

Human Resources



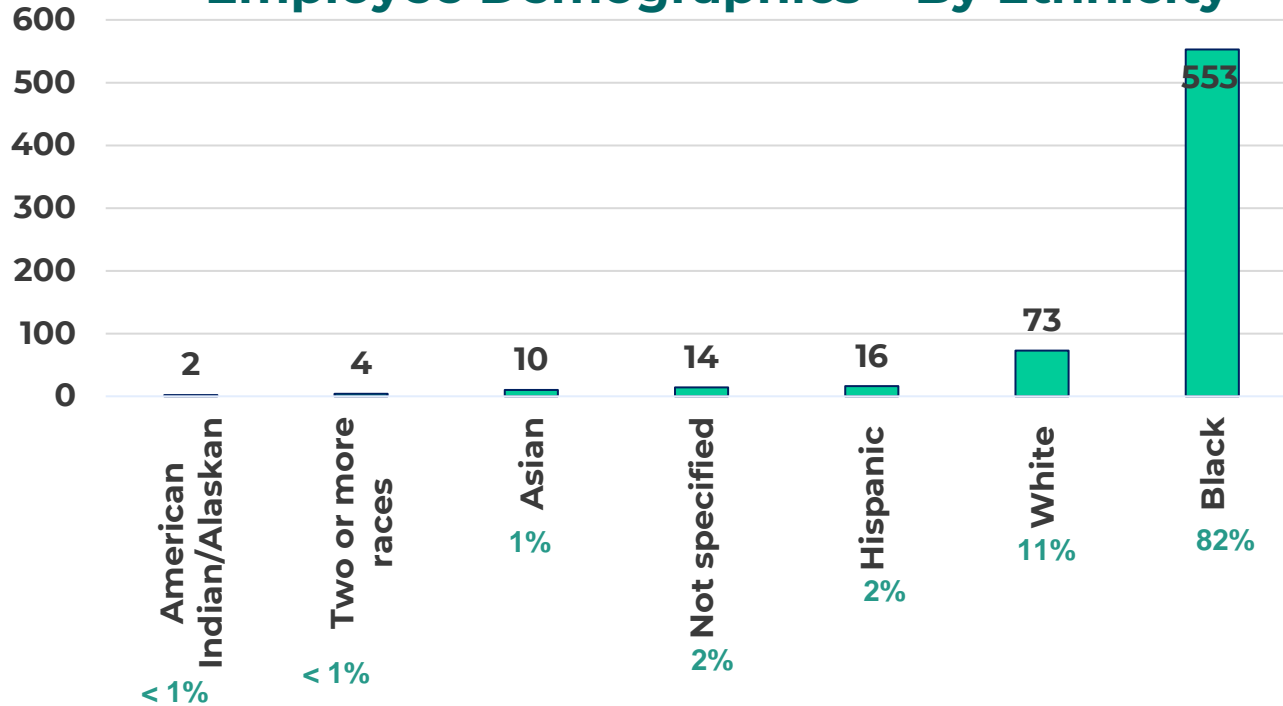
Human Resources: *Employee Demographics*



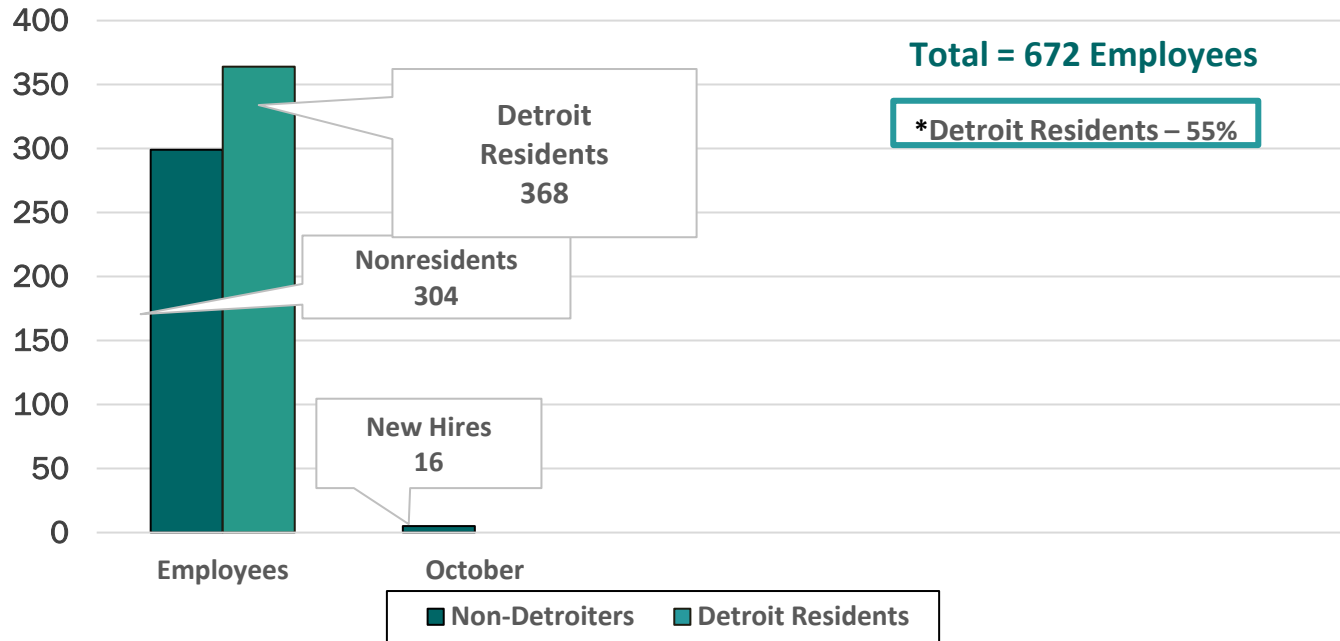
Water & Sewerage
Department

Employee Demographics – By Ethnicity

N = 672



Human Resources: *Detroit Residents and Hiring*

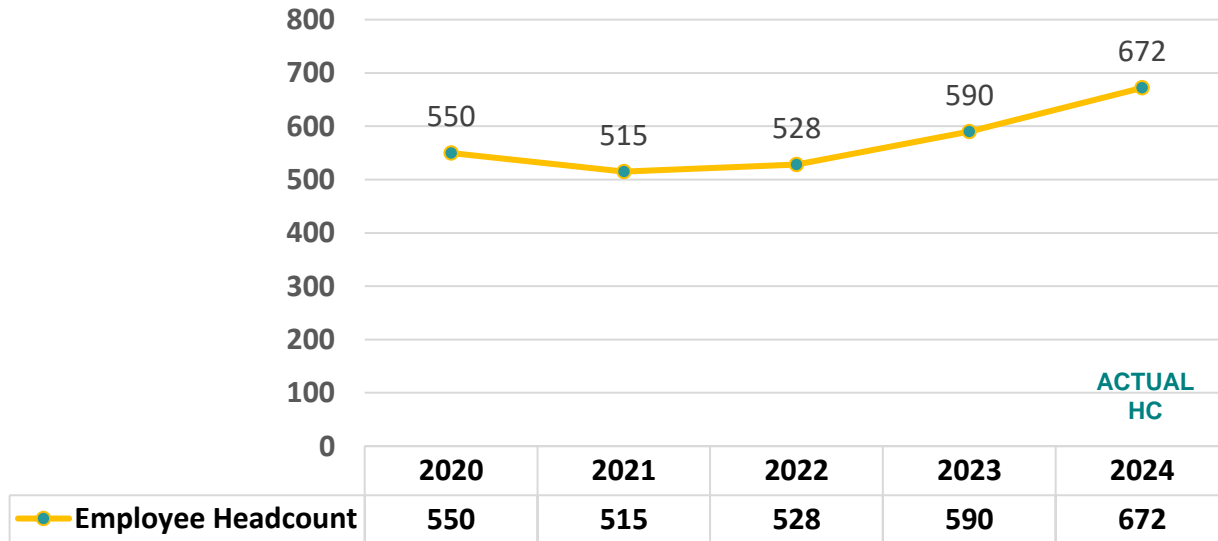


***DWSD and the City of Detroit does not require residency for employment.**

Human Resources: *Employee Headcount*



AVERAGE ANNUAL HEADCOUNT YEAR-OVER-YEAR

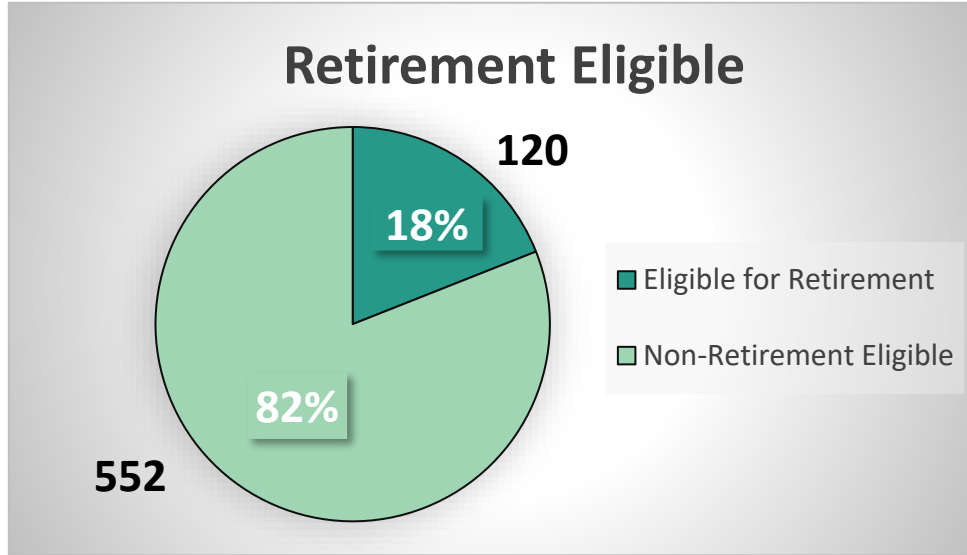


Employee Headcount

Human Resources: *Retirement Eligible*



With a current population of 672 employees, there are 120 DWSD employees eligible for retirement



Retirement Criteria	Total
30 YOS/Any Age (Legacy and Hybrid)	46
25 YOS/55 years old (Legacy)	22
10 YOS/60 years old (Legacy)	52
10 YOS/62 years old (Hybrid)	0
8 YOS/65 years old (Legacy)	0
TOTAL	120

LEGACY = HIRED BEFORE 2014

HYBRID = HIRED AFTER JANUARY 1, 2014

Human Resources: *Recruiting, Talent & Acquisition*



Classification	Division	Open Positions	# of New Monthly Applicants	Comments
Team Leader	Customer Service	1		Interviewing
Office Support Specialist 1	Customer Service	2	178	Open
Engineer I-IV	Storm Water/Permitting	3		Interviewing
Engineer II-IV	Field Engineering	1		Offer Presented
Engineer Tech	Field Engineering	1		Interviewing
Office Support Specialist 2 or 3	Field Engineering	2		Interviewing
Inspector	Field Engineering	4		Interviewing
Internal Audit Manager	Finance	1	12	Open
Application Analyst	IT	1	22	Open
Data Base Administrator 2	IT	1	24	Open
GIS Analyst	IT	1	19	Open
Engineer I- (Project Engineer)	Maintenance & Repair	1	79	Open

Human Resources: *Recruitment Efforts*



Date of Event	Type of Event	Location	Number of Candidates Seen	Number of Candidates Interviewed/Hired (List DWSD Division)
11/13/2024	Career Fair	Durfee Innovation Society 2470 Collingwood St	100	N/A
11/20/2024	Career Fair	Detroit At Work 14117 E 7 Mile Rd	50	N/A

Human Resources: *HR Planning Calendar*



JANUARY	FEBRUARY	MARCH	APRIL
N/A	Health & Safety	Performance Management	Engagement Survey Action Planning
MAY	JUNE	JULY	AUGUST
Exit Interview, Stay Interviews, Analysis & Strategy	Retirement Eligible/ Succession Planning	Vacancy Rate	Workforce Development
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Training & Development	Recruiting	Engagement Survey Action Planning	New Employee Orientation

Human Resources: *HR Planning Calendar*

Topic	DWSD HR Team	DWSD Operations Team	CoD Virtual Training	Description
Registration/Check In	X	N/A	N/A	Each employee to sign-in
IT Equipment	N/A	X	N/A	Tablet Distribution
Welcome/Greeting New Hires	X	X	X	Welcome from HR/Show Water Treatment Plant Video
Introductions DWSD Staff	X	X	X	BOWC Members/Executive Team/Departments/Divisions
Ice-Breaker	X	X	Virtual	Motown Soul-How much do you really know
Labor Relations	X	N/A	Virtual	Union Introductions/Polices/Policy Training
UltiPro Self Service	X	Refresher	Virtual	Review Timesheets and Assisting with Banking Info
DWSD Tour	X	X	Virtual	Videos & Tour of Facilities
Benefits	X	N/A	Virtual	Review Employee Benefits Summary & Q&A
The Way of Water (Overview of Water Dept.)	HR Department	X	Virtual	Delivering Expectation Customer Service/DWSD Core Values

WELCOME

**NEW EMPLOYEE
ORIENTATION**



**Water & Sewerage
Department**



AGENDA

● GREETING

● OVERVIEW

- Board of Water Commissioner's (BOWC)
- Executive Team
- Departments / Divisions
- HR Team

● ICE-BREAKER

- Motown Soul – How much do you really know

● BENEFITS

- Well-Being Services (HMSA)
- Holidays, Vacation Time, Sick Time
- Medical Benefits Summary
- Deferred Compensation (457b) Enrollment
- Annuity Enrollment



AGENDA

Continued

● LABOR RELATIONS

- Policies
 - Location
 - Dress Code
 - Fraud Hotline
- Policy Training
 - Attendance and Corrective Disciplinary Action
 - Alcohol and Drug Free Workplace
 - Anti-Discrimination, Harassment and Violence
 - Free Workplace Anti-Retaliation
- Union Contacts

● UTLIPRO SELF SERVICE

- Verification of personal information
- Direct deposit
- Submitting time



AGENDA

Continued

- **THE WAY OF WATER**
 - Delivering Expectation Customer Service
 - DWSD Core Values
- **Q & A Session**



Human Resources: *Planning Calendar*



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