

DATE: February 3, 2020
TO: Matt Jordan, General Manager
FROM: Roberta F. Kety, Human Resources Director *RFK*
SUBJECT: Human Resources Activity Report

SUMMARY

The Human Resources Activity Report summarizes the key activities of the department for the months of December 2019 and January 2020.

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 December 2019 and January 2020, included:

- Recruitment and Selection:

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

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

Continued to work with consultants from Jacobs (CH2M) on staffing study and succession planning study.

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.

Participated in discriminatory testing of Flexible Spending plan

- Performance Evaluation and Management:

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

Continued to investigate Human Resources Information Systems (HRIS) to use for the performance evaluation process.

- Training and Development:

In December, we held an all employee Annual Meeting to recognize employee years of service and to share Agency accomplishments.

In January, we held our Employee Meetings at Clearwater, Cypress Creek, and South locations and there was a General Manager's update, Human Resources updates and there was a Safety presentation.

All employees were assigned to take the annual on-line Anti-Harassment and Anti-Discrimination training

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.

Employee Appreciation Team:

- The membership of the Employee Appreciation Team (EAT) includes equal representation from all agency divisions. The human resources generalist and the public affairs coordinator will serve as non-voting, co-chairs. The EAT assists in the development and implementation of programs and events that:
 - Help to ensure employees are committed to the agency's mission and vision.
 - Ensure employees are recognized for their work and professional achievements.
 - Provide opportunities for all employee to connect on a regular basis.

Some of the events in this time period were:

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

The Agency collected food for food in partnership with Feeding Tampa Bay.

In January, the 2020 Transformation Challenge commenced. The focus of the challenge is to inspire employees to change old habits and to transform their lives. The programs are:

- Biggest Loser contest: The team with the highest percentage of weight loss from their original combined weigh-in after 12 weeks will win a prize. Also, the male and female with the highest percentage of weight loss will win a prize.
- High Steppers: This is an individual competition in which the winner is determined by the most steps taken during the challenge period.
- The Action Hero Challenge: This is an individual competition in which the winner is determined by the most active time logged during the challenge period.

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).

December 2019 and January 2020- Major Activities Included:

- Annual Meeting and luncheon
- Pay and Class Study ongoing
- Hired: Demand Management Program Manager, Staff Assistant, Audio-Visual Specialist, and, Senior Professional Engineer IV
- Career Ladder Promotions
- Toys for Tots toy collection
- Food donations Feeding Tampa Bay
 - Transformation (Fitness) Challenge:
 - Biggest Loser contest
 - High Steppers
 - The Action Hero Challenge