



Monthly Department Report

HUMAN RESOURCES



August 2024

Department Stats/ Key Performance Indicators

HR Metrics			
Metric	Target	Previous Month Stats	August 2024 Stats
<i>Days to Post a Job</i>	5 Days	4.75	3
<i>Days to Provide Job Offer</i>	5 Days	4.92	1
<i>Time to Hire (City)</i>	30 Days	14	11.16
<i>Time to Hire (Police)</i>	70 Days	40.11	54.63

Major Project Updates

- The Human Resources Department worked with Evergreen Solutions, to complete the Classification and Compensation study that is to take effect this upcoming fiscal year.
- The Human Resources Department continues to work with the City Manager's Office to provide all pertinent information needed for budget.
- The Human Resources Department coordinated for with the City's insurance brokers, to be on-site for open-enrollment sessions on September 11th, to ensure eligible employees receive all information necessary to elect benefits.
- The Human Resources Department designed a new benefits book for this upcoming fiscal year.

Events

The Human Resources Department:

- Coordinated *Eyes on The Job* to be on site on August 1st to provide vision exams to employees through their insurance.
- Participated in the *Back-To-School* event on August 6th, in an effort to recruit for Doral Central Park.

Sponsorships/Grants

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



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Administration

- The Human Resources Department onboarded twenty-two (22) new hires during the month of August 2024.

New Hire Information		
Department	Position	# of Positions Filled
<i>Parks & Recreation</i>	Park Service Aide	5
<i>Parks & Recreation</i>	Receptionist/Recreation Service Aide	3
<i>Parks & Recreation</i>	Recreation Service Aide	6
<i>Parks & Recreation</i>	Service Aide-Intern	4
<i>Police (Non-Sworn)</i>	Court Liaison Coordinator	1
<i>Police (Non-Sworn)</i>	Police Officer Trainee	3

Other

- Coordinated and advertised five (5) job postings during the month of August 2024.
- The City received a total of 235 applications during the month of August 2024.
- The City received a total of 5,751 job hits during the month of August 2024.

Department/Division Position Information		
Department/Division	Approved Positions	Vacant
<i>Mayor & Council</i>	11	0
<i>City Manager's Office</i>	6	3
<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	1
<i>Finance</i>	10	1
<i>Procurement & Asset Management</i>	3	1
<i>Information Technology</i>	20	3



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Planning & Zoning	12	2
Police	260	57
Building	42	4
Code Compliance	15	0
Public Works	43	5
Transportation	4	0
Stormwater	4	1
G.O. Bond	3	0
Parks & Recreation	173	15