



STATUS REPORT

PROJECT SUMMARY

REPORT DATE

January 31, 2017

PROJECT NAME

Human Resources Update

PREPARED BY

Danielle Chaney

STATUS SUMMARY

- Talent Acquisition
 - Recruitments-Field Services Coordination Specialist (FSCS)-Field Services
 - Approximately 200 candidates were screened at the "My Brother's Keeper" job fair.
 - Eleven candidates were selected to interview for the FSCS classification.
 - FSCS interviews were conducted December 8, 9, 14 and 15.
 - Five candidates were selected for hire.
 - All five FSCS started employment January 30, 2017.
- Leave of Absence
 - Family Medical Leave (FMLA)
 - 15 applications were submitted in the month of January.
 - 15 applications were approved.
 - Six of the approved applications were from the Customer Service unit (CSS's).
 - The remaining nine approved applications were from the Field Services unit (FST's).
 - Three of the 15 approvals were continuous.
 - Eleven of the 15 approvals were intermittent.
- HR Projects
 - City of Detroit Personnel file audit
 - Thursday, January 19, 2017 the City of Detroit conducted an additional audit of the Department's personnel files. I provided them with all the information they requested. To date, we have not been notified that any issues were identified during the audit.

ISSUE:

NO ISSUES TO REPORT

CONCLUSIONS/RECOMMENDATIONS

No recommendations at this time.