



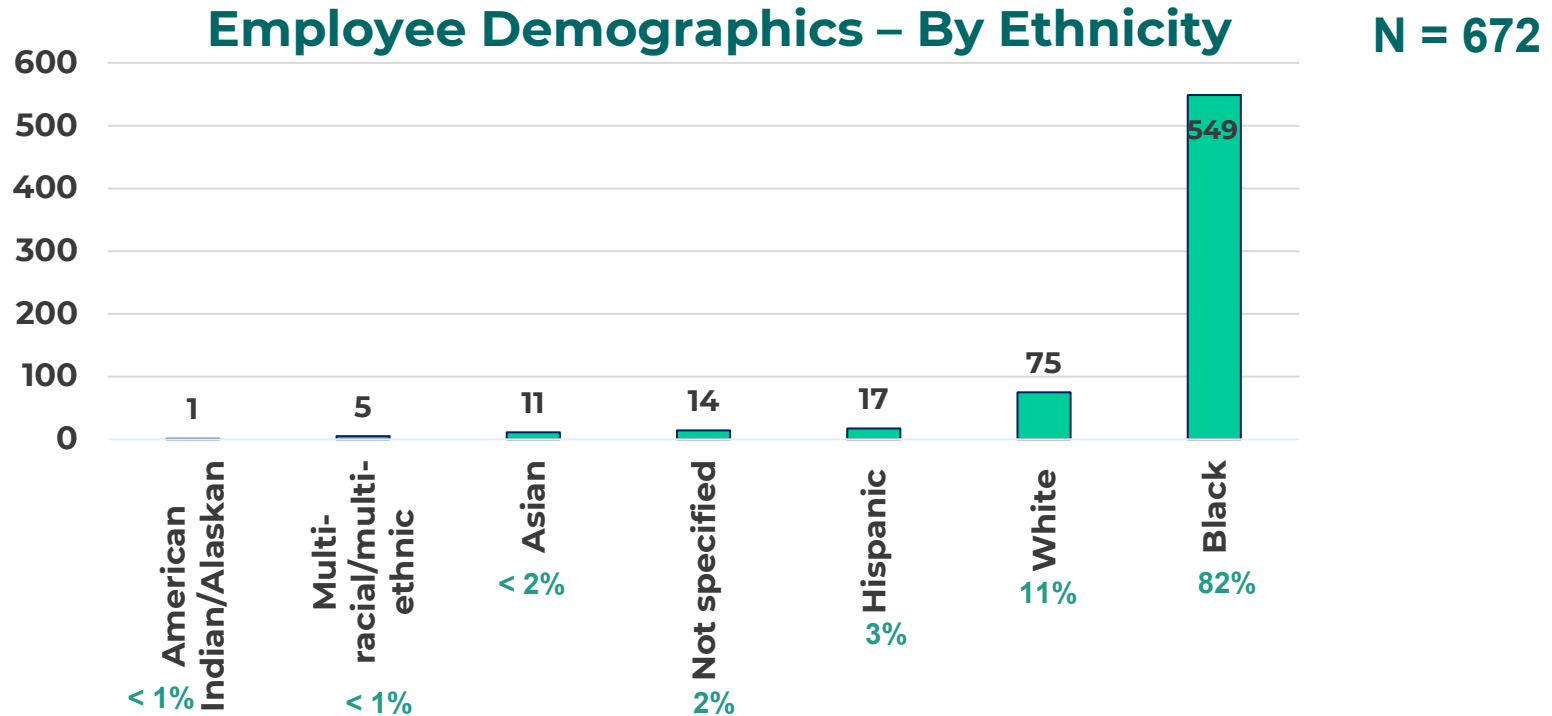
Human Resources

Metrics for October 2025

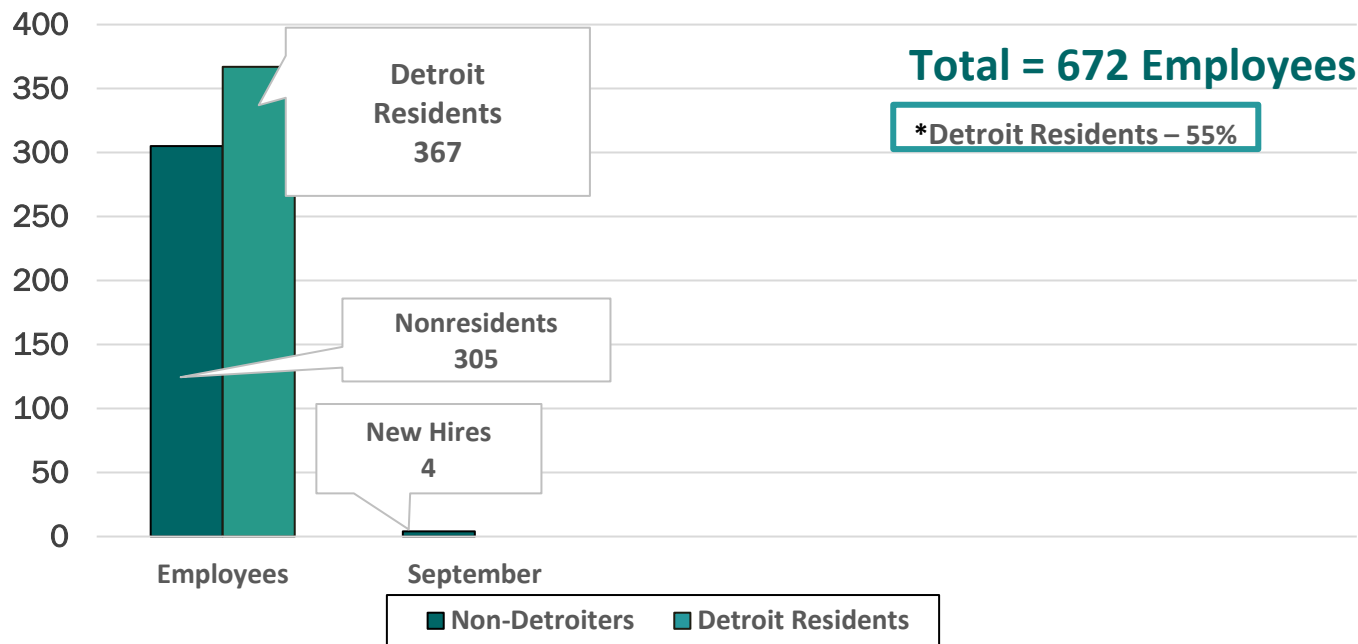




Human Resources: *Employee Demographics*



Human Resources: *Detroit Residents and Hiring*



*DWSD and the City of Detroit does not require residency for employment.



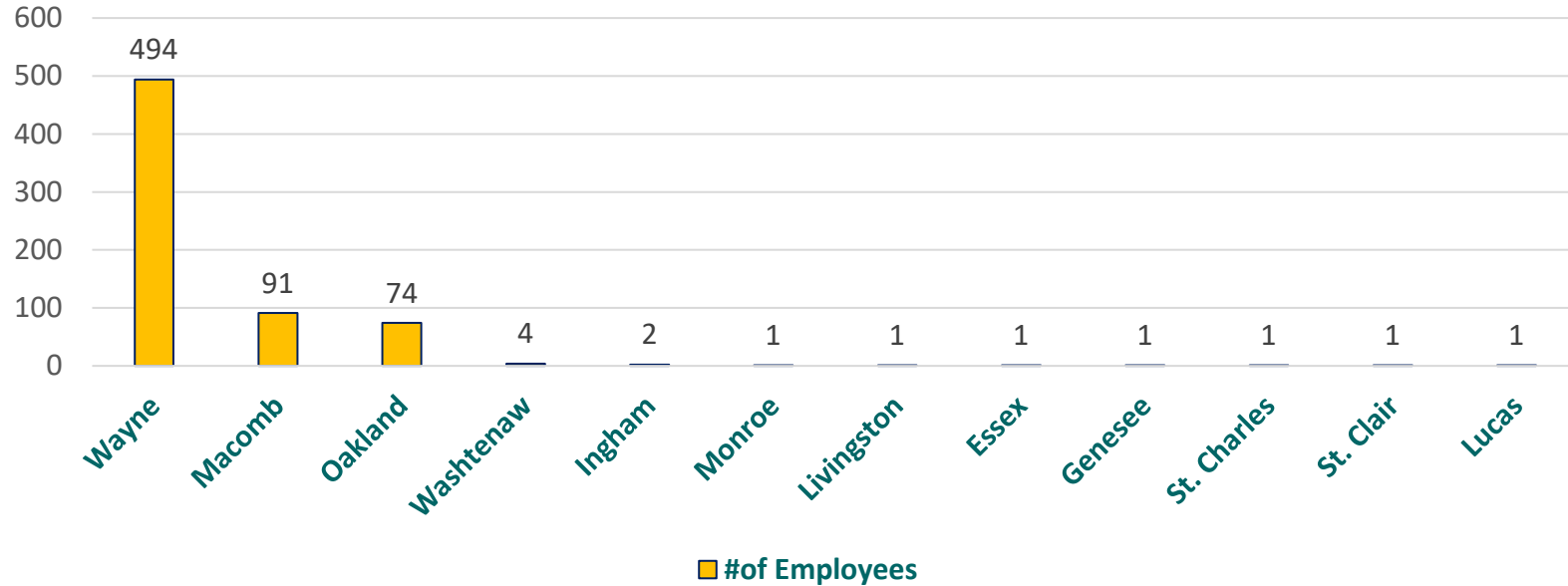
Human Resources: *Employees by County*



Total = 672 Employees

***Wayne County Residents – 73%**

#of Employees in Counties

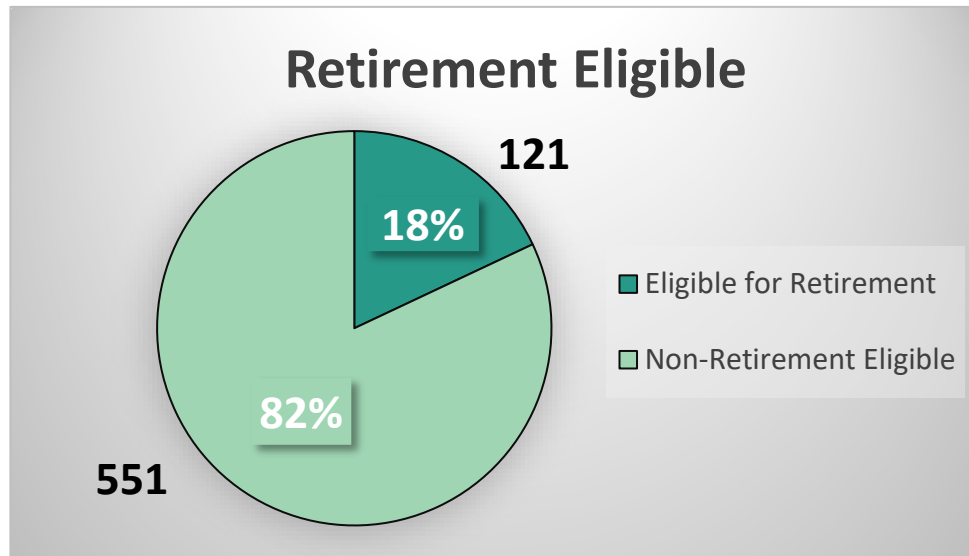


*DWSD and the City of Detroit does not require residency for employment.

Human Resources: *Retirement Eligible*



With a current population of **672** employees, there are **121** DWSD employees eligible for retirement



Retirement Criteria	Total
30 YOS/Any Age (Legacy and Hybrid)	50
25 YOS/55 years old (Legacy)	23
10 YOS/60 years old (Legacy)	46
10 YOS/62 years old (Hybrid)	0
8 YOS/65 years old (Legacy)	2
TOTAL	121

LEGACY = HIRED BEFORE 2014

HYBRID = HIRED AFTER JANUARY 1, 2014

Human Resources: *Recruiting, Talent & Acquisition*



Classification	Division	Open Positions	# of New Monthly Applicants	Comments
Inspector I	Field Engineering	3	47	Interviewing
Engineer	Field Engineering	2	10	Reviewing Applications
Automotive Fleet Technician	Fleet	1	8	Open
Database Administrator 2	IT	1	0	Open
Deputy General Counsel	Legal	1	8	Open
Field Service Technician	Maintenance & Repair	10	0	Offers Extended
Field Service Technician	Meter Operations	4	0	Offers Extended
Materials Management Specialist	Meter Operations	1	29	Open
PAA II (PSMG)	Permits and Storm Water	1	73	Interviewing

Human Resources: *Recruitment Efforts*



Date of Event	Type of Event	Location	Number of Attendees
10/21/2025	Interview Fair	6425 Huber DWSD-CSF	22
10/23/2025	Job-Tober Career/Resource Fair	1211 Trumbull Detroit Hispanic Development Corporation	50
10/25/2025	Career Fair	Grand Blvd Delta House	TBD

Human Resources: *Goal Setting*



DWSD has completed the Goal Setting process for Performance Management. This will allow all managers the opportunity to reset and calibrate the expectations for the current fiscal year. These goals should cascade down from the one-page plan.

All employees should have a minimum of:

- 3 goals, with metrics for performance
- All goals must be in the SMART format
 - ✓ Specific, Measurable, Attainable, Realistic and Timebound
- Max of 5 goals per employee
- Goals can be adjusted throughout the current fiscal to accommodate changing priorities
- You should also assign a minimum of 6 competencies per employee level
- This process must be completed using UltiPro

What's New?

- **Performance Evaluations will be completed using the Human Resources Information System (HRIS) - UltiPro.**
- **DWSD Leadership input performance goals** into UltiPro and assigned them to their employees at the beginning of the fiscal year. These goals are continuously reviewed with employees and can be changed as needed throughout the fiscal year.
- **Employees will complete a Self Assessment** of their performance in UltiPro
- **DWSD Leadership will complete Performance Evaluations** in UltiPro
- **Employees and Supervisors can access the Performance Evaluations as needed.**
- **The Performance Evaluations are attached to the employee's HRIS record** instead of having to keep up with electronic and hard copies.

Human Resources: *Performance Management*



← → ↺ e32.ultipro.com/default.aspx ☆ 📁 All Bookmarks

🔍 Search

📌 📌 📌 📌 📌

Performance Management

- Distributed Reviews
- Review Schedules
- Assignable Goals
- Competencies
- Business Intelligence
- Business Intelligence
- Reporting
- Standard Reports
- Completed
- Available
- Saved Templates
- Version
- Year-End Dashboard

Home

Carla Calhoun
Manager

City of Detroit HR Information System

📌 [Employee Assistance Program - EAP](#)

Username: DetroitEWS
Password: 313wellbeing

The Employee Assistance Program (EAP) is a professional counseling and referral service designed to help you with personal, family, job and stress-related issues. ***It's free, voluntary and strictly confidential.***

[More >](#)

COD Links

UKG Performance Management Training Resources

The Office of Talent Development and Performance Management launched the UKG Performance Management System, which consists of the following components: goal-setting, the mid-year review process, and the annual review process. [Click here](#) to access the training resources available.

📌 [Workplace Policies](#)

Workplace Policies for the City of Detroit Employees.

Pay

[Current Pay Statement](#)

[Pay History](#)

[YTD Summary](#)

Mobile App

Download the UKG Pro Mobile App from the Apple or Google Play app stores.

Enter **CITYOFDETROIT** for the Company Access Code

[View instructions](#)

City of Detroit Core Values

📌 [Core Values](#)

Recently Visited [My Employees](#) > [Review Templates](#) > [Review Templates](#) > [Assignable Goals](#) > [Time & Attendance](#) >

Human Resources: *Performance Management*



← → ↻ e32.ultipro.com/default.aspx ☆ 📁 All Bookmarks

🔍 Search

📌 📌 📌 📌 ⚙️

Career & Education

Goals

Goals

Find by Status is Active 🔍 Search

Filtered by Status - is Active [\[Clear Filters\]](#) Displaying all records

Title	Description	Type	Goal Progress	Status ↑	Created By
SMART Goal #4	Implement Training and Development Strategies i. Develop FST to Team Leader Training ii. Develop Management ...	S.M.A.R.T GOALS	0% complete	Active	Thornhill, Patricia
SMART Goal #5	Maintain vacancy percentage of less than 5%	S.M.A.R.T GOALS	0% complete	Active	Thornhill, Patricia

Learning Resources

[Performance Review Resources for Employees](#)

Pay

- Current Pay Statement
- Pay History
- YTD Summary
- Direct Deposit
- Income Tax
- U.S. Wage and Tax Statements
- Model My Pay

Time & Attendance

Benefits

- PTO Plans

Life Events

Human Resources: *Planning Calendar*



JANUARY	FEBRUARY	MARCH	APRIL
Workforce Development (S-License)	Vacancy Rate	Performance Management	Environmental Health & Safety
MAY	JUNE	JULY	AUGUST
Exit Interview, Stay Interviews, Analysis & Strategy	Retirement Eligible/ Succession Planning	Recruiting Efforts	Performance Management
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Compensation Study	Labor Relations	Goal Setting	Training & Development