



# Monthly Department Report

HUMAN RESOURCES

**October 2025**

## Department Stats / Key Performance Indicators

HR Metrics			
Metric	Target	Previous Month Stats	October 2025 Stats
<i>Days to Post a Job</i>	5 Days	1	2.57
<i>Days to Provide Job Offer</i>	5 Days	1	1
<i>Time to Hire (City)</i>	30 Days	33.26	21.58
<i>Time to Hire (Police)</i>	70 Days	36.95	36.95

## Major Project Updates

The Human Resources Department:

- Held two (2) mandatory training sessions with Rcultures during the month of October.
- The Human Resources Department reviewed budget to identify all personnel changes that needed to take place. All necessary changes were made in the Paycom System.
- COLA was implemented for the new FY 25-26.
- Coordinated meeting with Equifax to potentially add the City of Doral as an employee with "The Work Number," which will allow other employees to verify employment through their portal. This will, in turn, generate a cost saving for the City by obtaining a lower rate for verifications conducted during pre-employment process.
- Met with Holiday Event Committee to discuss specifics of this years upcoming employee holiday event.

## Events

- Coordinated the departmental Halloween Door Decoration Contest.

## Sponsorships/Grants

- No information to report for the month of October 2025.

## Administration



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- No information to report for the month of October 2025.

### Other

- Created ten (10) job advertisements during the month of October 2025.
- The City received a total of 446 applications during the month of October 2025.
- Reviewed Job Descriptions for positions within the Human Resources Department to ensure all duties are created and disbursed accordingly, particularly for new positions.

Department/Division Position Information		
Department/Division	Approved Positions	Vacant
<b>Mayor &amp; Council</b>	13	0
<b>City Manager's Office</b>	6	1
<b>Capital Improvements Projects Division</b>	4	1
<b>Public Affairs</b>	11	1
<b>City Clerk</b>	3	0
<b>Human Resources</b>	13	3
<b>Finance</b>	10	0
<b>Procurement &amp; Asset Management</b>	5	0
<b>Information Technology</b>	23	3
<b>Planning &amp; Zoning</b>	12	5
<b>Police (Sworn)</b>	191	27
<b>Police (Non-Sworn)</b>	71	14
<b>Building</b>	42	5
<b>Code Compliance</b>	16	2
<b>Public Works</b>	48	6
<b>Transportation</b>	4	0
<b>Stormwater</b>	4	2
<b>Parks &amp; Recreation (Full-Time)</b>	73	10
<b>Parks &amp; Recreation (Part-Time)</b>	238	36