



## MEMORANDUM

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**TO:** Civil Service Commission  
**FROM:** Megan Powers, Assistant to the City Manager  
**DATE:** October 24, 2023  
**RE:** HR Report- Oct. 25, 2023, Civil Service Commission Meeting

#### Update:

- Open Positions:
  - Public Works Technician (*Stormwater*)
    - Due to turnover
  - Sanitation Worker (2 positions)
    - One retired after 20 years, one resigned
  - Planner II/III
    - Due to promotions
    - Added to other job boards to grab more applications
      - Governmentjobs.com
      - Indeed sponsored post
      - Tampa Bay Regional Planning Council
      - Handshake- College Job Board
- Hired:
  - Fire Fighter/ Paramedic
    - New Positions for FY24 budget
    - 3 started Oct. 9<sup>th</sup>
  - Sanitation Worker
    - New hire started 10/18
- Projects:
  - Finalized FY24 Pay increases and healthcare benefits
  - Onboarding Paperwork Streamline with Paycom
    - Ongoing project to make onboarding as paperless as we can
  - Training
    - Sexual Harassment and Cyber Security Trainings have been scheduled