



## MEMORANDUM

### MEMORANDUM

**TO:** Civil Service Commission  
**FROM:** Megan Powers, Assistant to the City Manager  
**DATE:** March 19, 2024  
**RE:** HR Report- Apr. 9, 2024, Civil Service Commission Meeting

**Update:**

- Open Positions:
  - Recreation Leader I (PT)
    - Due to turnover
  - Seasonal Rec Leader I (PT)
    - Summer Camp
  - Parking Enforcement Officer (PT)
    - Due to internal position change
- Hired:
  - Public Works Technician (Stormwater)
    - In Hiring Process
- Projects:
  - PTO Donation
    - See attached for policies and forms.
    - Working with Pinellas County HR Consortium to come up with a recommendation.
  - Comp and Classification Study
    - Sent references to Clara to compile into agenda.
- Training:
  - Attending the HR Florida Conference & Expo (hosted by- HR Florida State Council & SHRM)
  - Looking into ICMA Training for managers and supervisors in addition to Vector Solutions, hoping I can get some FMLA training
  - Working with Pinellas County HR Consortium on a potential manager/supervisor training all cities can participate in.



## MEMORANDUM

- Other Items being researched:
  - Exit Survey
  - Employee Satisfaction Survey
  - Training:
    - FMLA- Supervisors/Manager
    - Conflict Resolution- All employees
    - Cell Phone- all employees who hold a phone/anyone who drives
  - Changing Travel Policy to GIS