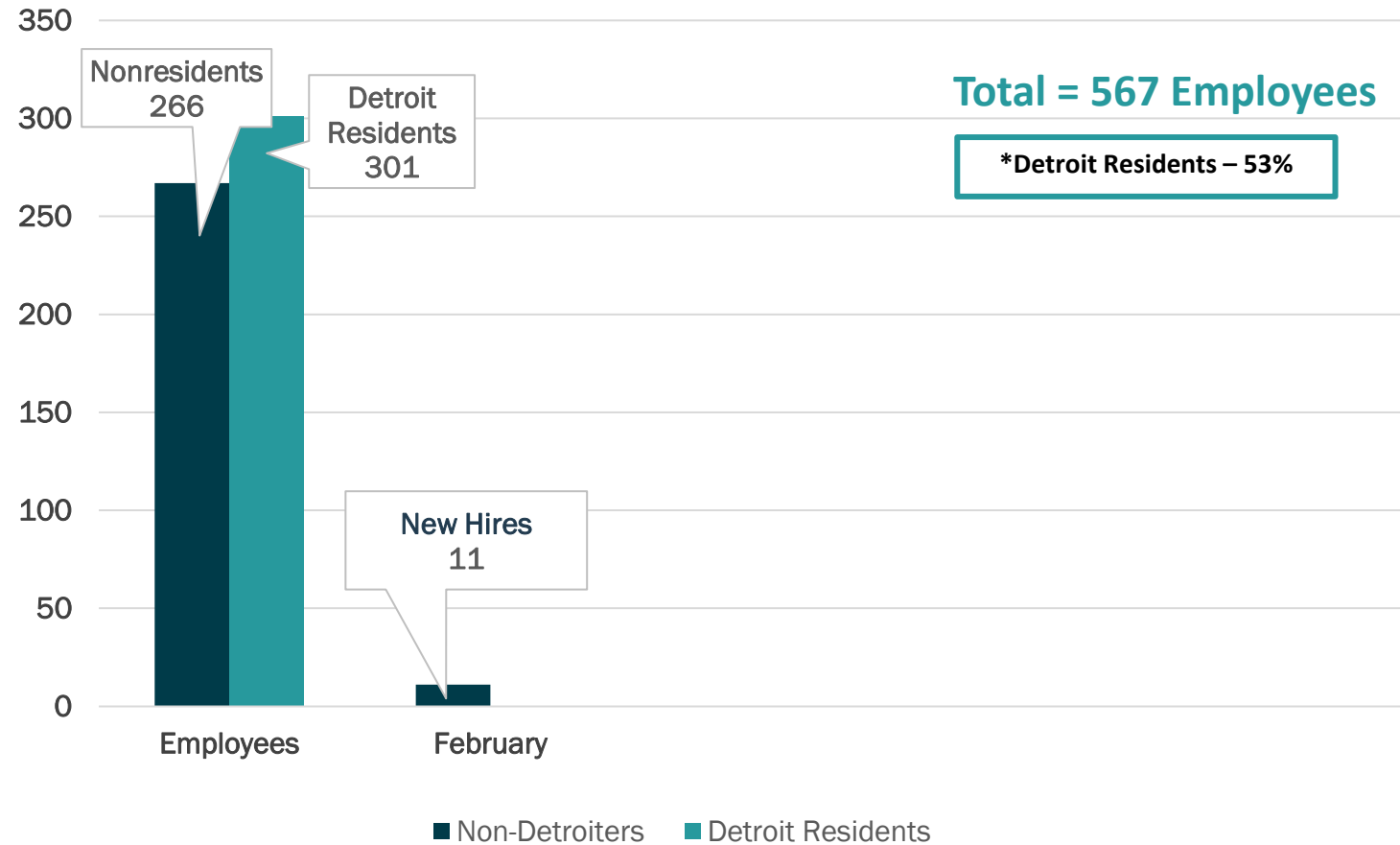


# Human Resources/Organizational Development Metrics

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# Full Time Employees



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

# Open Requisitions (15)

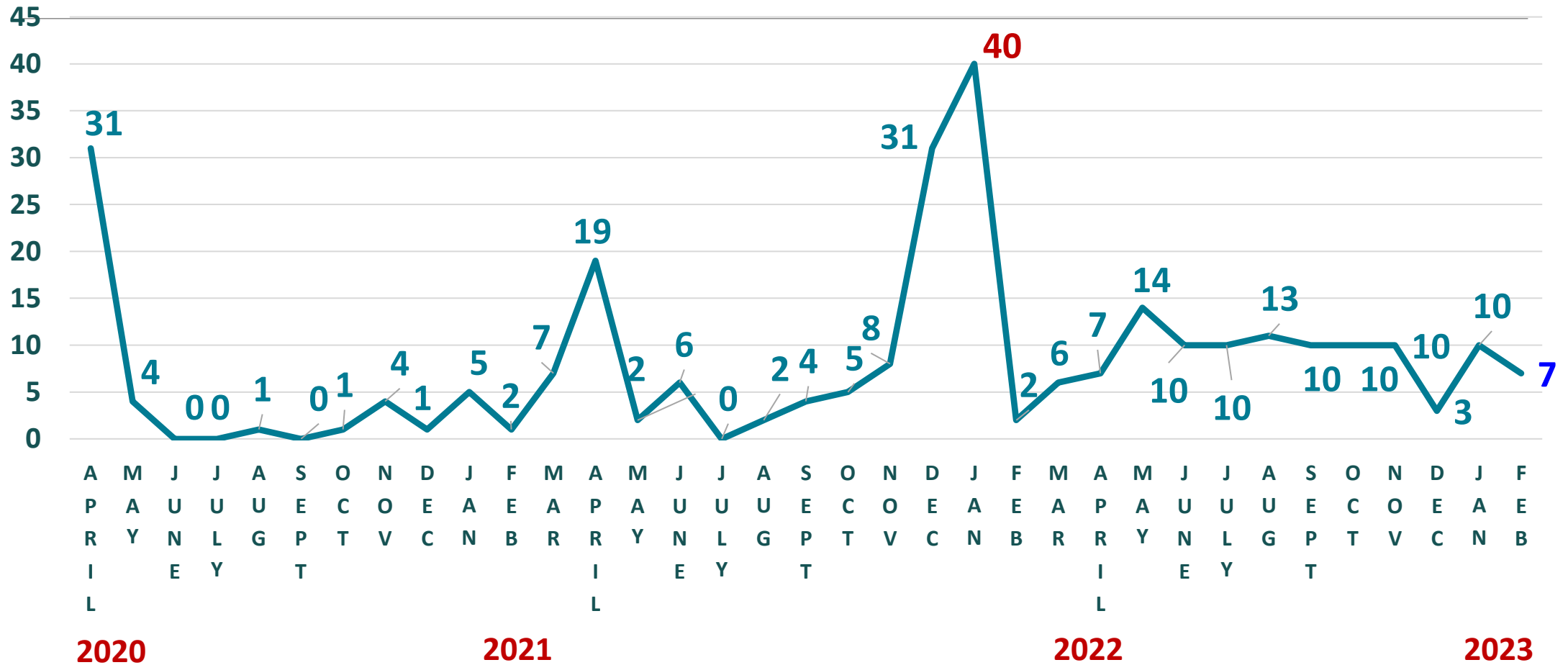


Classification	Division	Open Positions	# of New Monthly Applicants	# selected for Interviews	Comments
Customer Service Specialist	Customer Service	4	124		Open
Team Leader	Customer Service	1	11		Open
Building Maintenance Technician	Facilities	1			Open
Professional Administrative Analyst I	Facilities	1			Open
Manager	Field Engineering	1			Open
Inspector I	Field Engineering	1	20		Open
Engineer	Field Engineering	2	3		Open
Application Analyst II	IT	3	14		Interviewing
Infrastructure Administrator II	IT	1	8		Open
Inspector I	Lead Service	1			Open
Field Service Technician	Meter	4	31	6	Interviewing
Field Service Coordination Specialist	Maintenance & Repair	1	4	3	Open
Filed Service Technician II	Maintenance & Repair	TBD	18		Open
Engineering Technician	Storm Water	1	1		Open
Engineer	Storm Water	2	6		Open

# COVID-19 Update



## POSITIVE COVID TESTS



# Recruitment Efforts

Date Of Event	Type of Event	Location	Number of Candidates Seen	Number of Candidates Interviewed/Hired
01/11/2023	<b>DWSD</b> Customer Service Hiring Fair	Main Office Building 735 Randolph St Detroit		13 Interviewed/8 Hired
01/25/2023	<b>Detroit At Work</b> January Job Fair – <i>Every last Wednesday of the month</i>	14117 E. 7 Mile Road Detroit	31	15 Applied On-Site
02/09/2023	Detroit Mercy Winter Career & Co-Op Fair	U Of D Mercy Student Union Ballroom 4001 W. McNichols Road Detroit	20	
02/10/2023	10 <sup>th</sup> Grade Lunch and Learn	Randolph Vocational School 17101 Hubbell Ave, Detroit, MI 48235	50 Students	
02/22/2023	<b>Detroit At Work</b> January Job Fair – <i>Every last Wednesday of the month</i>	14117 E. 7 Mile Road Detroit		

# Recruitment Efforts

Date of Event	Type of Event	Location	Number of Candidates Seen	Number of Candidates Interviewed/Hired (List DWSD Division)
02/23/2023	Wayne State University College of Engineering	Wayne State Student Center Ballroom 5221 Gullen Mall, Detroit, MI 48202		
03/01/2023	Wayne State University All Career Fair	Wayne State Student Center Ballroom 5221 Gullen Mall, Detroit, MI 48202		
03/29/2023	<b>Detroit At Work</b> January Job Fair – <i>Every last Wednesday of the month</i>	14117 E. 7 Mile Road Detroit		
04/26/2023	MDOT Engineering Program (TRAC)	425 W. Ottawa Lansing		

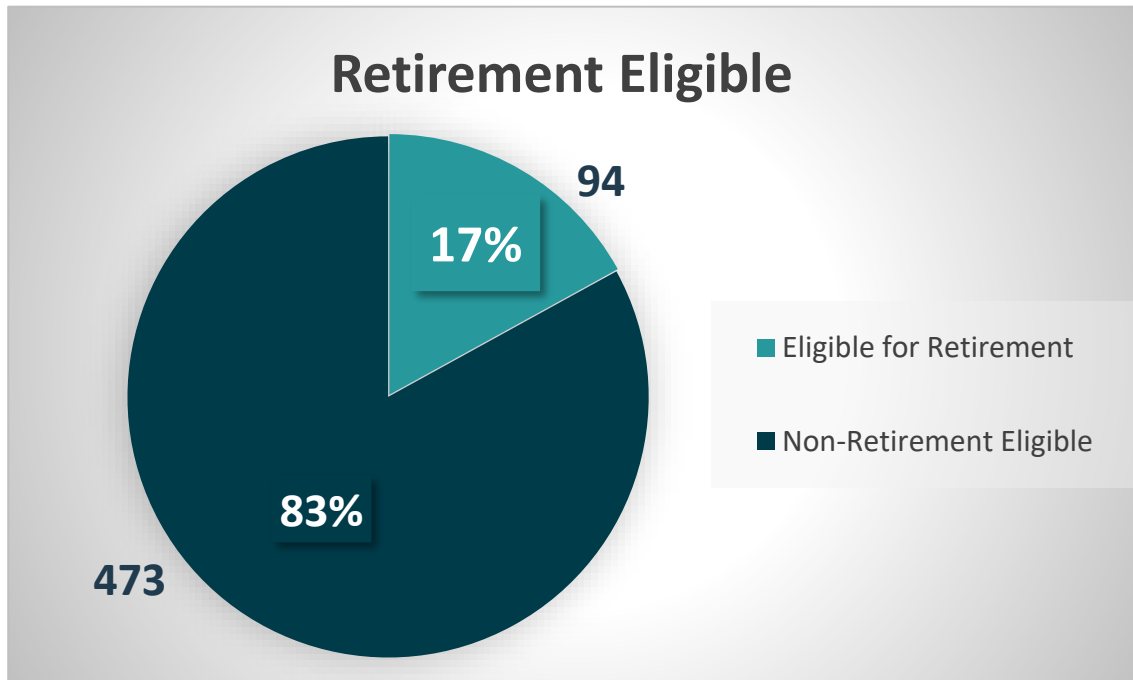
# HR Planning Calendar



JANUARY	FEBRUARY	MARCH	APRIL
<b>BOWC CBA Ratification</b> Michigan Building and Construction Trades Council (MBTC)	<b>Attrition</b>	<b>Retirement Eligible/ Succession Planning</b>	<b>Performance Management</b>
MAY	JUNE	JULY	AUGUST
<b>BOWC CBA Ratification</b> AFSCME	<b>Engagement Survey Action Planning</b>	<b>Workforce Development (S-Licenses)</b>	<b>BOWC CBA Ratification</b> SAAA
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<b>Negotiations Update</b>	<b>BOWC CBA Ratification</b> Teamsters	<b>Workforce Development (Skills Matrix)</b>	<b>Retirement Eligible/ Succession Planning</b>

# Retirement Eligible

With a current population of **567** employees, there are **94** DWSD employees eligible for retirement



Retirement Criteria	Total
30 YOS/Any Age (Legacy and Hybrid)	42
10 YOS/60 years old (Legacy)	50
10 YOS/62 years old (Hybrid)	0
8 YOS/65 years old (Legacy)	1
<b>TOTAL</b>	<b>94</b>

**LEGACY** = HIRED BEFORE 2014

**HYBRID** = HIRED AFTER JANUARY 1, 2014



# Retirement Eligible

*as of February 1*



# Retirement Eligible

N = 94

- 
- |   |   |
|---|---|
| 1. Administrative Specialist (6)              | 11. Maintenance Technician (1)              |
| 2. Application Analyst (1)                    | 12. Manager (5)                             |
| <b>3. Auto Fleet Technician (5)</b>           | 13. Materials Management Specialist (1)     |
| 4. Customer Service Specialist (11)           | 14. Office Support Specialist (3)           |
| <b>5. Engineer (5)</b>                        | 15. Professional Administrative Analyst (5) |
| 6. Executive Management Team (11)             | 16. Security Officer (6)                    |
| <b>7. Field Service Technician (15)</b>       | 17. Service Desk Analyst (2)                |
| 8. Field Services Coordination Specialist (1) | 18. Team Leader (9)                         |
| 9. Field Services Director (1)                |   |
| <b>10. Inspector (6)</b>                      |   |

# Succession Planning

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- Succession planning ensures that businesses continue to run smoothly when employees in **key leadership positions** and **critical roles** move on to new opportunities, retire, or pass away.
- Succession planning is all about **having a purposeful plan** to grow, groom, or get the next generation of leaders, and to ensure the continuity of the business in the event of either an expected or anticipated turnover.
- **There are two different kinds of succession plans**, and every company/business should have both:
  1. ***Emergency/Contingency Plans*** - Legal transfer of ownership, Orderly liquidation, Temporary leadership plan/search
  2. ***Long-Term/Proactive Plans*** - Purposeful/deliberate, Talent identification/development, Gap analysis, Coaching

# Succession Planning

## *By Division*

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Succession Planning Example.xlsx

# Succession Planning

## *By Classification*

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### 1. **Automotive Fleet Technician** (5 Retirement Eligible/12 Total Population)

- *Developing an Apprenticeship Program* – This effort was stalled due to the pandemic
- *Ford Stars Program* (receive the same certification as the Automotive Service Excellence (ASE) certified Mechanics)
  - Has 12 different levels of certification

# Succession Planning

## *By Classification*

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### 2. **Engineer** (5 Retirement Eligible/24 Total Population)

- Post open positions at Wayne State, Lawrence Tech, Michigan State, Michigan Tech and The University of Michigan
- Routinely attend Recruiting Fairs at Wayne State and the University of Detroit Mercy
- Developed a pathway for Engineers to obtain their Field Engineering (FE) certification through School of PE - A Division of **EDUMIND**

# Succession Planning

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## 3. **Field Service Technician** (15 Retirement Eligible/165 Total Population)

- Developed relationships with The Detroit Training Center and Detroit at Work
- Conduct workforce development training which includes on-site mock job interview sessions
- Working with GLWA to provide CDL training to FST1s
- Provide a promotional opportunity for FST 1s to become FST2s
- Provide standard certification classes for S-License certification
  - Provide Math training to assist FSTs with S-License testing
- Developing Camera Truck Operator training for FSTs
- We promote FSTs into the Inspector position (Employee Development)

# Succession Planning

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## 4. **Inspector** (6 Retirement Eligible/28 Total Population)

- Work with Engineering leadership to develop competencies which will allow us to strengthen the knowledge of the Inspectors
- FSTs and Team Leaders can be promoted to Inspector



# HR Planning Calendar



JANUARY	FEBRUARY	MARCH	APRIL
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