



## MEMORANDUM

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**TO:** Civil Service Commission  
**FROM:** Megan Powers, Assistant to the City Manager  
**DATE:** September 26, 2023  
**RE:** HR Report- Oct. 11, 2023 Civil Service Commission Meeting

#### Update:

- Open Positions:
  - Public Works Technician (*Stormwater*)
    - Due to turnover
  - Sanitation Worker
    - Due to turnover
  - Fire Fighter/ Paramedic
    - 3 starting Oct. 9th
  - Planner II/III
    - Due to promotions
- Hired:
  - Fire Fighter/ Paramedic
    - New Positions for FY24 budget
    - 3 starting Oct. 9th
  - Code Enforcement Officer II
    - New budgeted position
    - Upgraded Position to Code Enforcement Officer III due to extensive experience.
- Projects:
  - Onboarding Paperwork Streamline with Paycom
    - Going through each document with Paycom staff to get it uploaded properly, they are building as we go.
  - Training
    - Updated employee database to current, assigned sexual harassment and cyber security trainings.