



# MEMO

To: Mayor and City Council Members  
From: Tracey Vasquez, Human Resources Manager  
Meeting Date: September 21, 2022  
RE: August 2022

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## **Meetings and Events:**

### ***City Council Meetings***

***HR Workshop Roundtable Meeting***  
August 4, 2022

***Staff Meetings***  
August 2, 2022  
August 9, 2022

***IT Training Session***  
August 9, 2022

***Worker's Compensation Training***  
Georgetown, TX  
August 9, 2022

## **August 2022**

- Held strategic planning and final interviews with qualified candidates for the open position of Public Works Director.
- Exit interview with six (6) Police Department employee.
- Interviewed three (3) candidates for the open positions in the Parks Department.
- Interview Receptionist/ Utility Billing Clerk candidates.
- Policy and Procedure reviews with the City Manager regarding revamping current layout and updating policies.



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- Day to day operations of the Human Resources department regarding property, liability, and worker’s comp insurance. Assisted employees with specific needs regarding benefits claims, FMLA, and training schedules.
- Department Head meetings with McGrath regarding compensation study and outside participants.
- Suggested sixteen (16) comparable public and private sector participants were assessed to assist in establishing the matrix regarding the compensation study and the City of Manors new 360 pay scale.

Comps	Positions
Austin	All
Bastrop	All
Cedar Park	All
Elgin	All
Georgetown	All
Hutto	All
Kyle	All
Leander	All
New Braunfels	All
Pflugerville	All
Round Rock	All
Taylor	All
Williamson	All
Manor ISD	Police
Samsung	Applicable
Tesla	Applicable