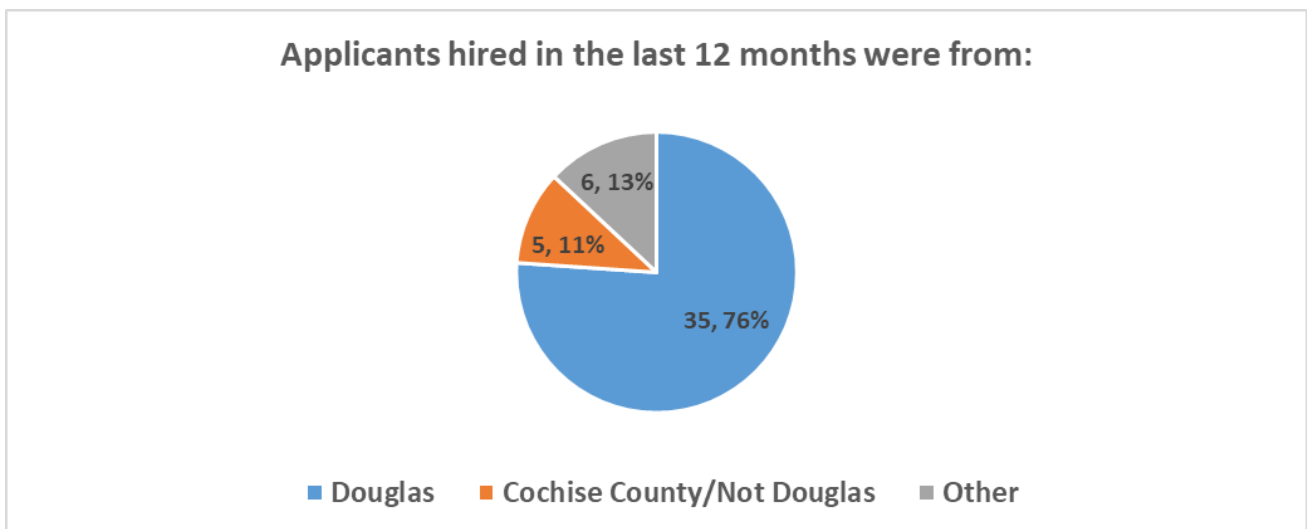

CITY COUNCIL REPORT

DATE: May 14, 2020
TO: Mayor and Councilmembers
FROM: Rocio Garcia-Pedroza, Human Resources Manager
CC: Jerene Watson, City Manager; Dawn Prince, Deputy City Manager;
Leadership Team
SUBJECT: Hires conducted in the last 12 months

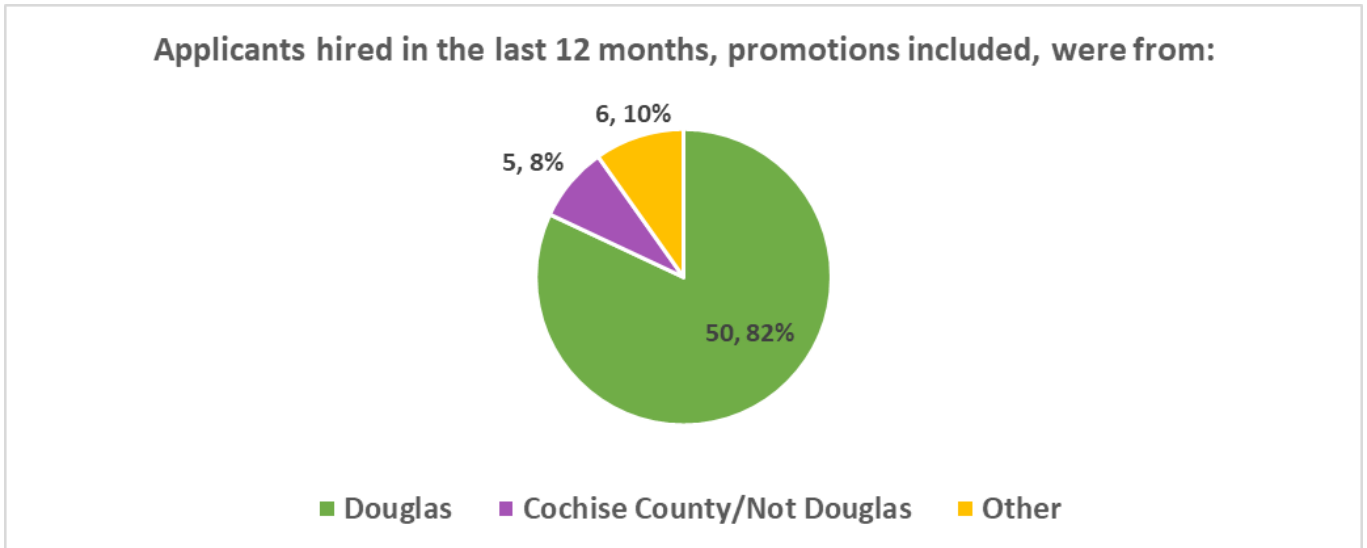
In response from recurring questions from the community on the City's hiring practices and whether or not we are hiring predominantly from outside Douglas or recruiting from our residents, Human Resources was requested to research the locations where employees lived when they were hired.

DISCUSSION:

This report summarizes the number of hires from the last year and the statistics where applicants lived or locality from which they were hired. In the last 12 months, the City hired a total of 46 applicants into our organization; 35 were from Douglas, five were from Cochise County (not Douglas), and six from outside of these areas. The chart below depicts this information.



If we include the successful internal recruitments resulting in promotions in the last year, which were 15, the chart changes as follows:



Here are the rules used in our recruitments:

- Almost always open internally first. The exceptions are for minimum-wage jobs and for supervisor/director-level positions as allowed per the rules.
- We give points for veterans and also if employees are competing with outside candidates they receive extra points as well.
- Those employees applying internally only with other employees are given points for years of service within the department and/or organization.
- During the internal opening process, if we get three internal applicants meeting qualifications, then they will all be interviewed before we go out for public recruitment.
- Additionally, we open all recruitments for a minimum of five days, but typically it is much longer or open until filled.

RECOMMENDATION / CONCLUSION:

This report is for information only, but please let me know if there are additional questions at ext. 7324.