



HR Quarterly Report

Julia Kaiser



New Team – New Approach



Julia Kaiser

Human Resources
Director

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Human Resources
Specialist

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NO APPOINTMENTS
REQUIRED

TEXT or CALL

ANYTIME

All messages received are answered
during business hours.

EMAIL Anytime

OPEN DOOR POLICY

Recruitment:

- **9 current job openings:** 911 Dispatcher, PW/Utilities Admin Assistant, Certified Patrol Sergeant, Dispatch Supervisor, Maintenance Grounds Worker, Peace Officer, Planner for Community Development, Grasshopper Basketball Referee, Town Attorney, Civil Engineer
- **8 filled positions:** Animal Control Officer, Children's Library Clerk, Contract Transcriptionist, Property and Evidence Custodian, Parks & Rec Leader, Streets Supervisor, Public Works Director, Visitor Center Ambassador
- **117 applications received in Q1**



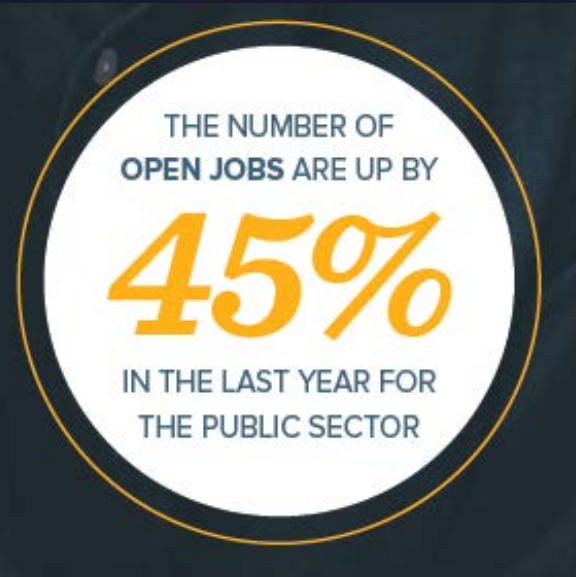
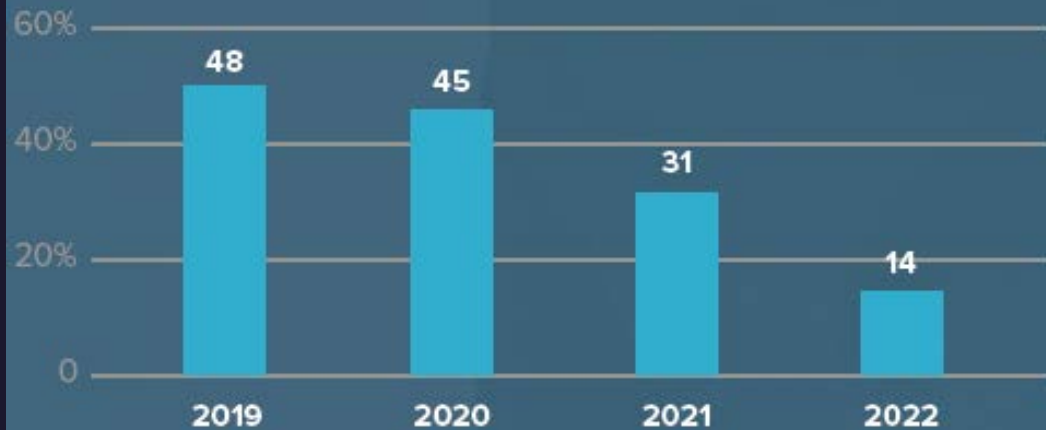
Public Sector Recruitment Trends

ANNUAL STATISTICS ACROSS 6,000 PUBLIC SECTOR ORGANIZATIONS

Data collected by NeoGov – top HR software solution for talent recruitment designed for public sector, creator of governmentjobs.com

Number of Applicants Per Open Job, 2019 - Jan 2022

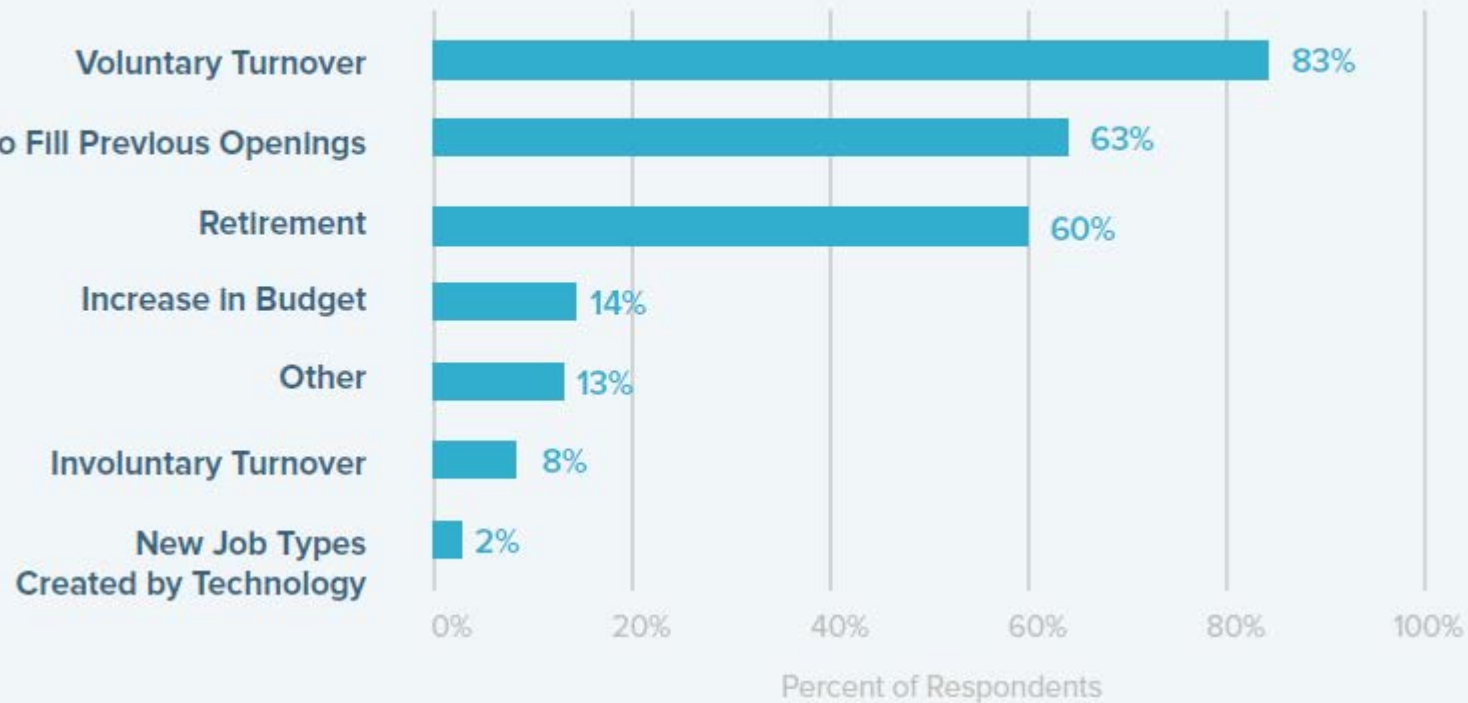
Source: 2022 applicants from 67,000 applications on GovernmentJobs.com.



INSIGHTS FROM PUBLIC SECTOR HR PROFESSIONALS

What are the biggest drivers for the increase in recent job openings? (Select all that apply.)

Source: NEOGOV survey of 299 public sector HR directors.



Seventy-six percent of voluntary employee turnover was directly related to pay, with employees citing salary as the main reason for their exit. Opportunities in the private sector, opportunities in the nonprofit sector, the option for remote work, and greater work flexibility remain the other most significant reasons employees are departing the public sector.

TURNOVER RATE QUARTER I

- 10% (FY21/22 – 29.2%)
- 12 employees terminated: (CVMO - 6, Public Works – 4, Community Development – 1, Finance – 1)

RETENTION RATE QUARTER I

- 75% (FY21/22 – 84.8%)
- 11 new hires: (CVMO – 4, Public Works – 5, Community Development – 1)

This data includes part-time, full-time, seasonal and temporary positions.

MISCELLANEOUS STATS:

- Updated/ created 22 job descriptions
- Processed 128 personnel documents through PowerDMS (new hire PAFs, termination PAFs, job requisition forms, wage change PAFs)
- Processed 47 benefit requests (demographical changes, benefits plan updates, new enrollment, terminations)



New Recruitment Collateral



★ ★ ★ ★ ★
 CAMP VERDE MARSHAL'S OFFICE
NOW HIRING!


MINIMUM QUALIFICATIONS

- Applicants must be 21 years of age prior to academy completion • Must be a United States Citizen
- Must have graduated high school or hold a GED Certificate • Possession of a valid Arizona Driver's License

GREAT BENEFITS & RETIREMENT PLANS, INCLUDING:

- Paid vacation, sick leave, bereavement leave and holidays • Town funded health, dental, vision and life insurance
- Arizona State Retirement System (ASRS) • Public Safety Personnel Retirement System (PSPRS)

CVMO MISSION STATEMENT:
 To provide unparalleled service and unwavering protection, by Setting the Pace:
Professionalism, Accountability, Community, Excellence

"A Marshal's Office whose employees feel valued, working together in partnership with other law enforcement entities to be a model of excellence in policing and embracing the community by delivering the highest level of public trust and safety."

Camp Verde Marshal's Office is an
 Arizona Law Enforcement accredited agency


APPLY NOW!



Scan QR code to apply at
www.CVAZ.org
 Or call HR Department
 (928) 554-0011


 646 South 1st Street Camp Verde, AZ 86322 | (928) 554-8300

Recruitment Flyer



★ ★ ★ ★ ★
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Pop-up Banner

New Recruitment Brochure

BENEFITS SUMMARY

- Paid Vacation
- Paid Sick Leave
- Paid Holidays
- Bereavement Leave
- Health, Dental & Vision Insurance**
- \$50,000 Life Insurance**
- Employee Assistance Program
- Tuition Reimbursement Program
- National Police Credit Union Banking
- Uniform and Body Armor Allowance
- Training & Development
- Promotional Opportunities
- Educational Reimbursement

** Medical, Dental, Vision and Life Insurance plan premiums are covered 100% by the town

RETIREMENT PLANS

- Arizona State Retirement System (ASRS)
- Public Safety Personnel Retirement System (PSPRS)
- Town Funded Health Savings Account



CAMP VERDE MARSHAL'S OFFICE



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JOIN OUR TEAM!
WWW.CVAZ.ORG

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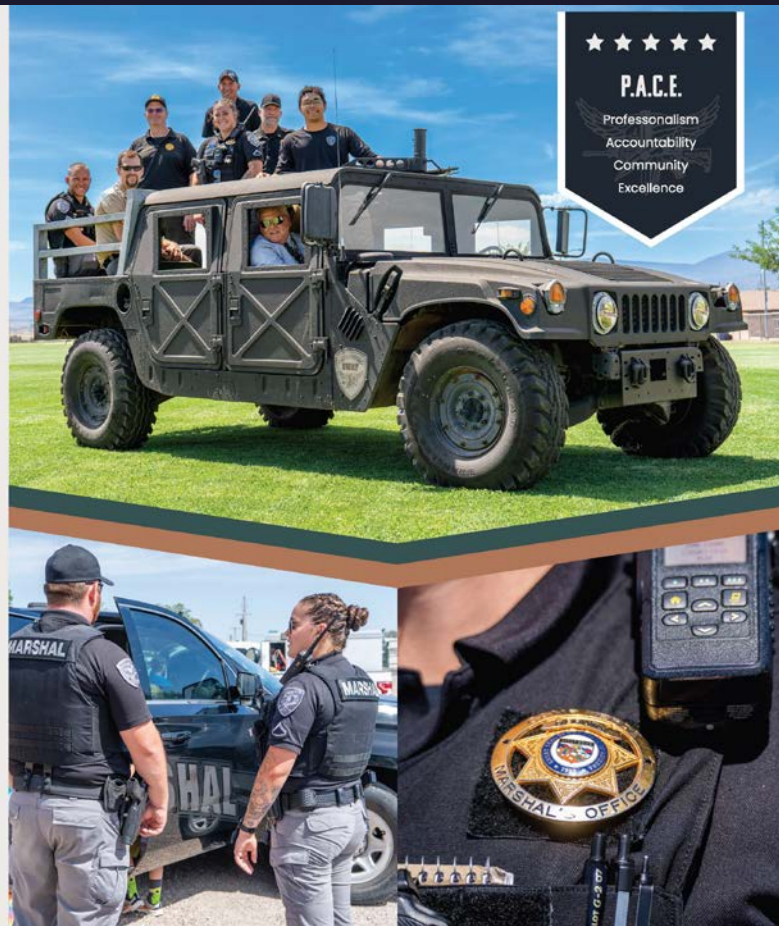
The Camp Verde Marshal's Office is a full service law enforcement agency staffed by very dedicated law enforcement professionals. Our employees are committed to the reduction of crime, the protection of life and property, and protecting the constitutional rights of all persons within our jurisdiction.

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★★★★★
P.A.C.E.
Professionalism
Accountability
Community
Excellence

Employee Appreciation Events

June 23, 2022 – Breakfast for all Town Champions

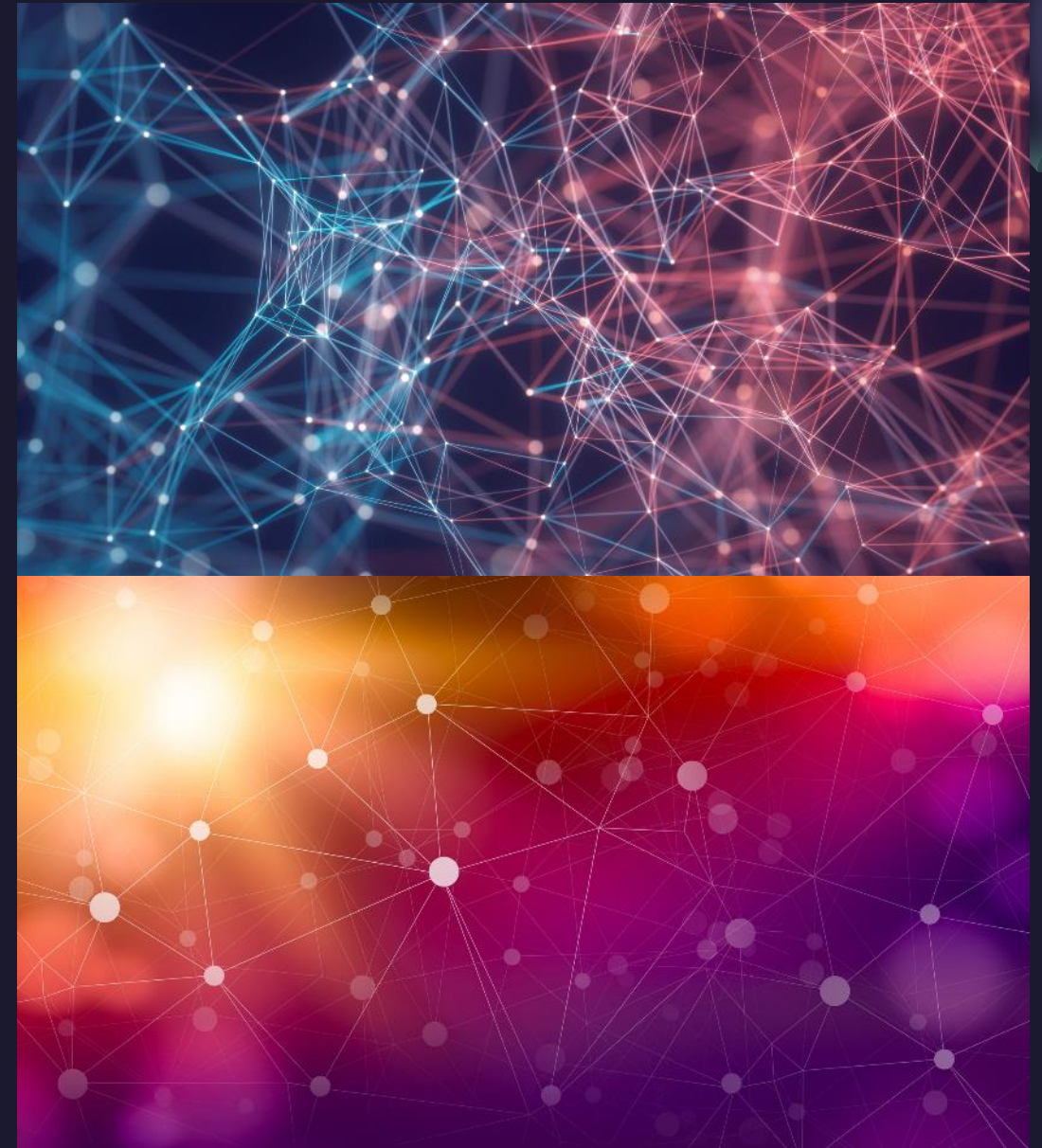
November 16, 2022 – “Giving Thanks to All Staff” Employee lunch

December, 2022 – Employee Christmas Fiesta



Training

- Criminal Justice Information Services Security Awareness Training (CJIS)
- Kairos New Health Insurance Compliance Regulations (The Affordable Care Act, Covid-19 regulatory Updates, The Consolidated Appropriations Act)
- Under the Shield (complimentary and anonymous Mental Wellness Program designed specifically for first responders)



Current Projects

- ✓ Implementation of the new Time and Attendance system through Tyler
- ✓ New Time and Attendance policy
- ✓ Updating recruitment collateral for Public Works
- ✓ Updating the new hire forms and procedures to mainstream the onboarding process
- ✓ Establishing employee communication portal through employee intranet on the Town website
- ✓ Updating employment separation forms and procedures
- ✓ Creating New Hire Orientation Program
- ✓ Updating employee coach and counseling forms
- ✓ Revitalizing employee recognition program
- ✓ Creating a master collection of all job descriptions