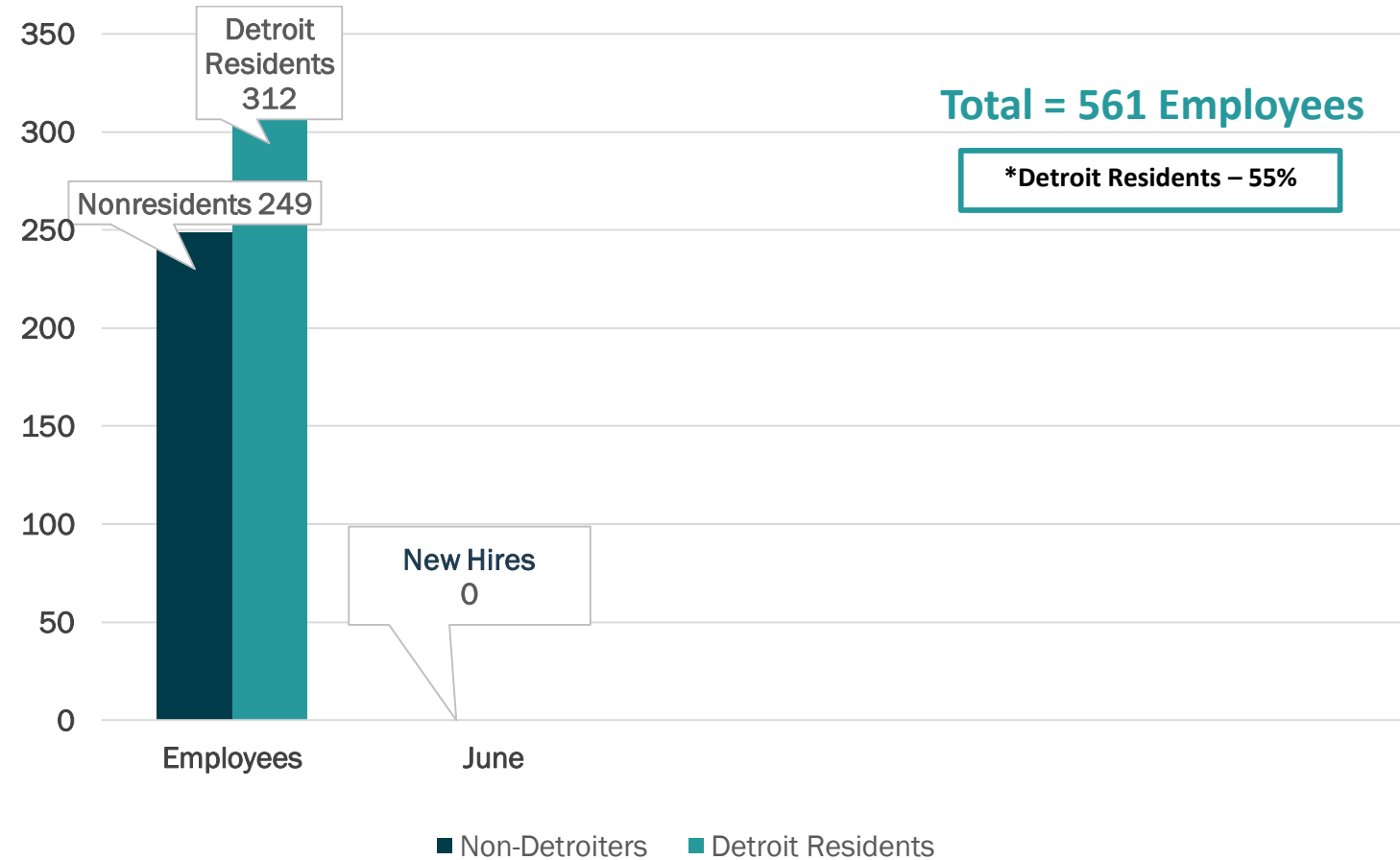


# Human Resources/ Organizational Development Metrics

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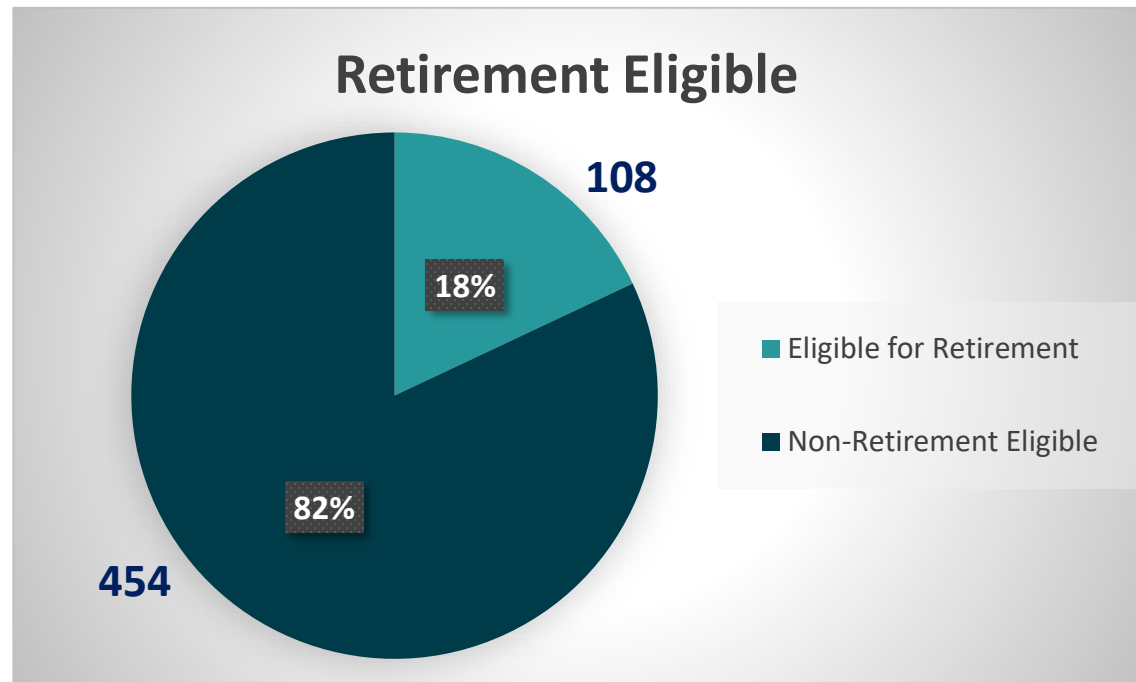
# Full Time Employees



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

# Retirement Eligible

With a current population of **562** employees, there are **108** DWSD employees eligible for retirement



Retirement Criteria	Total
30 YOS/Any Age (Legacy and Hybrid)	60
10 YOS/60 years old (Legacy)	46
10 YOS/62 years old (Hybrid)	0
8 YOS/65 years old (Legacy)	2
<b>TOTAL</b>	<b>108</b>

**LEGACY** = HIRED BEFORE 2014

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

# Retirement Eligible $n=108$

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

# Open Requisitions



Classification	Division	Open Positions	# of New Monthly Applicants	# selected for Interviews	Comments
Professional Administrative Analyst	Maintenance & Repair	1	30		Open until 7/17/2020
Professional Administrative Analyst-Financial	DWSD-Operations	1	20		Open until 7/17/2020
Project Manager-ITRON	Meter Operations	1	24		Open until 7/17/2020
Team Leader-Lean Specialist	Maintenance & Repair	1	70		Interviewing 4 on 6/23/2020

# HR Updates – COVID-19 Update

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## 1. COVID-19 Update

### a. Return to Work Strategy

### b. Health Screening

- Taking Temperatures
- **SHORT TERM** - Implementing an on-line Health Screening Form – Monday, July 6
  - Nurses available during shift starting times to privately assist employees with filling out the form
  - GLWA will also utilize the Health Screening Form
- **LONG-TERM** - Working with the City's HR, IT and Purchasing Depts. to select an application to use in conjunction with a Smartphone

# HR Updates – COVID-19 Update

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## 1. COVID-19 Update (continued)

### c. Managing the Testing Process (*as of June 22*)

- To date, approximately **295** employees have been tested

### d. City of Detroit Employee Connections Survey

- Distributed on May 29
- Closed on June 12
- Waiting on compiled results

# HR Updates – Daily Mayor's Report



## DEPARTMENT SUMMARY DATA

Primary	# EE's Self-Quarantine	Current Dr Quarantine	Wellness Pending	Current Positives	Total Positive Results	Total Negative Results	#Awaiting Results	# RTW	# of Deceased Employees
DWSD	3	5	0	5	35	260	0	220	1



# HR Updates – Workforce Savings

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## 1. Workforce Saving Plans

- Furlough (54) – works 8 hours during a 2-week pay period
- Workshare (125) – works 32 hours a week
- Essential (366) – works full-time 40 hours a week

# Training Update

## Performance Evaluation/Pulse Check

- Performance Evaluation Training – 70 Participants



### DWSD PERFORMANCE EVALUATION

1. All Performance Evaluations are due by August 15, 2020
2. Initial Goal Setting will begin in August
3. Send **ALL PERFORMANCE EVALUATIONS** to [DWSD-HRTRAINING@DETROITMI.GOV](mailto:DWSD-HRTRAINING@DETROITMI.GOV)
4. For additional information on the Performance Evaluation Process, please contact Carla Calhoun or Yolonda Bradford

# Training Update – Upcoming Training

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1. First Aid/CPR
2. Asbestos Training
3. Trench Safety
4. Operations Leadership Development

# Safety Initiatives Update – COVID-19

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## 1. Temperature Checks

- Now occurring during all shifts as MOB, CSF and West Yard (Days Only)
- *DWSD and GLWA Security Operations will conduct temperature checks at all locations with the exception of West Yard (cost savings)*

## 2. Personal Protective Equipment (PPE)

- Continuing to evaluate the in place PPE receipt process to ensure that protection requirements are continuing to meet Detroit Health Department/MiOSHA/CDC standards
- Continuing to work with operations on ensuring team safety practices relative to illness prevention
- Discipline/accountability for wearing a mask

## 3. Communication of Preventative Measures to limit the spread of illness

- Working with Public Affairs to send DWSD/COD branded communications and post branded materials
- Worked with fleet management of developing and implementing a vehicle sanitation process that includes training for employees operating DWSD vehicles.

## 4. Return To Work Strategy

- Continuing to work with Deputy Director Palencia Mobley, Human Resources, DWSD Executive Management, and GLWA leaders to develop a solid return to work plan for employees returning to work.
- Launching Health Screening Form – July 6