



City of North Port
HUMAN RESOURCES DEPARTMENT
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MEMORANDUM

TO: Peter D. Lear, CPA-CGMA, City Manager

THROUGH: Cari Branco, Assistant City Manager

FROM: Christine McDade, Human Resources Director *CM*

SUBJECT: Human Resources Department Monthly Report – January 2019

DATE: 2/06/2019

CC: Jason Yarborough, Assistant City Manager

Budget Overview

Personnel & Operating			
Department	Adjusted Budget	Expenditures	% Expended
Human Resources	970,520	73,566	29%

Training Opportunities

Upcoming Training Opportunities and Employee Events:		
Meet & Greet with New Employees	February 7 th 12:30 p.m.	2 nd floor lobby
Fit Friends Support Group	February 5 th 3:30 p.m.	Rm 244
ICMA-RC Representative	February 19 th 10:00 a.m. – 3:00 p.m.	Rm 265

Highlights of Human Resources' Projects, Major Tasks and Employee Events in January 2019

- On January 3rd, Human Resources hosted a “Meet and Greet” with new employees in the lobby on the second floor of City Hall. Following this event, new employees were formally introduced and welcomed at the monthly City Commission Special Meeting.
- 89 of the 106 employees who initially signed up for the “Holiday Holdout Challenge” completed the program with a final weigh in at Human Resources in January. Collectively, these City employees lost approximately 207 pounds during the holiday season.
- An ICMA-RC representative met with City employees on January 8th for one-on-one employee financial counseling about retirement savings options.
- The Big Brother Big Sister workplace mentoring program met January 11th for the program’s monthly event. In addition to the monthly shadowing activities, students and their mentors took a tour of Public Works.
- Human Resources staff completed several public records requests in coordination with the City Clerk, North Port Police and City Attorney throughout the month of January.
- Human Resources staff coordinated “Fit Group Exercise” for City employees throughout the work week at the Morgan Center.
- Human Resources facilitated a webinar for all employees regarding the service of an EAP. The webinar took place on January 9th and is available via a link from the City’s intranet.
- The Human Resources Director attended a seminar on employment law, January 18th hosted by the Sarasota Manatee Human Resources Association.
- Human Resources sent out emails and posted fliers to encourage nominations for the annual employee recognition luncheon which will take place in March. The deadline for nominations was extended to January 25th.
- Employees continued to participate in the employee wellness library. Books, audio books and videos are available for all employees.
- The Safety Committee met with 23 employees in attendance. The Safety Committee has begun to meet on a quarterly basis.
- The Wellness Committee sponsored 53 employees for the Rockin Run & Roll 5k event.
- Human Resources staff researched city manager compensation, charter officer performance evaluations and employee complaint processes in preparation for the February 4th Commission Workshop. Staff drafted new evaluation forms for Commission review and consideration.
- The Risk Management and Safety & Wellness Coordinators participated in the Public Works Road-E-O on January 26th. Participants who ran certain equipment were provided waivers

for signature prior to using the equipment.

- The Risk Management and Wellness & Safety Coordinators attended the first ICS meeting for the Freedom Festival.
- Risk staff held the quarterly Loss Runs & Loss Prevention meeting with the City Manager, Directors and Police and Fire Chiefs on January 30th.
- On January 29th, “For the Health of It Step Challenge” announcement was made to City employees for a February steps wellness program.
- Risk staff conducted distracted driving training for CDL drivers in the Road and Drainage Division of Public Works on January 31st.

Recruitment

Statistics

Human Resources	
Employment Applications	695
NEOGOV Job Interest Cards	10
Pool Vehicle Reservations	10

Vacant Positions as of 2/1/2019

Department	#	Position	Vacancy Reason	Vacancy Date	Status
City Attorney	1				
		Assistant City Attorney	Resignation	12/28/2018	Posted
City Manager	2				
		Business Advocate	Resignation	8/3/2018	Pending
		Grant Writer	New Position	10/1/2018	Posted
Finance	1				
		Director	Retirement	12/31/2018	Hire Pending
Fire	1				
		Training Officer – EMS	New Position	10/1/2018	Pending

NDS	1			
		Senior Planner	Promotion	2/4/2019 Posted
Parks & Recreation	4			
		Aquatics Supervisor	New Position	Interviews
		Assistant Aquatics Supervisor	New Position	Posted
		Parks & Ground Manager	Resignation	1/11/2019 Hire Pending
		PT Recreation Attendant	Resignation	1/5/2019 Posted
Police	20			
		Property Evidence Technician	New Position	1/1/2019 Background
		Police Officer	Promotion	10/28/2018 Hire Pending
		Police Officer	Resignation	12/13/2018 Background
		Telecommunications Manager	New Position	1/1/2019 Hire Pending
		Victim Advocate	New Position	1/1/2019 Oral Board
		Community Service Aide	Resignation	7/13/2018 Hire Pending
		Community Service Aide	Resignation	8/9/2018 Hire Pending
		Public Safety Telecommunicator	Resignation	8/8/2018 Hire Pending
		Public Safety Telecommunicator	Termination	6/8/2018 Hire Pending
		Public Safety Telecommunicator	Termination	6/19/2018 Background
		Commander	Re-class	Pending
		Police Officer	New Position	1/1/2019 Testing
		Police Officer	New Position	1/1/2019 Testing
		Police Officer	New Position	1/1/2019 Background
		Police Officer	New Position	1/1/2019 Background
		Police Officer	New Position	1/1/2019 Background
		Police Officer	New Position	1/1/2019 Background
		Police Officer	New Position	1/1/2019 Background
		Police Officer	New Position	1/1/2019 Background
		Public Safety Telecommunicator	Promotion	1/28/2019 Background
Public Works	14			
		Section Administrator	Demotion	1/21/2019 Posted
		Emergency Vehicle Technician	New Position	1/1/2018 Hire Pending
		Equipment Operator I	New Position	10/1/2018 Hire Pending
		Equipment Operator I	Resignation	5/31/2018 Hire Pending
		Equipment Operator I	Promotion	11/5/2018 Hire Pending
		Equipment Operator I	Promotion	11/5/2018 Hire Pending
		Equipment Operator II	Promotion	10/1/2018 Posted
		Solid Waste Superintendent	Termination	4/6/2018 Hire Pending
		Solid Waste Refuse Equipment Operator	Resignation	12/12/2018 Review Apps

	Solid Waste Refuse Equipment Operator	Promotion	11/26/2018	Review Apps
	Infrastructure Inspector	New Position	1/1/2019	Hire Pending
	Customer Service Rep I	Promotion	1/28/2019	Review Apps
	Equipment Operator III	Resignation	1/16/2019	Posted
	Staff Assistant II	Resignation	2/1/2019	Interviews
Utilities	6			
	Collection & Distribution Tech II	Demotion	10/1/2018	Hire Pending
	Wastewater Superintendent	Retirement	10/12/2018	Pending
	Chief Wastewater Operator	Demotion	7/30/2018	Pending
	Business Service Coordinator	Resignation	1/17/2019	Hire Pending
	Customer Service Rep I	Resignation	1/31/2019	Review Apps
	Wastewater Plant Operator	Termination	11/19/2018	Hire Pending
# VACANCIES:	50			

Human Resources Upcoming Commission Items	
Welcome New Employees, February 7 th at 1:00 p.m.	Workshop to discuss Charter Officer Evaluations, February 4 th at 9:00 a.m.
National Employee Appreciation Day, February 7 th at 4:00 p.m.	

Risk Management Statistics

Risk Management	
Vendor Insurance Reviews	76
Worker's Comp Injury Claims	2
Special Event Permits Reviewed	9
Utility Damage	7
General Liability Claims	0

