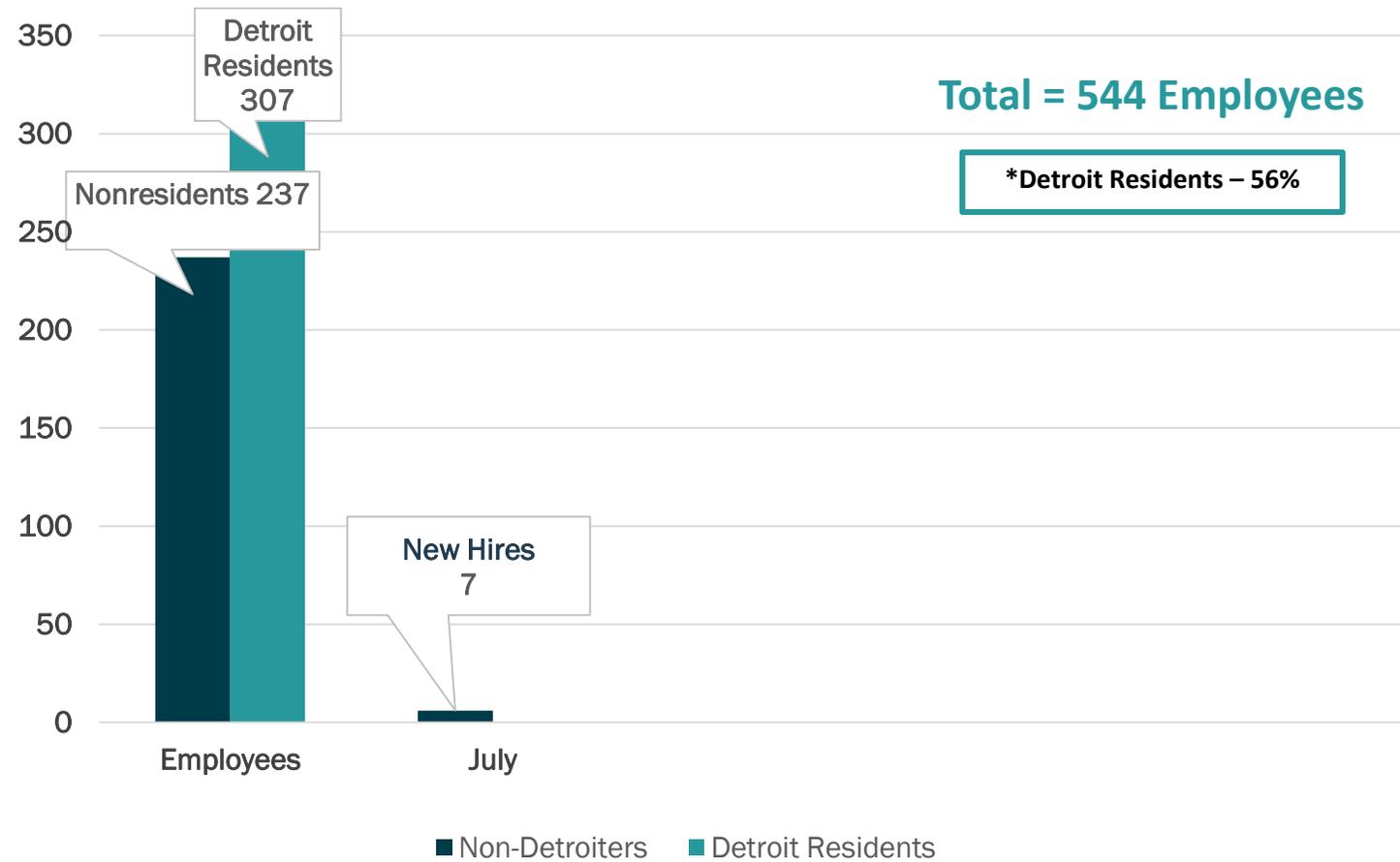


# Human Resources/ Organizational Development Metrics

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# Full Time Employees



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

# Number of Employees by Location

Central Services Facility - 306

Main Office Building – 169

West Yard – 42

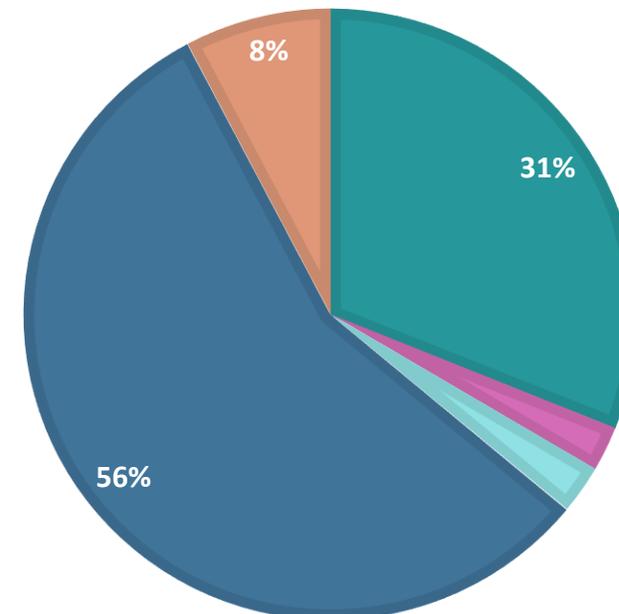
East Payment - 14

West Payment – 13

**TOTAL- 544**

## PERCENTAGE

■ MOB ■ West Payment ■ East Payment ■ CSF ■ West Yard



# Pipeline/ Sourcing Meetings (Past)

Date of Event	No. of Attendees	Type of Event	Location
8/9/2019 8/23/2019		Cease Fire Meeting	Detroit Public Safety Headquarters
8/16/2019	150	Cease Fire/DPD 6 <sup>th</sup> Precinct Community Outreach/Job Fair	West side Health & Wellness Recovery Center

# Pipeline/ Sourcing (Upcoming)

Date of Event	Type of Event	Location
9/6/2019	Cease Fire Meeting	Detroit Public Safety Headquarters
9/25/2019	Skilled Trades Task Force	TBD by Council President Jones
9/2019	Employer Engagement Event and Mock Interviews	Detroit Training Center
9/2019	Focus: Hope Meeting	Detroit Training Center

# HR Employee Enrichment

Date of Event	Event Name	Type of Event	Location
8/1/2019	Health Fair Screening	Health Fair Screening	Central Services Facility/ Huber

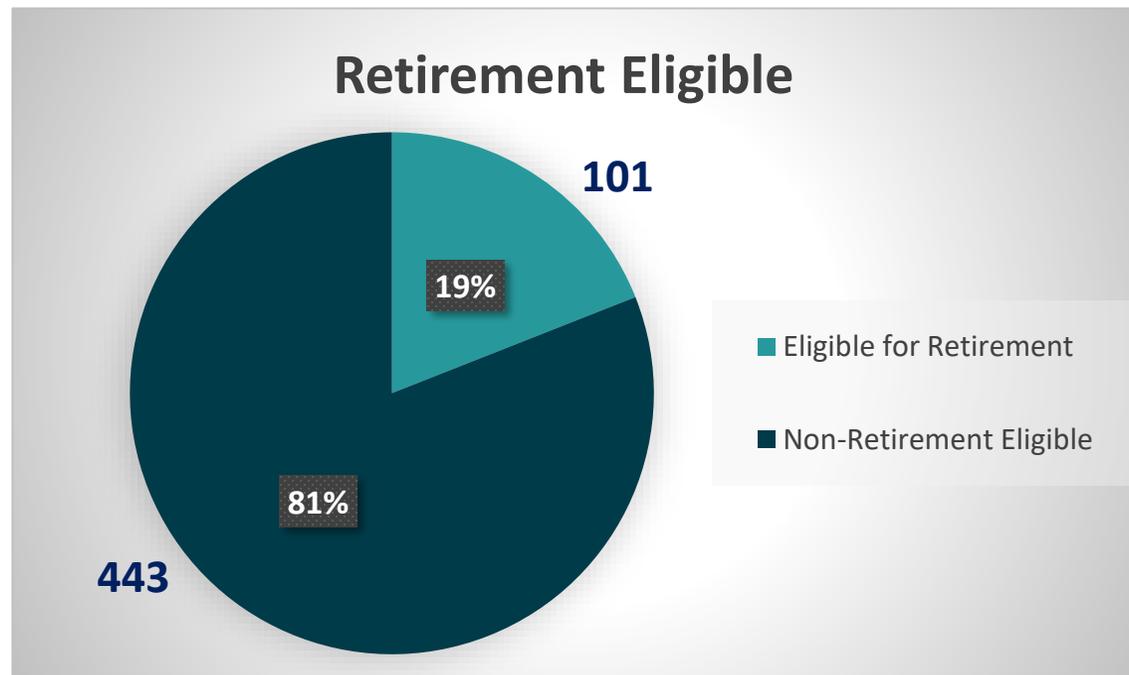
# Open Requisitions



Classification	Division	Open Positions	# of Applicants	# selected for Interviews	Comments
Customer Services Specialist	Customer Service	6	1018		Mgmt. reviewing resumes
Field Services Coordination Specialist	Field Engineering	1	106	22	Currently Interviewing
Automotive Fleet Technician	Fleet & Facilities	6	21		Mgmt. reviewing resumes
Applications Analyst	I.T	1	49		Mgmt. reviewing resumes
Infrastructure Administrator	I.T.	1	17	2	Offer pending
Field Services Technician	Maintenance & Repair	11	98	28	Currently interviewing
Team Leader	Maintenance & Repair	6			Still posted
Field Services Technician	Meter Operations	4	133	18	Currently interviewing
Engineer	Stormwater Management Group	3			Continuous posting
Risk/Safety Manager	Organizational Development	1	44	6	Mgmt. reviewing resumes
Inspector	Stormwater Management Group	1			Continuous posting

# Retirement Eligible

With a current population of 544 employees, there are **101** DWSD employees eligible for retirement



Retirement Criteria	Total
30 YOS/Any Age (Legacy and Hybrid)	62
10 YOS/60 years old (Legacy)	37
10 YOS/62 years old (Hybrid)	0
8 YOS/65 years old (Legacy)	2
<b>TOTAL</b>	<b>101</b>

**LEGACY** = HIRED BEFORE 2014

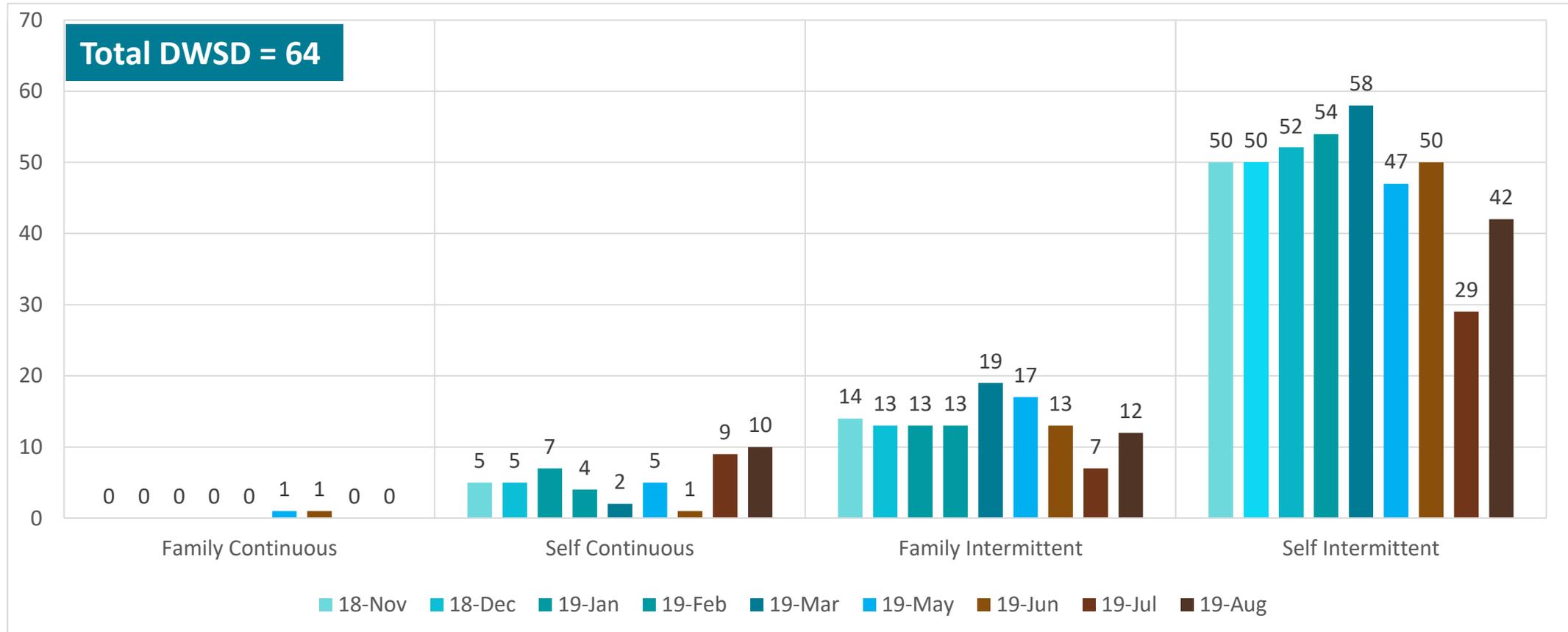
**HYBRID** = HIRED AFTER JANUARY 1, 2014

# Retirement Eligible $n=101$

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1. Applications Analyst - 2
2. **Automotive Fleet Technician - 6**
3. **Customer Service Specialist - 9**
4. Engineering Technician - 1
5. **Engineer - 6**
6. *Executive Management Team - 5*
7. Environmental Health and Safety Coordinator - 1
8. **Field Service Technician – 27**
9. Field Services Coordination Specialist - 1
10. **Inspector - 3**
11. **Maintenance Technician - 3**
12. Manager - 3
13. Materials Management Specialist -3
14. Office Support Specialist - 3
15. Professional Administrative Analyst - 4
16. Public Affairs Specialist - 1
17. Security - 3
18. Service Desk Analyst - 1
19. *Team Leader - 13*
20. Temporary Administrative Special Service - 6

# Family Medical Leave



# Family Medical Leave by Department

**Compliance – 3% (1/37)**

**Customer Service – 27% (23/86)**

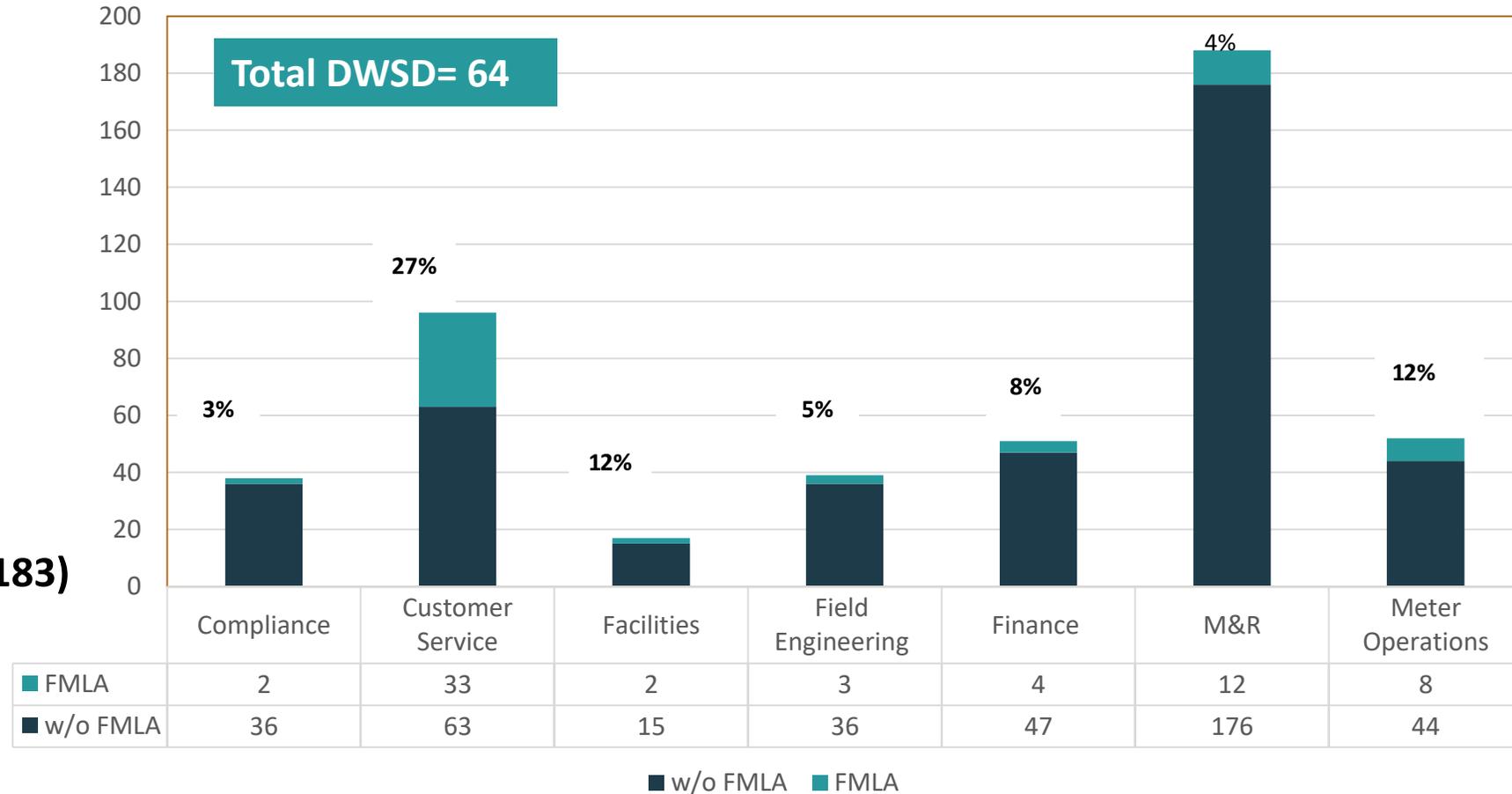
**Facilities – 3% (2/17)**

**Field Engineering – 3% (2/38)**

**Finance - 8% (4/51)**

**Maintenance & Repair – 3% (7/183)**

**Meter Operations – 10% (6/50)**



# Training Update

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## TRAINING:

1. **GIS Training** – *4 participants*
2. **Confined Space** – *12 participants*
3. **City Works Training** – *14 participants*

# Safety Update

## Safety Update – July Status

1. Internal / Field Inspections – 14
2. MIOSHA Violations – 0
3. MIOSHA Complaints – 1
4. MDEQ Complaints -1
5. EPA Violations – 0
6. Employee Complaints – 2

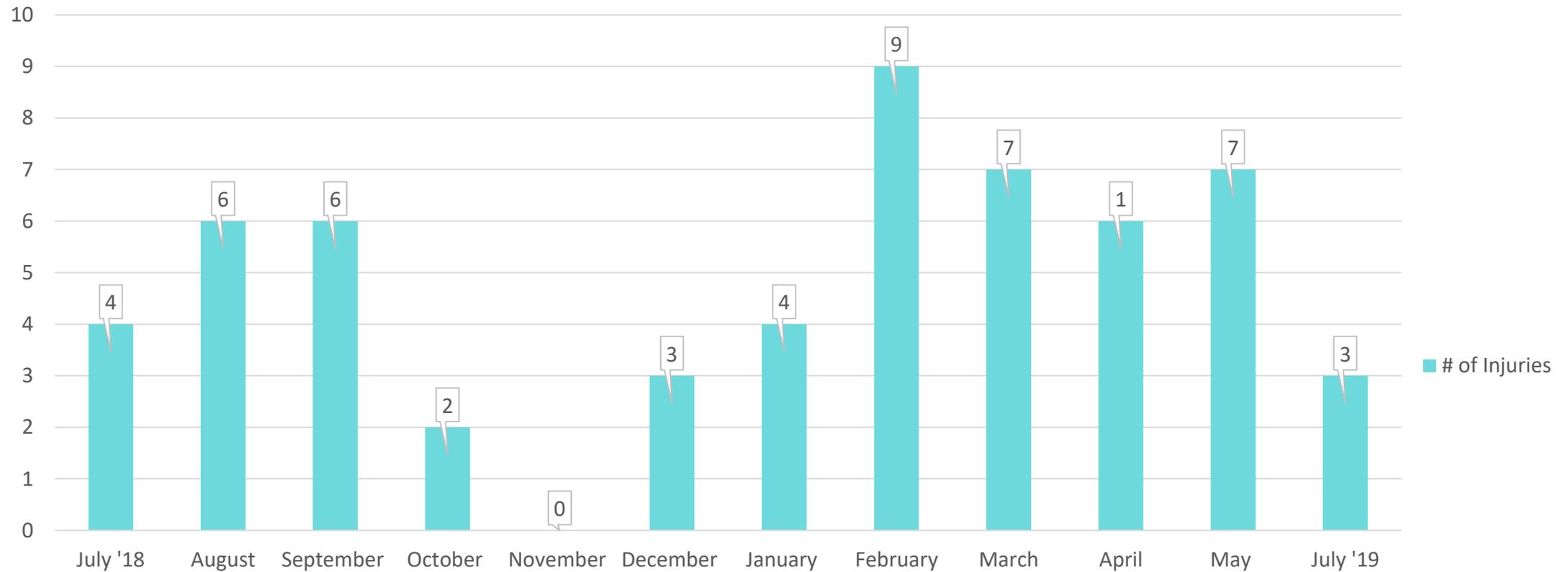
## July Inspection Findings

1. Oil Spill – 1
2. Housekeeping – 2



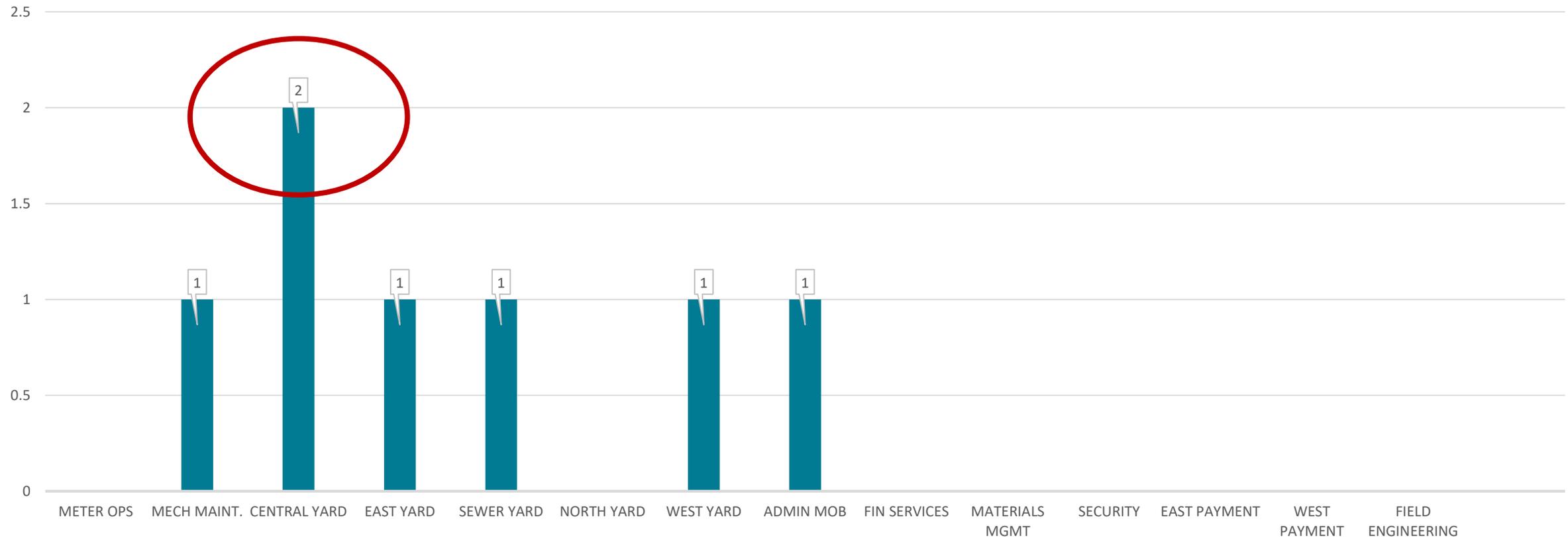
# Injuries

JULY 2018 – JULY 2019



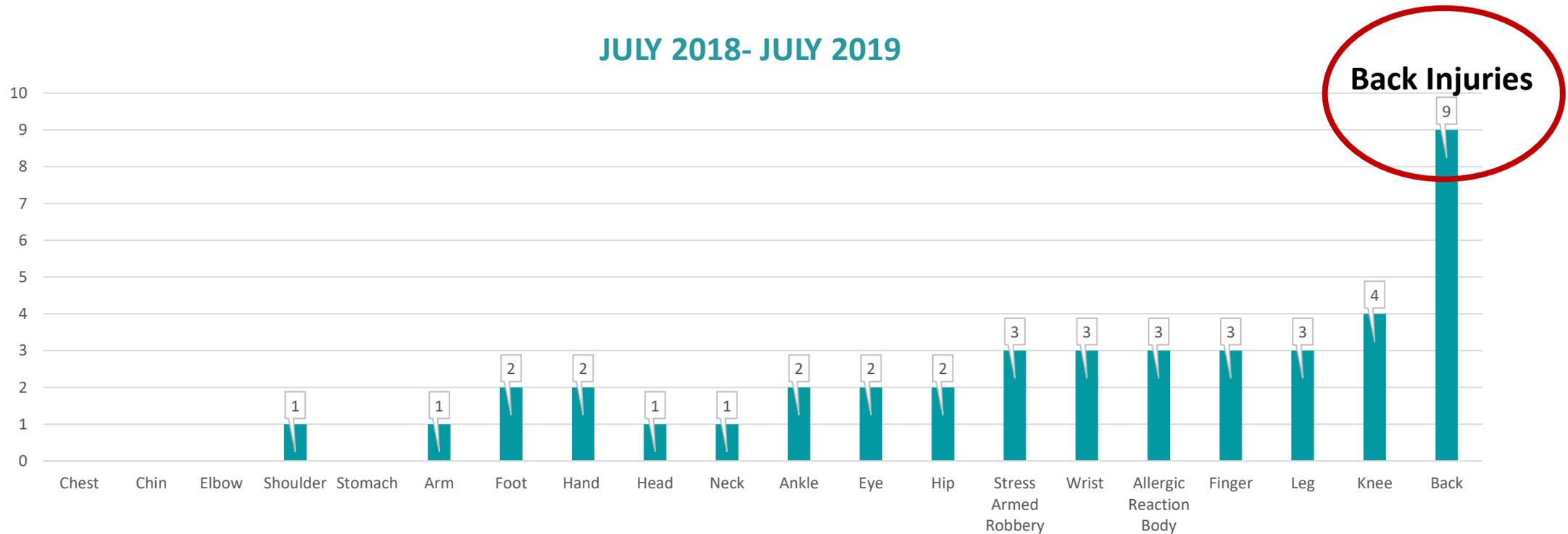
# Loss Time Case — Unable to Perform Normal Tasks

JULY 2018- JULY 2019

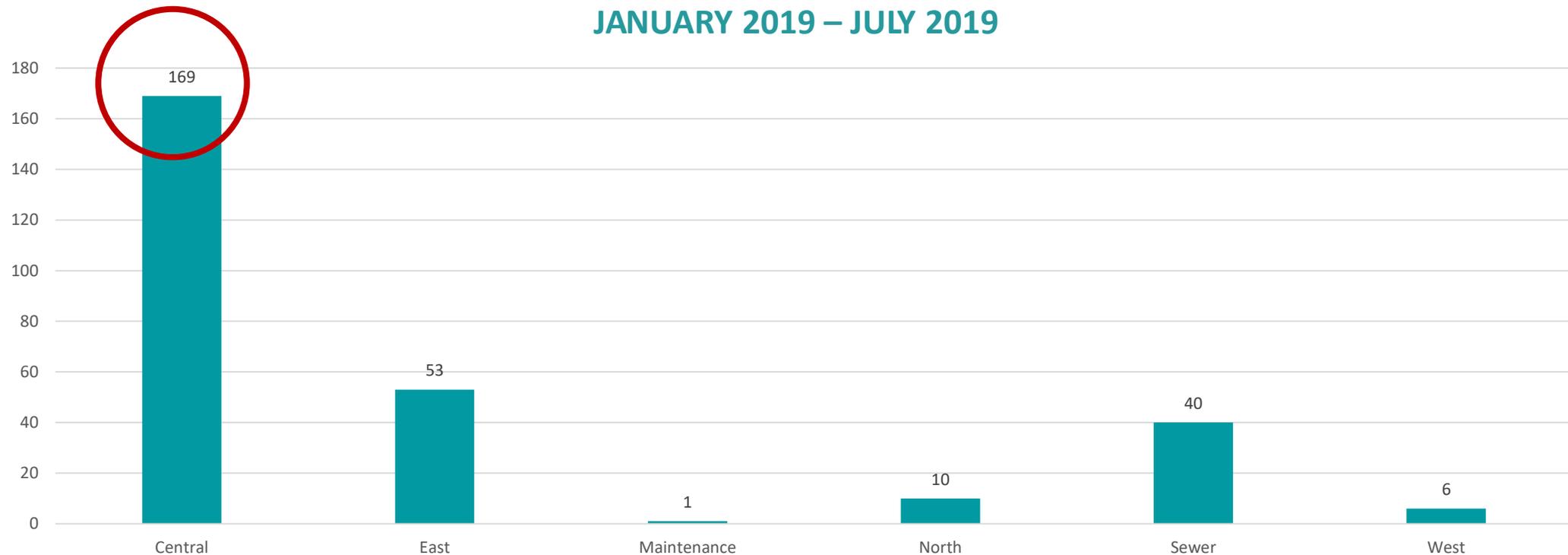


# Body Part by Injury

JULY 2018- JULY 2019



# Restricted Work Days — Restricted Room



# DWSD SAFETY ACTION PLAN

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## SHORT-TERM ACTIONS

- **LABOR RELATIONS WILL HANDLE ALL SAFETY DISCIPLINE** – This will ensure that actions are captured and corrected. **COMPLETED**
- **INVENTORY SAFETY EQUIPMENT (TRUCKS/YARDS)** – **COMPLETED**
- **ACCIDENT PREVENTION PROGRAM** – Books on all trucks and train employees on the new process and obtain the appropriate signatures. **IN PROCESS**
- **SAFE WORK PLAN** – All Team Leaders to complete a Safe Work Plan at each Work Site. **FORM DEVELOPED/PROCESS NOT IMPLEMENTED**
- **WEEKLY SAFETY MEETINGS WITH OPERATIONS MANAGEMENT, SUPERVISORS AND TEAM LEADERS** – **IN-PROCESS**

# Safety Culture Update

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## NEAR-TERM ACTIONS

- Re-train all FSTs, Team Leaders and Managers on Trenching & Shoring and Confined Space. **IN-PROCESS**
- Safety Roadshow (Executive Director and Deputy Director) - Have a stand down at all of the yards to express working safety and consequences if you don't **DEVELOPMENT COMPLETED**
- Reward and Recognition for employees "CAUGHT ACTING SAFELY" - **IN-PROCESS**



# Safety Culture Update

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## LONG-TERM ACTIONS

- **Include a Safety Goal on every Individual Development Plan (All Classifications – Goal #4 or 5) **UNDER DEVELOPMENT****
- **Implement a Monthly Safety Process Review WebEx Meeting which would include representatives from Health & Safety, Executive Leadership, Management, FSTs and the Union **UNDER DEVELOPMENT****