

# Human Resources & Risk Management

March 2025





# Human Resources Updates



- Team & Remodel
- Recruitment
- Market Reviews
- New Employee Orientation



# Human Resources Updates

## HR/RM Team & Remodel

- 15 Total FTEs
- 5 vacancies
  - Benefits Analyst begins 3/31
  - Classification and Compensation Analyst
  - Compliance/Training Generalist
  - Risk Manager
  - HRRM Director



# Human Resources Updates

## Recruitment Data (as of March 2025)

- Current Vacancy Rate: **11.34%**
  - Budgeted FTE (not including Temporary & Council): 905.2
  - Unfilled FTE: 102.27
- History:
  - January 2025: 12.25%
  - 2024: 13.20%
  - 2022: 11.15%
  - 2021: 17.07%
  - 2020: 12.01%



# Human Resources Updates

## Recruitment Data (as of March 2025) Con't

- Current Job Postings: **22**
  - [FlagstaffCityCareers.com](https://www.flagstaffcitycareers.com)
- Current Requisitions: **56**
- Time to Fill: **78** days (Averaging 62 days in March 2025)
  - Peer Avg: 127 days
- Applications: **1299** (up 7% from this time last year)
  - Up **30%** overall in 2024!



# Human Resources Updates



## WALK-IN WEDNESDAYS

Meet with a Recruiter, learn about our current opportunities, & explore careers with the City of Flagstaff!



WEDNESDAY  
JANUARY 29  
11AM - 2PM

Flagstaff Aquaplex  
1702 N. 4th St  
Flagstaff, AZ 86004

VIEW ALL CURRENT JOB OPENINGS :

[FlagstaffCityCareers.com](http://FlagstaffCityCareers.com)

QUESTIONS? CONTACT US AT :

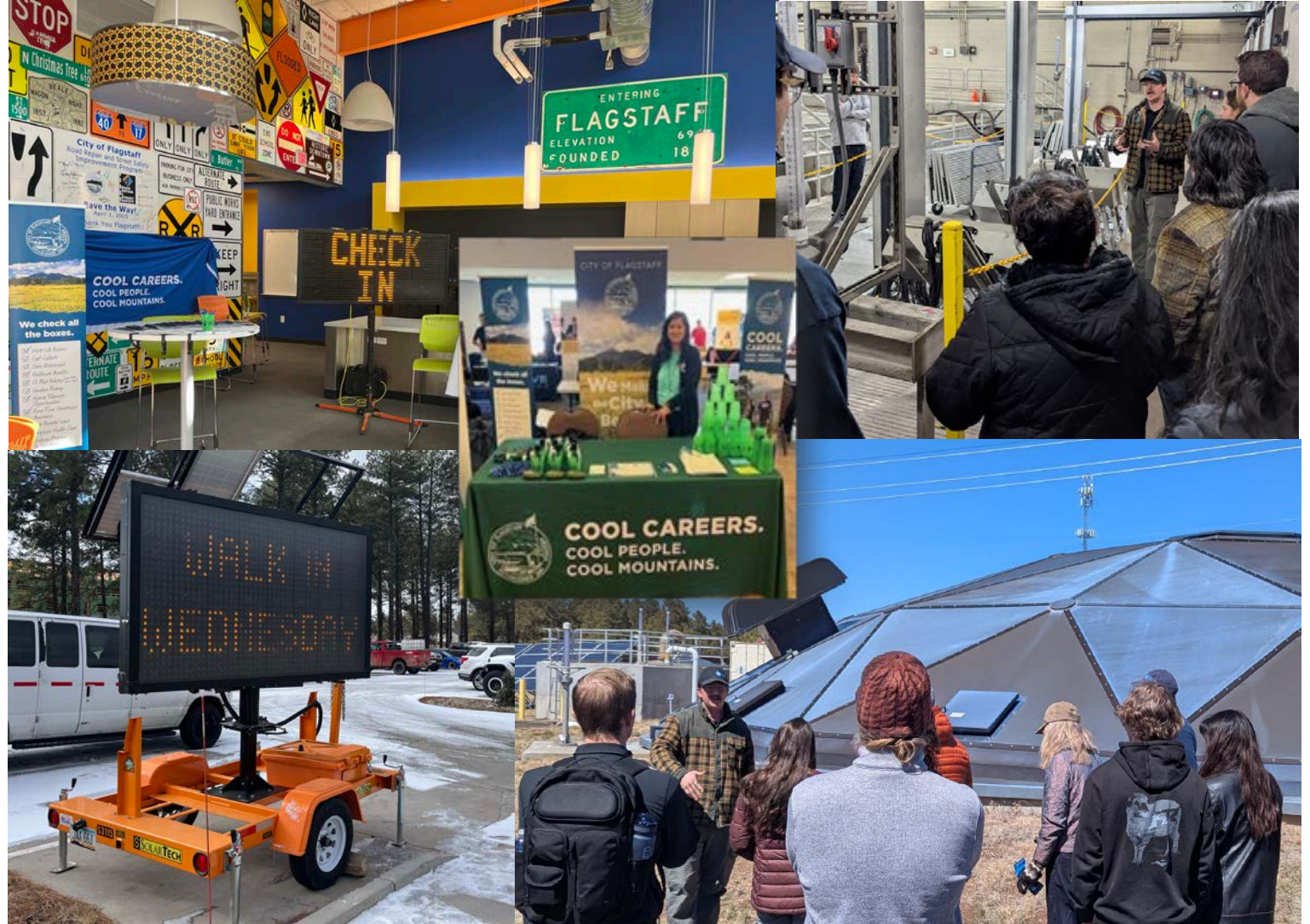
[careers@flagstaffaz.gov](mailto:careers@flagstaffaz.gov)

This event will showcase the following jobs with PROSE:

- Parks Technician
- Parks Maintenance Worker
- Recreation Coordinators & Assistants
- Lifeguard & Head Lifeguard
- Various support roles for our Parks, Recreation, Open Spaces, and Events Team!



**COOL CAREERS.**  
COOL PEOPLE. COOL MOUNTAINS.





# Human Resources Updates

## Compensation: Market Reviews

- Goal to review 25% of classifications each year
  - As of FY25, data has been collected on all positions
- FY26 Market Adjustments:
  - \$4M investment
  - **76** classifications impacting **311** employees
    - Note: FY25 Market Adjustments had positive impact on previously hard-to-fill roles: Water Services Operators, Equipment Operators, Street Light Technicians, Water Services & Public Works Supervisors, Engineering, IT Analysts



# New Employee Orientation

## Specialized Online Learning Plans:

- ❖ Office Workers
- ❖ Aquaplex
- ❖ Facilities
- ❖ Fire
- ❖ Fleet
- ❖ Housing Maintenance
- ❖ Landfill
- ❖ Solid Waste
- ❖ Streets
- ❖ Wastewater
- ❖ Water Services

LEARNING PLAN

### New Hire Learning Plan - OFFICE WORKERS

This learning plan includes all of the courses for new employees that typically work indoors in an office environment. This plan includes Airport and Visitor Center workers.

[View Audit](#)

#### Courses

Cof Communication+1 - New Hire Learning Plan  
101 Welcome to Team Flagstaff!

📅 CODE: WEL122024 🌐 CUSTOM ONLINE ⌚ 4M

Cof Communication+1 - New Hire Learning Plan  
102 Payroll for City of Flagstaff

📅 CODE: PAY112024 🌐 CUSTOM ONLINE ⌚ 30M

Cof Communication+1 - New Hire Learning Plan  
103 Introductory Benefits

📅 CODE: BEN112024 🌐 CUSTOM ONLINE ⌚ 10M

CoF Compliance+1 - New Hire Learning Plan

10411 Welcome to the City of Flagstaff



# New Employee Orientation

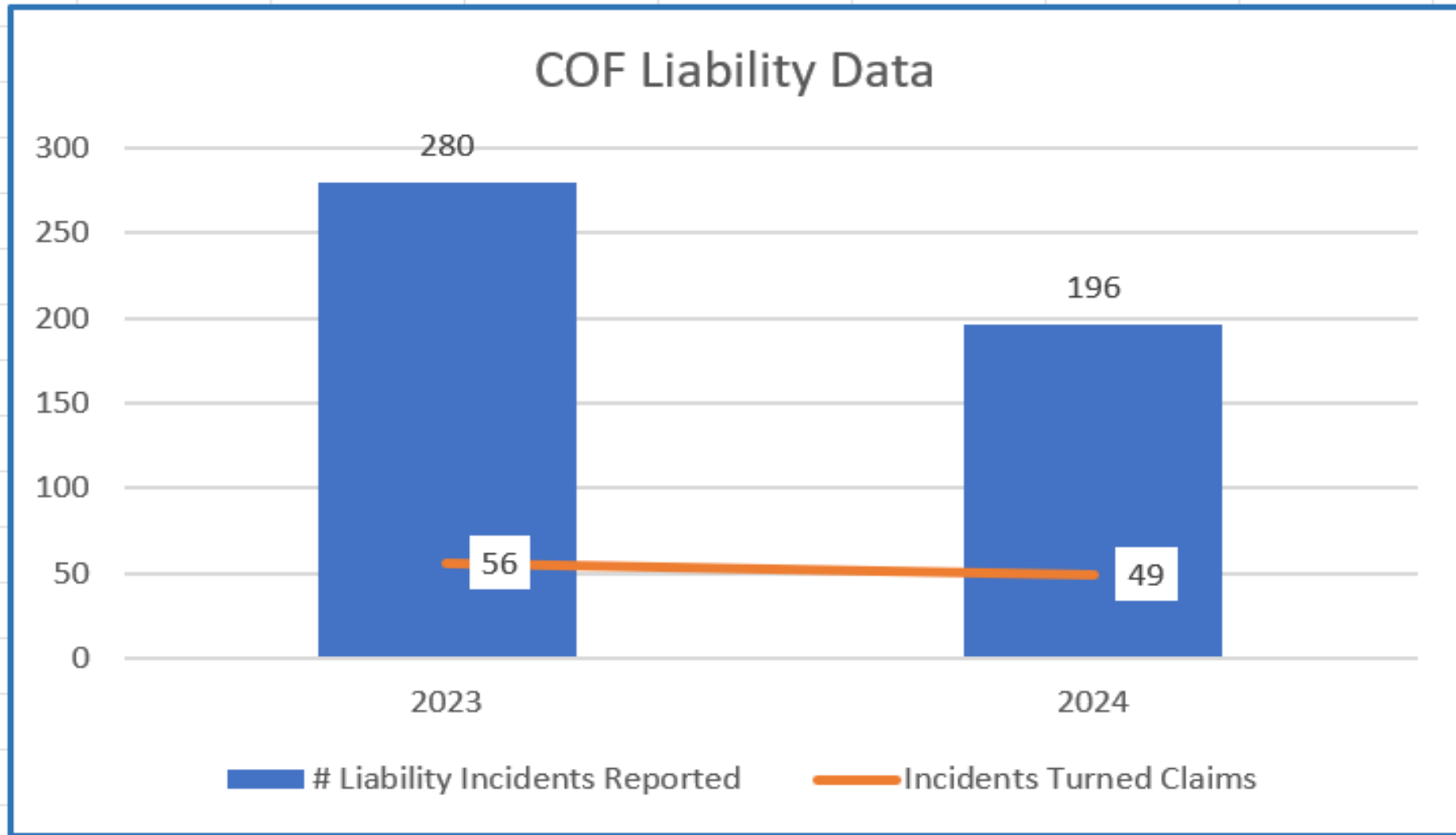
## Live Training – 60 days

- CMO Welcome
- Customer Service + Intro to Trauma Informed
- Volunteer Program and Opportunities
- Sustainability
- Champions/Awards and Recognition
- Information Technology
- Wildland Fire
- Risk – Stretching and TriageNow
- Wellness Program
- Perform and Learn introduction in NeoGov
- Q&A with Human Resources



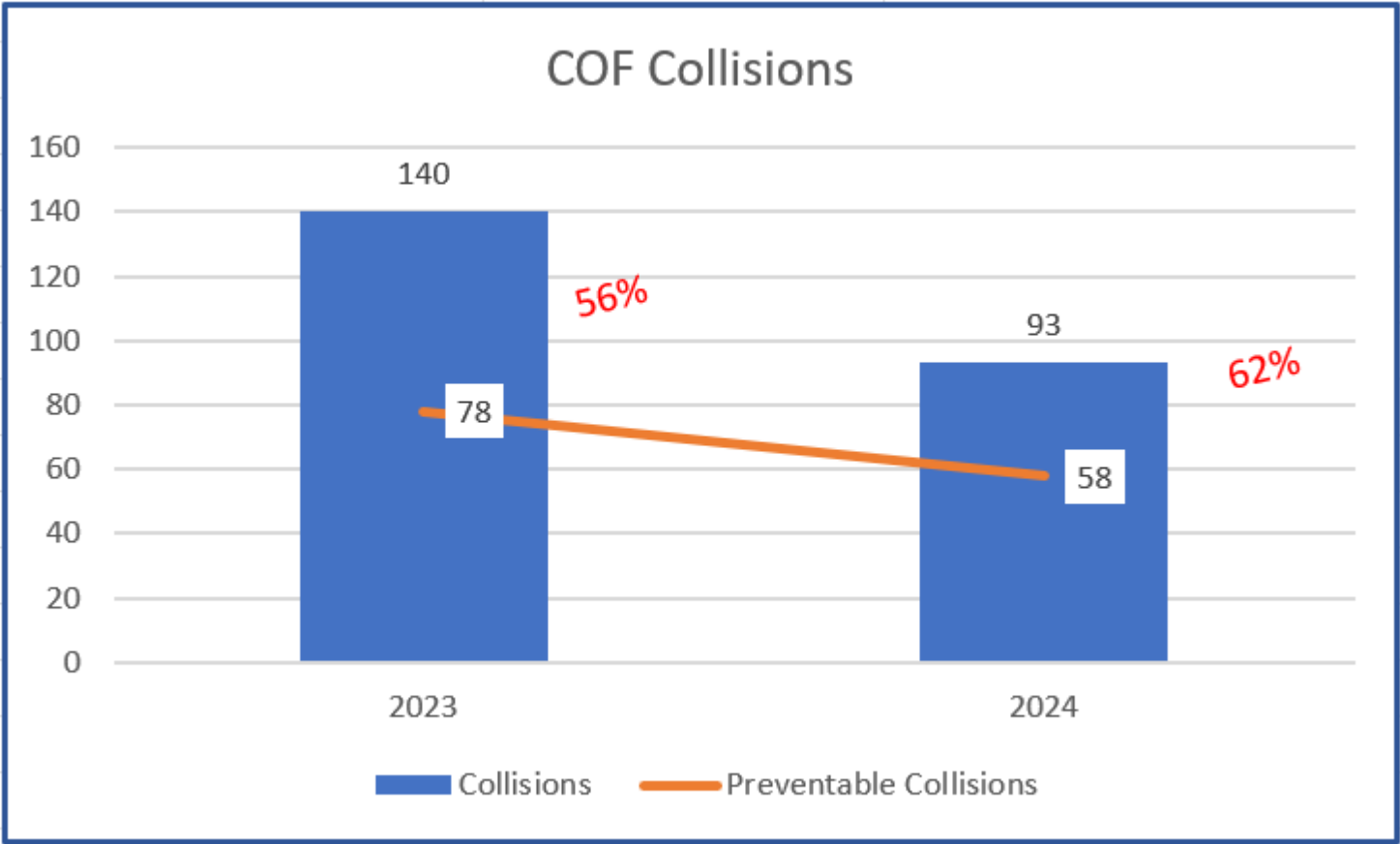


# COF Liability Incidents by CY



- Represents a 30% **decrease** in liability incidents reported overall from 2023 to 2024
- Represents a 12% **decrease** in incidents turned claims from 2023 to 2024

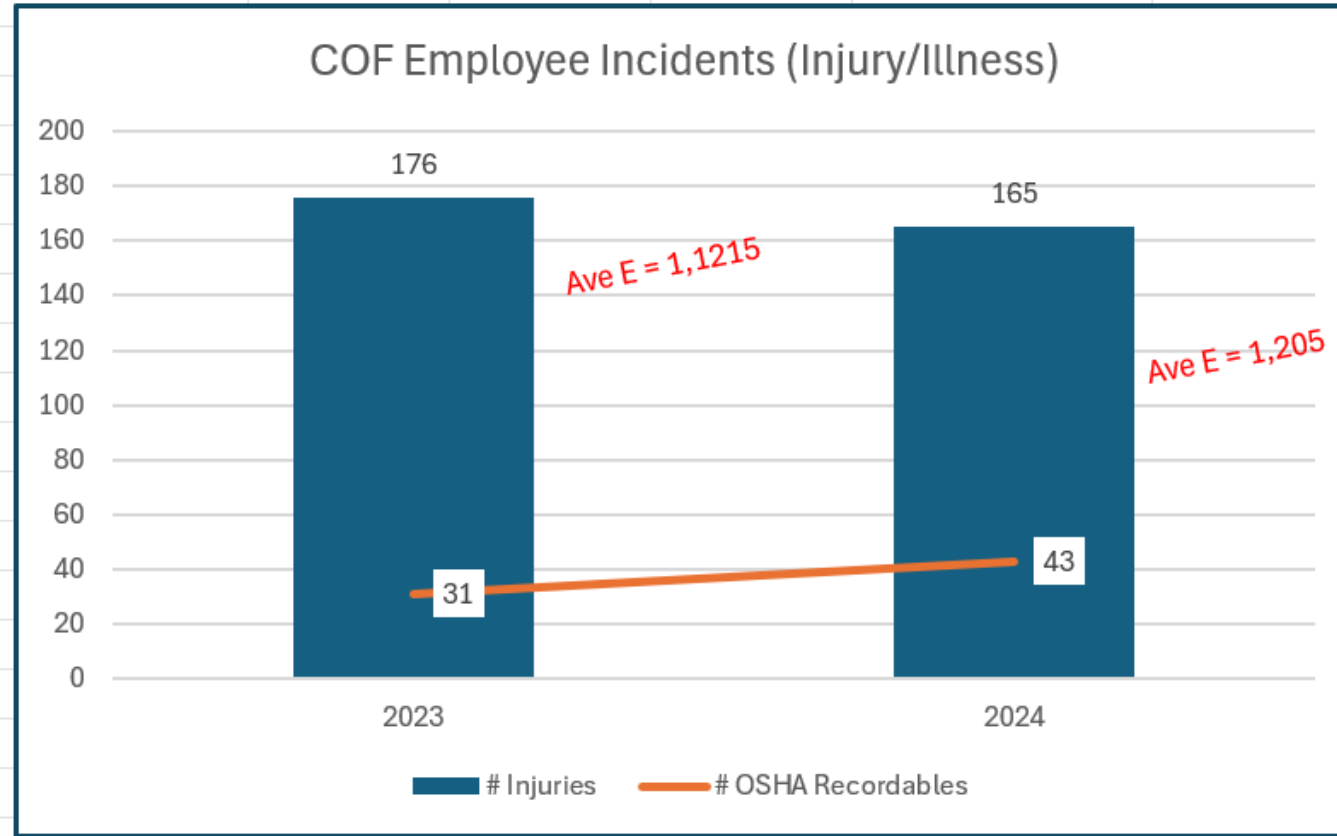
# COF Collisions by CY



- Represents a 34% **decrease** in vehicle collisions overall from 2023 to 2024
- Represents a 11% **increase** in preventable collisions from 2023 to 2024

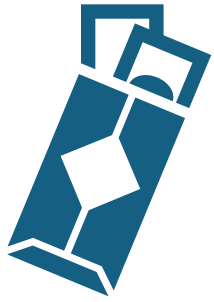


# COF Employee Incident by CY



- Represents a 6% **decrease** in employee injuries overall from 2023 to 2024
- Represents a 39% **increase** in OSHA recordable injuries from 2023 to 2024

# Recovery



2024 Subrogation (from insurance) - \$52,202.28



2024 Restitution (court ordered) - \$16,787.50



Upcoming  
RM  
Activity...

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Permanent Fill for Risk  
Manager

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Special Event Season

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Insurance Renewals

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Annual Fit-Testing  
(Water, Facilities, Parks)