



Monthly HR Department Report

To: Brian L. Barroso, City Manager

Date: July 3, 2025

From: Bridget J. Flores, HR Department Director

Subject: June 2025 HR Department Report

PERSONNEL ACTIONS – ONE SOLUTION/ORACLE

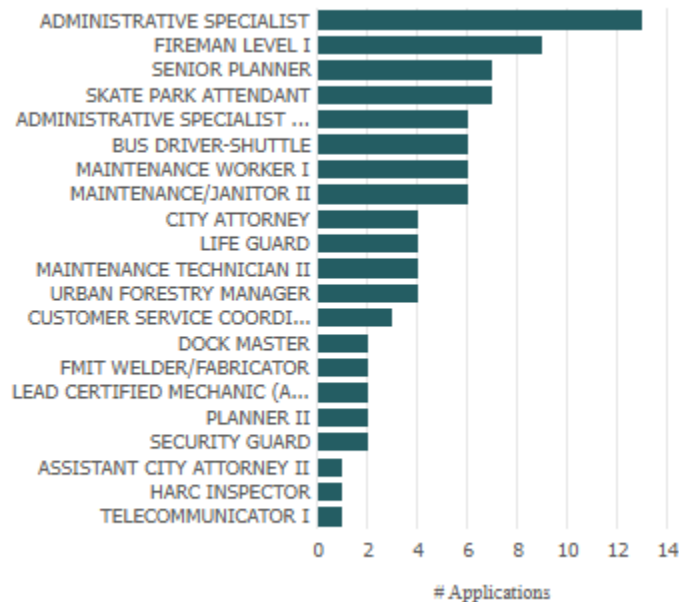
- **Recruitment**
 - **78 Oracle Applications**
 - **10 Applications per Job (average)**
 - **Average 35 Days to Fill Requisition**
- **Hiring**
 - **37 Applicants referred to Hiring Manager**
 - **10.7 % of Jobs Offered to Internal Applicants**
 - **18 Offers Extended**
- **Orientation**
 - **9 Orientations**
- **Benefits**
 - **3 FMLA Approved**
 - **11 Health Benefits Counseling and 60 Days Enrollment**
- **Termination**
 - **11 Resignation/Dismissal**
- **Retirement**
 - **0 Retirements**
- **Performance Evaluations**
 - **25 Employee Evaluations completed. 92% Completion Rate.**

ORACLE HUMAN CAPITAL MANAGEMENT - Human Resources actively training and working through the integration of Oracle for recruiting, administrative records, and personnel files. June required about 5 hours of assistance from the implementation team to create new training opportunities for employees. HR has requested a full ERP demonstration with Finance to prepare for integration of payroll, training, and possibly performance management.

PROFESSIONAL CONNECTIONS – LINKEDIN – INDEED - Human Resources continues to look at professional connections through media platforms. LinkedIn connections have reached 3rd

person connects to direct applicants to the City website this month for professional positions. We are excited to make connections for our top jobs!

Top Jobs Attracting Candidates



RECRUITMENT – Key West is attracting applicants for all positions. Since Oracle Online Application launch in late 2024 the City has received over 785 applications tracking a source. The top source of applicants is the City Website then Indeed or LinkedIn. We average 34 days to fill a requisition; this timeline is shortening the vacant position count, but we must add about two extra weeks for placement and 4 weeks for relocation. In the past month we have only lost one hire due to housing costs an availability; all others have accepted positions and found housing to meet their needs.

FLORIDA PUBLIC EMPLOYEE LABOR RELATIONS ASSOCIATION – The HR Director continues to network with Florida municipalities of similar size for employee information on salary, employee relations, organization structures and employee recognition. As FPELRA provides resources free of additional cost for mediation, arbitration, and professional discussions on labor negotiations, to assist Human Resource Directors through unique circumstances.

- **Employee Committee**

- **Employee of the Quarter** – Employee Committee members will now nominate and present the Employee of the Quarter Awards. The peer-nominated award is a great recognition and this provides a spotlight to the many great volunteers who assist with events.

- **HEALTHY, WEALTHY, & WISE HEALTH FAIR** The City hosted the annual Health Fair on May 13 & 14 in the City Hall Chambers! Another great event with our partners at Gehring and CIGNA. Smoothie Shuttle provided smoothies and health lunch options for City Hall employees! Human Resources had over \$15,000 in giveaway health fair items from pickle ball sets to air purifiers for employees' homes. Stay tuned for more pictures of our great City sway as we remind employees of all our benefits plan has to offer financial, mental, nutrition, and medical options!
- **Collective Bargaining**
 - **PBA** – Expires September 30, 2026
 - **IAFF** – Expires Sept 20, 2025 – 1 year contract approved by City Commission on August 8, 2024; negotiations opened on April 14, 2025. A second meeting is pending first budget review.
 - **Teamsters** – Expires Sept 30, 2027

