

# HEWITT TEXAS

## **UPDATE ON RECRUITMENT AND RETENTION OF FIELD ASSISTANTS**

### **▪ SALARIES**

- I processed the 4% salary increase for Field Assistants and Equipment Operators, effective on January 3, 2022.
- On February 7, 2022, a Stand-by pay policy was implemented.

### **▪ NEW HIRES**

- One vacant Drainage Field Assistant position was filled on 12/27/2021.
- One vacant Street Field Assistant position was filled on 12/27/2021
- One vacant Street Field Assistant position was filled on 1/31/2022.
- One vacant Parks Field Assistant position was filled on 1/31/2022.

### **▪ VACANCIES-2 UTILITIES FIELD ASSISTANTS**

- Reposted the vacant Utilities Field Assistants positions on the Texas Workforce, City's website, TML, and college job boards.
  - Received 24 applicants
  - Some were duplicate applicants for other Field Assistant positions
  - Some of the applicants had previously applied and were not eligible for hire.
  - Selected 11 for interviews
    - 1 applicant was a no show for the interview
    - 1 applicant accepted the interview but informed me they accepted another job before the interview
    - 1 applicant was no longer interested
    - 2 applicants did not respond to the request for an interview

- 1 applicant applied for multiple positions and accepted a position in the Streets Department
- 1 applicant wanted \$25+ per hour and did not have the qualifications for the requested pay
- The interviewed applicants were not selected for the position.

## **RECRUITMENT EFFORTS**

- Created and posted a recruitment brochure outlining information regarding the City of Hewitt and employment benefits.
- Contacted several hiring agencies to review agreements for possible temporary employees.
- Worked on a sign-on incentive agreement with Haley & Olson. The sign-on incentive has not been implemented because there has not been a shortage of applicants for most positions.
- For April and May, I have scheduled several virtual job fairs with Texas Workforce ([workintexas.com](http://workintexas.com)).

---

On November 17<sup>th</sup>, we had the following vacant Field Assistant positions:

- 3 positions in the Utilities Department
- 1 position in the Parks Department
- 1 position in the Drainage Department
- 2 positions in the Streets Department

The fiscal year '21-'22 budget added one position in Streets and one position in Parks, while the other four positions have been vacant since August of 2020.

Also, a 4% market adjustment was instituted for these positions with the new budget for the fiscal year '21-'22.

The following chart indicates the number of applicants for the September and October job posting. Several applicants apply for multiple positions, so they are counted twice. Regardless, our applicant pool remains low in numbers.

VACANT POSITION	SEPTEMBER POSTING	CURRENT POSTING
FIELD ASSISTANT-DRAINAGE	4	0
FIELD ASSISTANT-STREETS	8	3
FIELD ASSISTANT-PARKS	12	6
FIELD ASSISTANT-UTILITIES	19	4

The vacant Field Assistant positions were posted in January, April, June, September, and October on the City’s website, Facebook, and the Texas Workforce website.

- The number of people that applied for each job was quite low. Department Directors would interview candidates from a small pool. Many times, not having a selection to make a conditional job offer.

Another stumbling block has been selected applicants who confirmed their interviews but would not show up.

- Three job offers were made to qualified and employable candidates, but all three were turned down.

On November 1, 2021, we received a resignation of an existing General Services Field Assistant and on November 16, 2021, we received a resignation of the only Utilities Field Assistant.

Therefore, given the lack of success in recruiting and now retaining existing Field Assistants, I am proposing the following:

- 4 % increase for all current Field Assistants and Equipment Operators. The following chart listing current Field Assistants in the Drainage, Streets, Parks, and Utilities Departments with the proposed increase. The proposed increase for Equipment Operators is to prevent salary compression.

FIELD ASSISTANTS							
Department	Name	Pay Grade	Pay Level	Current Pay Rate	4 % Increase	Difference	Annual Increase
DRAINAGE	ANDREWS, JAMES	G10	05	16.66	17.33	.67	1386.11
PARKS	VANOUS, JAYSON	G10	03	16.02	16.66	.64	1332.86
STREETS	FRAZIER, TRAVIS	G10	02	15.70	16.33	.63	1306.24
UTILITIES	CULPEPPER, BRETT	G10	04	16.34	16.99	.65	1359.49
							\$4025.21
EQUIPMENT OPERATORS							
Department	Name	Pay Grade	Pay Level	Current Pay Rate	4 % Increase	Difference	Annual Increase

GENERAL SERVICES	SHAEFFER, GARY	G12	02	17.97	18.69	.72	1495.11
UTILITIES	WINDER, DALE	G12	06	19.84	20.63	.79	1650.69
UTILITIES	HOLT, CODY	G12	02	18.33	19.06	.73	1525.06
UTILITIES	STENCE, EDWARD	G12	03	18.70	19.44	.74	1555.84
							\$6226.69

- Funding: The City set aside money in the budget for one new position in the Streets Department, one new position in the Parks Department, and the other positions have been vacant for over one month of the new fiscal year. By having a position vacant for one month, the City has an additional amount of \$3,000 for each budgeted position.
- Sign-on Incentive of \$750 for qualified Field Assistants candidates. The qualified new employee would receive \$500 on their first check, \$125 paid upon completion of a successful 6 months of employment, and \$125 paid upon completion of a successful introductory period (1-year) of employment.
  - Totaling \$4,500
  - Funding: In the budget, we allocated \$10,000 for sign-on incentives.
- Utilities Stand-by pay: Each week (Friday-Friday), the Utilities Department has one on-call employee and one stand-by employee. The on-call employee receives compensation and a take home vehicle to check stations and service emergency water and sewer callouts. Currently, the employees do not receive any additional compensation unless they are called out to assist or emergency situations. The on-call and stand-by employee must respond to emergencies within 30 minutes, which limits their ability to plan activities outside of work.

- I am proposing an extra 30 minutes a day incentive along with the option to take home a city provided vehicle for the stand-by employee.
  - Funding: Funds from the vacant positions. Based off the October Financial Report, the City has a saved amount of \$19330.87 for personnel.

As of December 28th, we still have the following vacant Field Assistant positions:

- 2 positions in the Utilities Department
- 1 position in the Parks Department
- 1 position in the Streets Department