City of Joshua
Human Resources Monthly Report

Reporting Period: October, 2026
Prepared By: Brittany Grounds, Human Resources Director
Meeting Date: November 19, 2026

Staffing Overview
Authorized Full-Time Positions: 44
Authorized Part-Time Positions: 3
Current Vacancies: 6 Full-Time Positions, 2 Part-Time Positions
Staff Changes for October 2026:

- New Hires: 1
- Separations: 1

Risk

	Currently Open	Fiscal Year to date (includes currently open)
Workers' Compensation	1	0
Auto Property	1	0
Auto Liability	0	0
General Liability	0	0
Law Enforcement	0	0
Property	4	2

Training and Compliance

- Took certification test and earned PSHRA-CP certification
- What's in Your Handbook? Policies, Pitfalls, and Best Practices webinar hosted by Mineral (HUB)

Leave & Modified Duty Status

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

Employee Events

- Recognized: Code Enforcement Appreciation Week, Boss's Day, and First Responders Day

Additional Projects

- Participated in monthly meeting with Todo Verde.
- Continued to work with the Finance Director and Todo Verde to implement MFA authentication.
- Continued to work with the Finance Director and Todo Verde to develop eight (8) IT-related policies. Additional updates are needed before they can be presented.
- Attended a board meeting for Kaleigh's Sleigh.