



Human Resources

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To: Chairperson George Sarantou and Members of Toledo City Council

From: Tyrome Alexander, Director, Department of Human Resources *TA*

Re: Department of Human Resources Report – Finance and Debt Oversight Committee Hearing –May 2022

- **High School Internship Program Update**

- a. Mentor training: On May 10, 2022, we conducted training for the employees who will be mentors in this year's summer internship program. A total of 23 employees attended the training.
- b. Orientation and on-boarding: The internship program's orientation is June 2, 2022. We are currently finalizing the on-boarding processes in order for the interns to start on June 6, 2022. The program will run through July 29, 2022.

- **Open enrollment, health insurance and prescription changes** – Open enrollment is complete and new insurance cards were mailed this week.

- **Recruitment of Top Administrative Positions-update**

- a. Director of Finance: Currently posted and accepting applications.
- b. Director of Building and Code Compliance: Filled by James Molnar effective May 23, 2022.

- **Police Officer and Fire Fighter 2022 update**

- a. Police Officer: Candidates have completed the medical evaluations, final physical ability and the psychological evaluations. The 2022 class is scheduled to begin on Friday, June 24th. We are also currently recruiting for Police Officers – recruitment period is May 2nd to August 20th for an Academy in March 2023.
- b. Firefighter: The 2022 class of fifteen (15) candidates started at the academy in April. The class of fifty-five (55) candidates is complete with the pre-employment process and is scheduled to begin on June 3rd. Recruitment will begin towards the end of August/beginning of September for an Academy in September 2023.



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- **Training and Development:** Our Manager of Training and Development completed her presentation to the Directors of the proposed citywide training and development plan.
- **Recruitment and Outreach:**
 - a. In-Demand Job Fair (OhioMeansJobs Lucas County) on Friday, May 6th.
 - b. Toledo's Best Diversity Career Fair on Monday, May 9th.
- **Upcoming legislation:**
 - a. Stop Loss will be ready for the July council meeting.
 - b. HRIS project update: We have selected our preferred consultant for process mapping and RFP development and review. The legislation is anticipated to be presented at the June council meeting.