOURCES



May 2024

Department Stats/ Key Performance Indicators

HR Metrics			
Metric	Target	Previous Month Stats	May 2024 Stats
<i>Days to Post a Job</i>	5 Days	4	2.55
<i>Days to Provide Job Offer</i>	5 Days	2.23	1.67
<i>Time to Hire (City)</i>	30 Days	15.47	12.95
<i>Time to Hire (Police)</i>	70 Days	82.42	40.74

NOTE: In May, the Police Department's "Time to Hire" saw a notable decrease. This was attributed to the onboarding of several individuals who had received offers in the prior month but weren't officially hired until later. The delay was mainly because their hiring coincided with the anticipated start date of the Police Academy.

Major Project Updates

- The Human Resources Department continues to work with Evergreen Solutions to properly assess positions and their pay scales.
- Approval of the MDCPS – Summer Youth Internship Program scheduled to start July 1, 2024 – August 5, 2024. City will be hosting 10 Interns.
- Approval of the MDCPS – Apprenticeship Program for the Public Works Automotive Apprenticeship.

Events

- The Human Resources Department was invited to attend the Top Workplace for 2024 Event, which took place on May 8th. The City of Doral received recognition by Sun Sentinel as a top employer for South Florida, and members from the City of Doral team attended the event in Parkland to personally receive the Award.
- Lunch and Learn session was held on May 9th. The topic for this session was “Decluttering and Mental Awareness,” presented by Gan Eden Health.



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- On May 10th the Human Resources Department hosted a Mothers Day Celebration Bazaar in celebration of all the mothers at City of Doral. Event featured light bites by Robeks, Flowers from Doral Orchids, and Candle Making stations.
- Lunch and Learn session was held on May 30th. The topic for this session was “Ergonomics and Seating Posture,” presented by Rogers Reset to promote better health for employees.

Sponsorships/Grants

- No information to report for the month of May 2024.

Administration

- The Human Resources Department onboarded twenty-one (21) new hires during the month of May 2024.

New Hire Information		
Department	Position	# of Positions Filled
Mayor & Council (HR Budget)	Executive Intern	1
Parks & Recreation	Park Service Aide	3
Parks & Recreation	Receptionist/Recreation Service Aide	2
Parks & Recreation	Recreation Service Aid	6
Parks & Recreation	Service Aide Inten	7
Police	Police Communications Operator	1
Police	Police Officer	1

Other

- Coordinated and advertised ten (10) job postings during the month of May 2024.
- The City received a total of 296 applications during the month of May 2024.
- The City received a total of 30,356 job hits during the month of May 2024.



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- Working with the Public Works Department to modify the existing space within the Human Resources Department to enhance the layout and accommodate new furniture. This initiative will allow us to recruit for vacant positions within the HR Department.

Department/Division Position Information		
Department/Division	Approved Positions	Vacant
Mayor & Council	11	0
City Manager's Office	6	2
Charter Enforcement	1	1
Public Affairs	9	0
City Clerk	3	0
Human Resources	10	3
<i>Executive Interns (HR Budget)</i>	6	1
Finance	10	1
Procurement & Asset Management	3	0
Information Technology	20	3
Planning & Zoning	12	2
Police	261	57
Building	42	3
Code Compliance	15	1
Public Works	43	6
Transportation	4	0
Stormwater	4	0
G.O. Bond	3	1
Parks & Recreation	173	29



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June 2024

Department Stats/ Key Performance Indicators

HR Metrics			
Metric	Target	Previous Month Stats	June 2024 Stats
<i>Days to Post a Job</i>	5 Days	2.55	2
<i>Days to Provide Job Offer</i>	5 Days	1.67	2
<i>Time to Hire (City)</i>	30 Days	12.95	6.42
<i>Time to Hire (Police)</i>	70 Days	40.74	37.58

Major Project Updates

- The Human Resources Department continues to work with Evergreen Solutions to properly assess positions and their pay scales.
- Neogov's Attract module has been successfully built. This new tool will allow us to engage potential candidates/employees by making our website more attractive.

Events

- On June 14th the Human Resources Department hosted a Father's Day Celebration where fathers were treated with breakfast and games were set up to allow for some relaxation.
- On June 26th the Human Resources Department hosted a "Smoothie Bike Ride," where employees "peddled" to make their smoothies.

Sponsorships/Grants

- No information to report for the month of June 2024.

Administration

- The Human Resources Department onboarded five (5) new hires during the month of June 2024.



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New Hire Information		
Department	Position	# of Positions Filled
<i>Mayor & Council (HR Budget)</i>	Executive Intern	1
<i>Parks & Recreation</i>	Park Service Aide	1
<i>Police</i>	Police Service Aide	1
<i>Police</i>	Police Officer	2

Other

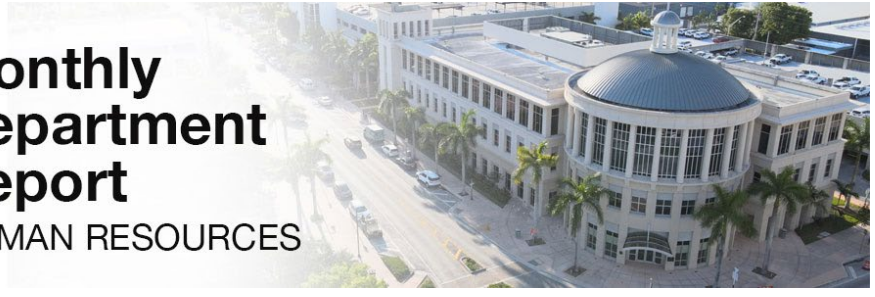
- Coordinated and advertised four (4) job postings during the month of June 2024.
- The City received a total of 597 applications during the month of June 2024.
- The City received a total of 5,134 job hits during the month of June 2024.
- Finalized the modification of the existing HR workspace so that we can move forward with hiring vacant positions.

Department/Division Position Information		
Department/Division	Approved Positions	Vacant
<i>Mayor & Council</i>	11	0
<i>City Manager's Office</i>	6	2
<i>Charter Enforcement</i>	1	1
<i>Public Affairs</i>	9	0
<i>City Clerk</i>	3	0
<i>Human Resources</i>	10	3
<i>Executive Interns (HR Budget)</i>	6	0
<i>Finance</i>	10	1
<i>Procurement & Asset Management</i>	3	0
<i>Information Technology</i>	20	3
<i>Planning & Zoning</i>	12	2
<i>Police</i>	260	58
<i>Building</i>	42	4
<i>Code Compliance</i>	15	1
<i>Public Works</i>	43	5
<i>Transportation</i>	4	0



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Stormwater	4	1
G.O. Bond	3	1
Parks & Recreation	173	33