

City of Joshua

Human Resources Monthly Report

Reporting Period: May, 2026

Prepared By: Brittany Grounds, Human Resources Director

Meeting Date: June 18, 2026

Staffing Overview

Authorized Full-Time Positions: 44

Authorized Part-Time Positions: 3

Current Vacancies: 5 Full-Time Positions, 2 Part-Time Positions

Staff Changes for April 2026:

- New Hires: 2
- Separations: 0

Risk

| | Currently Open | Fiscal Year to date (includes currently open) |
|-----------------------|----------------|--|
| Workers' Compensation | 2 | 6 |
| Auto Property | 4 | 6 |
| General Liability | 0 | 0 |
| Property | 2 | 3 |

Training and Compliance

- HR Made Simple Training Webinar: Learning Management System

Leave & Modified Duty Status

- Employees on FMLA: 0
- Employees on Light Duty: 1

Employee Events

- May 7, 2026: Hosted an employee breakfast recognizing Municipal Clerks Week (May 3-9), Economic Development Week (May 4-8), Accounts Payable Appreciation Week (May 4-8), and Public Service Recognition Week (May 3-9).
- May 11, 2026: Provided a goodie basket to the Police Department in recognition of National Police Week (May 11-17).
- May 18, 2026: Provided a goodie basket to the Public Works Department in recognition of Public Works Week (May 17-23).

Additional Projects

- Working with the Finance Director and Todo Verde to develop eight (8) IT-related policies and manage the implementation of multi-factor authentication (MFA).
- Evaluating plan design options for the 2026–2027 plan year and working through the initial stages of the Benefits RFP.
- Prepared the FY26/27 HR Budget Proposal and participated in departmental budget meetings to support the budget planning process.
- Coordinated annex building updates.