



# Monthly HR Department Report

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**To:** Brian L. Barroso, City Manager

**Date:** August 8, 2025

**From:** Bridget J. Flores, HR Department Director

**Subject:** July 2025 HR Department Report

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## PERSONNEL ACTIONS – ONE SOLUTION/ORACLE

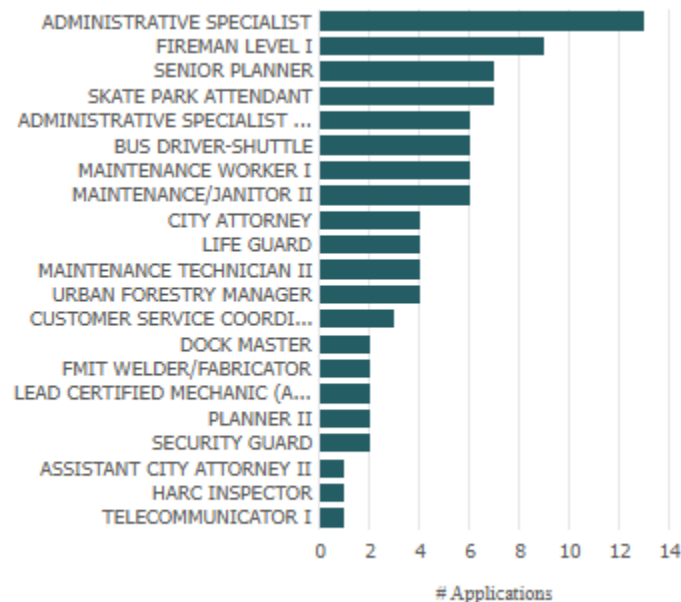
- **Recruitment**
  - **55 Oracle Applications**
  - **9 Applications per Job (average)**
  - **Average 24 Days to Fill Requisition**
- **Hiring**
  - **47 Applicants referred to Hiring Manager**
  - **7.4 % of Jobs Offered to Internal Applicants**
  - **10 Offers Extended**
- **Orientation**
  - **14 Orientations**
- **Benefits**
  - **6 FMLA Approvals (21 Active FMLA Cases)**
  - **4 Health Benefits Counseling and 60 Days Enrollment**
- **Termination**
  - **Resignation/Dismissal**
- **Retirement**
  - **0 Retirements**
- **Performance Evaluations**
  - **25 Employee Evaluations completed. 92% Completion Rate.**

**ORACLE HUMAN CAPITAL MANAGEMENT** - Human Resources continues to improve employee interaction with the Oracle platform. This month, HR released four trainings for all employees through the Journey app – assigning Ethic training, harassment training, discrimination, and bullying training as part of the Grand Jury recommendations. 234 city employees completed the training in the first two weeks; large training sessions will be held in August to account for employees with computer access. We anticipate a completion date of September 1, 2025.

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**RECRUITING – CITYOFKEYWEST-FL.GOV – LINKEDIN – INDEED** - Human Resources is monitoring our source tracking and the city website is our best recruiting this month. 55 candidates completed the application process and 32 of the candidates reported their search started with the CityofKeyWest-fl.gov site. The partnership with IT is instrumental as our one click access to the application portal continues to bring more qualified applicants each month. Source and Select Data shows placement of qualified candidates in specialty positions, we have less than 20 open positions.

### Top Jobs Attracting Candidates



### GROW FROM WITHIN – CELEBRATING OUR TEAM’S SUCCESS

One of the great things about working for the City is the opportunity to grow your career right here at home. Internal applicants—those who have completed at least six months with us—get the first chance to apply for open positions before they’re shared with the public.

We’re excited to share that four of our very own team members have stepped up to take on greater responsibility and have been promoted! Their hard work, dedication, and historical knowledge are invaluable to our City’s success.

We look forward to supporting the professional goals of all our employees as we continue building a strong, knowledgeable, and passionate team.

**NEW EMPLOYEE ENGAGEMENT** – Human Resources has launched a new way to stay connected with our newest team members—email check-in surveys at 30 days and six months. The 30-day survey gives employees a chance to share their first impressions, highlight collaborative efforts, and provide feedback on the initial training for their role.

The six-month survey marks the end of the probationary period—a milestone worth celebrating! It focuses on leadership, growth opportunities, and the overall work environment.

Please rate the City's leadership team.

Answered: 5 Skipped: 0



These check-ins help us ensure our team members feel supported, heard, and set up for success from day one.

**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 – Ismery Hernandez** was named employee of the Quarter for her amazing dedication to the Code Enforcement Department. Employee Committee members presented the award as one of many opportunities we have to highlight the great employees; providing them opportunities to lead empowers them to grow with the city.
- **I SCREAM, YOU SCREAM, WE ALL ATE ICE CREAM!** On July 25, the employee committee and City Leadership hosted an ice cream social at Community Services, Key West Police Department, and City Hall. It was a fun two-hour networking and collaborative celebration of summer and teamwork. Thanks to all the volunteers and scoopers!

- **Collective Bargaining**

- **PBA** – Expires September 30, 2026
- **IAFF** – Expires Sept 20, 2025 – August 18 & 19, 2025 – Negotiation teams will meet at City Hall for a three year contract.
- **Teamsters** – Expires Sept 30, 2027

## JULY 2025 PERSONNEL ACTIONS

