

# Human Resources & Risk Management 2024 Calendar Year Report

Adela Cortez, Director of Human Resources  
December 2024



# Mission, Vision and Values

## Mission

To be a diverse and productive workforce and maximize our capabilities to provide utmost services to our community.

## Vision

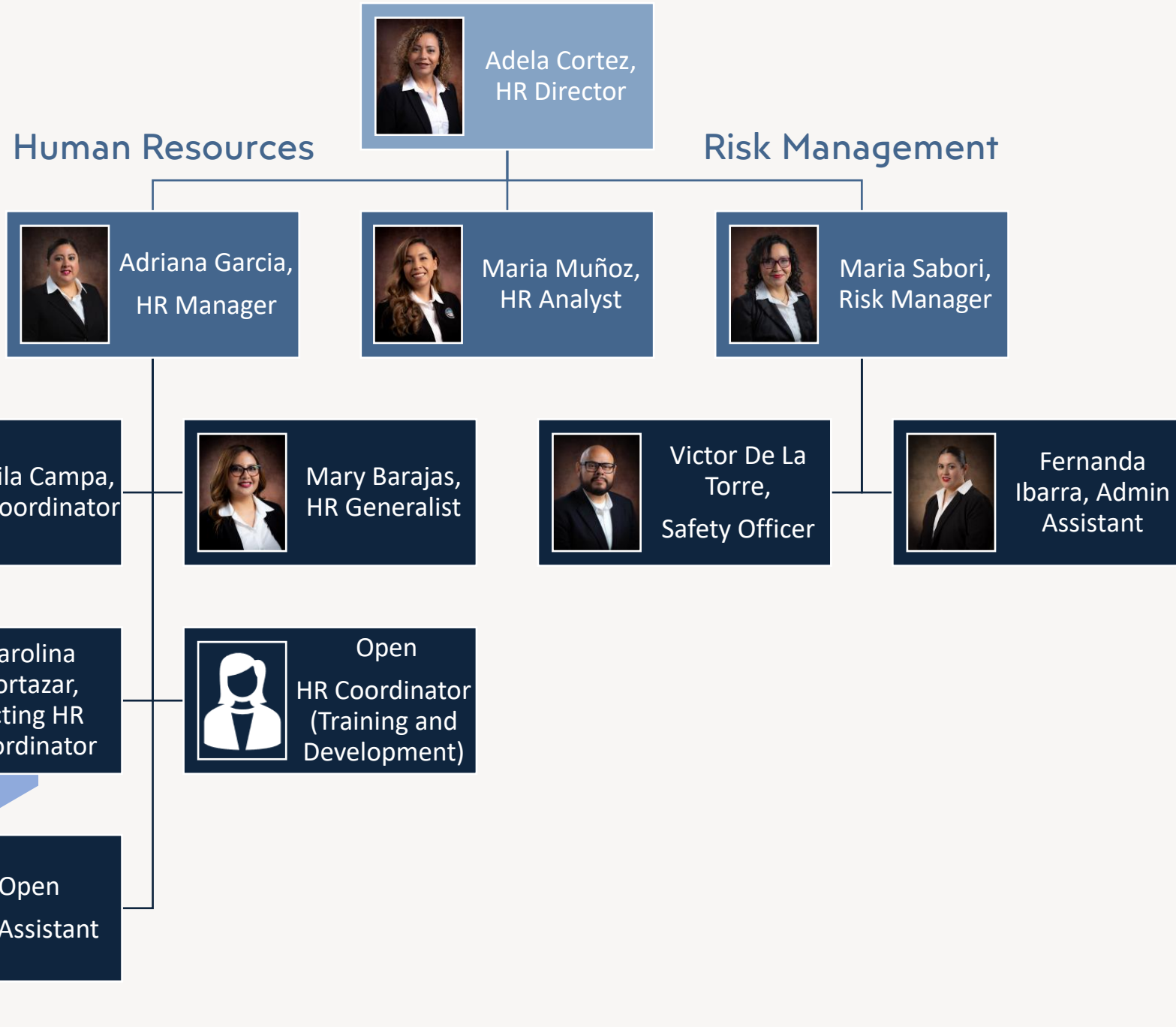
- ✓ Anticipate changing needs
- ✓ Career and professional growth
- ✓ Enhance services through innovation and creativity
- ✓ Maintain healthy work environment

## Values

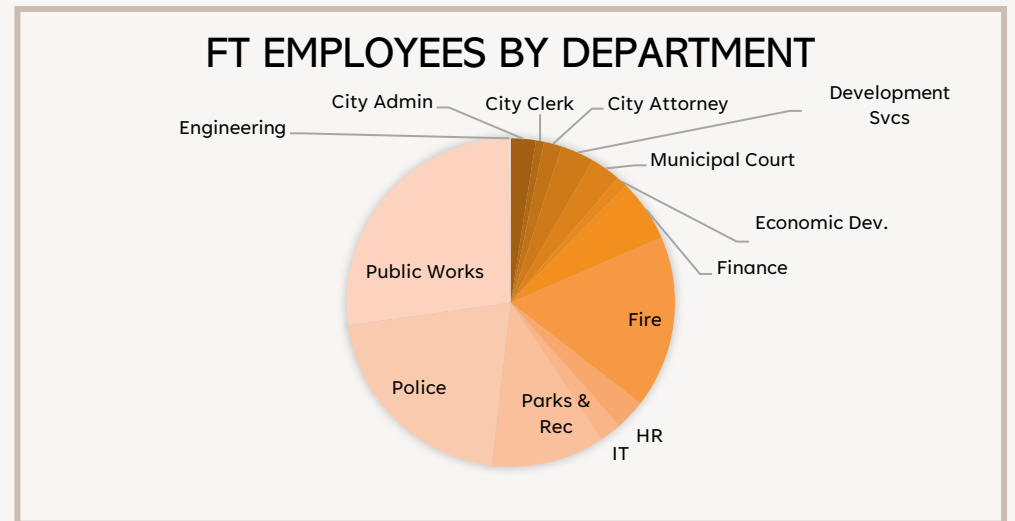
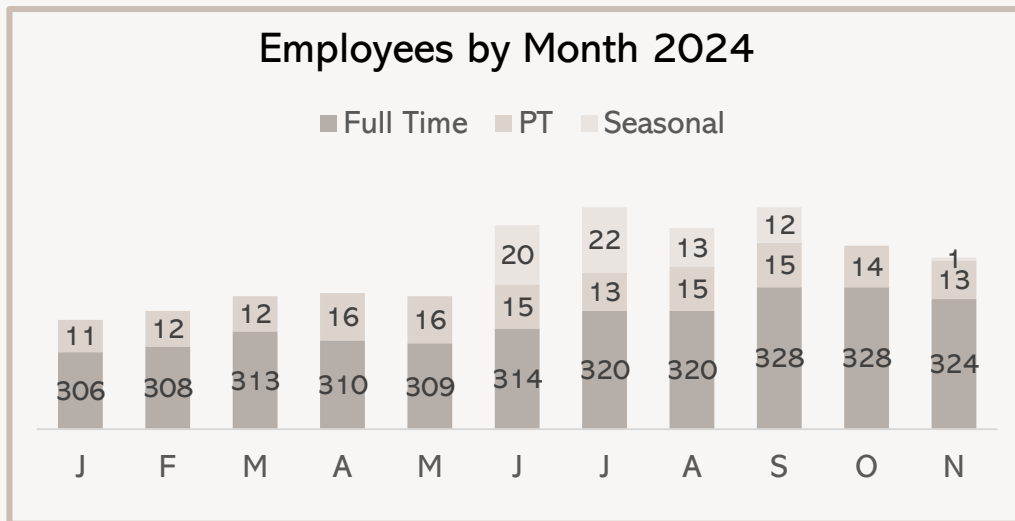
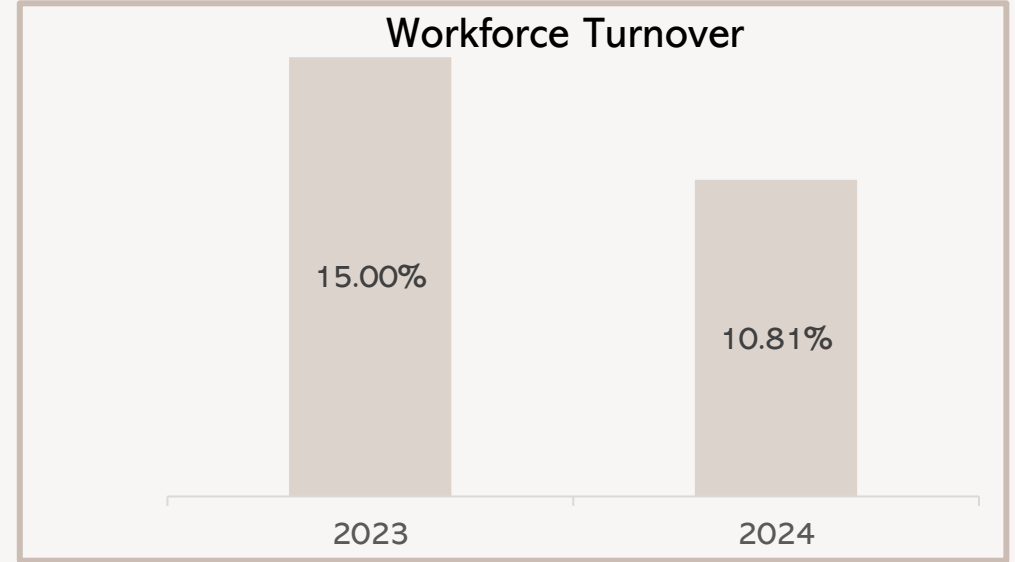
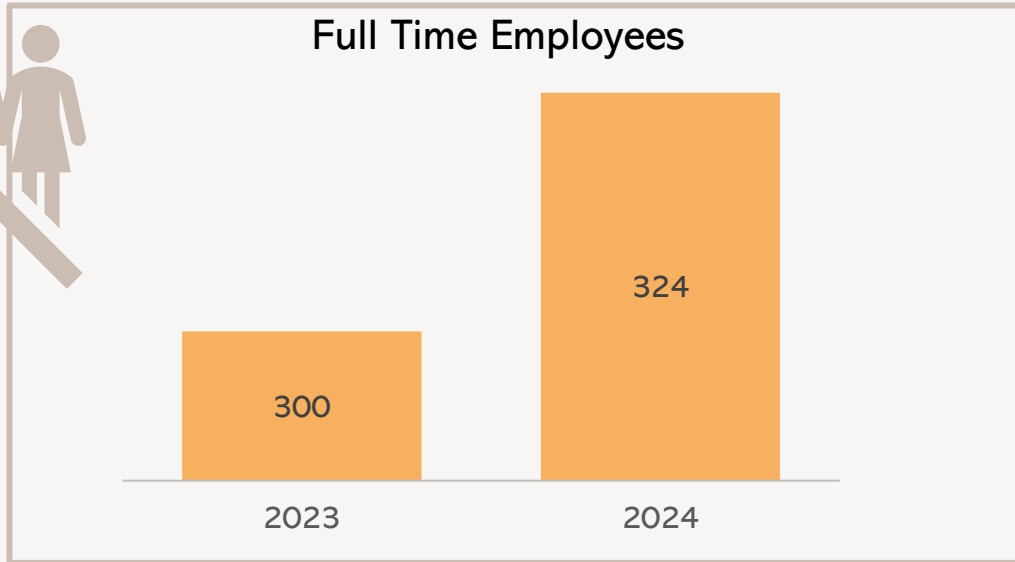
Integrity  
Teamwork  
Innovation  
Quality  
Advocacy



# The Team



# OPERATIONS DASHBOARD

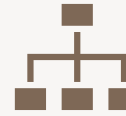


# Talent Acquisition



## Recruitment

Activity	2023	2024	Var
Job Requisitions	83	86	+3
Job Postings	24	46	+22
Applications	3,319	3,178	-141
Interview Sets	98	103	+5



## Hires

Activity	2023	2024	Var
Full time	69	67	-2
Seasonal/Temp/Work Study	16	30	+14
City Program	2	7	+5
Volunteers	1	2	+1



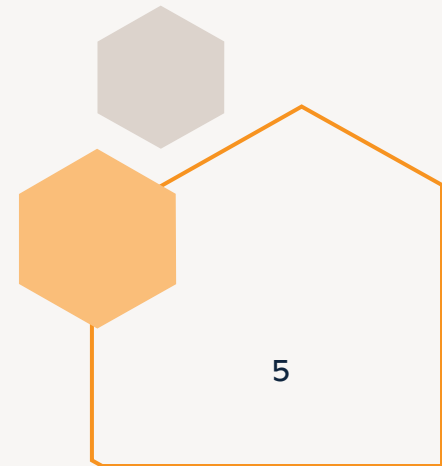
## Community Engagement

Activity	2023	2024	Var
CTE Showcase	0	1	+1
Job Fair	3	4	+1
Educational Fair	1	4	+3



Carolina Cortazar

## Major accomplishments 2024



# Talent Acquisition Memories

Yuma Transfer and Career Expo



CTE Show Case



HR Job Fair



# Benefits and Wellness



## Health Plans

Activity	2023	2024	Var
Employees	280	311	+31
Dependents	262	295	+33



## Dental plan

Activity	2023	2024	Var
Employees	279	307	+28
Dependents	264	329	+64



## Vision Plan

Activity	2023	2024	Var
Employees	279	304	+25
Dependents	262	296	+34



## Retirement

Activity	2023	2024	Var
# of Retirements	3	2	-1
ASRS Seminars	0	1	+1



## Wellness

Activity	2023	2024	Var
Employees in Gym	58	60	+2
Waiting List Gym	10	27	+17
# Wellness Events	9	24	+15



## Leave Management

Activity	2023	2024	Var
FMLA	20	37	+17
Scheduled Sick Leave Days	776	740	-36
Unscheduled Sick Leave Days	775	1290	+515
Other Leave	107	55	-52



Mary Barajas

## Major accomplishments 2024

Health Benefits  
Broker Change

Revamped  
Wellness Program

# Benefits and Wellness Memories

## Benefits Open Enrollment



## Vaccination Clinic



## Yoga Class



## ASRS Seminar



## Wellness Fair



## Aqua Zumba



# Training and Development



## Training

Activity	2023	2024	Var
Training Hours	290	910	+620
English Program Hours	0	384	+384



## Recognition and Engagement

Activity	2023	2024	Var
Employee Recognition Awards	15	18	+3
Engagement Events	4	11	+7



## Employee Development

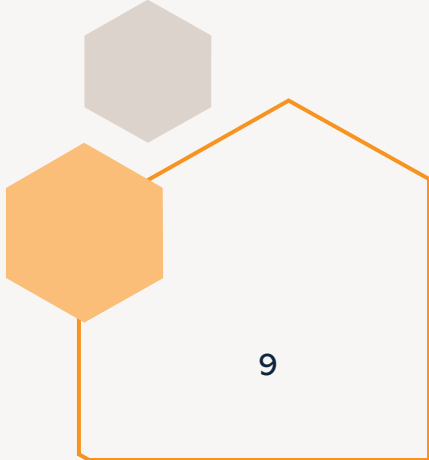
Activity	2023	2024	Var
Development Plans	6	8	+2
Tuition Reimbursement	6	6	0
Water/WW Program Succession Rate	9%	18%	+9%
Water/WW OAP / Succession Conversions	3	6	+3



Adriana Garcia

Major accomplishment 2024

Management Training



# Training and Development Memories

Management Training



Completion Training Diploma



CTE-Fire Coop Orientation



Crystal Mendoza, Arizona  
Western College, Facilitator



Teamwork session



Customer Service Training



# Engagement and Recognition Events

## Thanksgiving Luncheon



## Employee Recognition Awards Dinner



# Classification and Compensation



## Job Analysis

Activity	2023	2024	Var
Job Analysis	14	6	-8
Job Descriptions	3	8	+5
Reclassifications	6	7	+1
FLSA studies	3	0	-3



## Compensation

Activity	2023	2024	Var
Salary Adjustments	331	28	-303
Compensation Studies	12	10	-2
PS Retention Incentives	70	146	+76
PS Hiring Incentives	1	9	+8
P.S. Retention Agreements	1	5	+4



## Other Operations

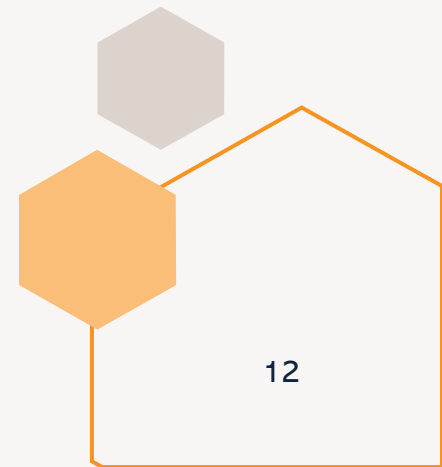
Activity	2023	2024	Var
Public Records Request	5	4	-1
Purchasing orders	82	136	+54
Building Projects	0	1	+1
Conflict of Interest	7	11	+3



Maria Muñoz

## Major accomplishment 2024

Agency-Wide Base Compensation Study



# Employee Relations & Performance Mgmt.



## Performance Management

Activity	2023	2024	Var
Annual Evaluation	92	87	-5
Probationary Evaluation	49	71	+22
PIP	1	5	+4



## Discipline

Activity	2023	2024	Var
Disciplinary Actions	39	29	-10
Investigations	1	5	+4
Dismissals	7	7	0
In Lieu of Termination	6	5	-1



## Employee Status Changes

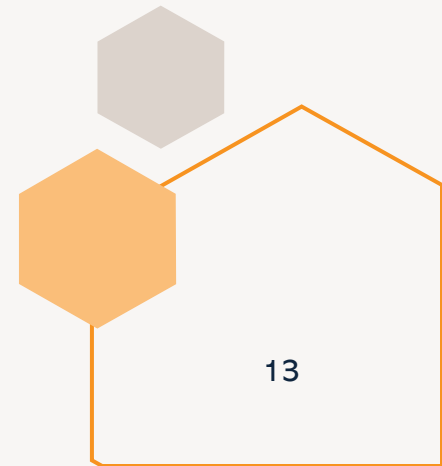
Activity	2023	2024	Var
Promotion & Conversion	14	29	+15
Transfers	1	1	0
Temporary Assignments	33	14	-19
Demotions	1	1	0
Exit Interviews	9	19	+10
Terminations	34	34	0



Priscila  
Campa

Major accomplishment 2024

Performance  
Management System



# Employee Relations Memories

## Years of Service and Birthday Cards



## Promotions



# Engagement Events Memories

Family Picnic



Halloween Contest



# Summary

As we reflect on the past year, we are proud of the strides we've made together. Our HR initiatives focused on **strengthening our workplace culture, supporting employee growth, and fostering a positive environment.**

Here's to another year of growth, success, and shared achievements!

*Adela Cortez*

Human Resources Director





# Thank you

Adela Cortez

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# Risk Management Division

Maria Sabori, Risk Manager

December 2024



# Mission, Vision and Values, Risk Management

## Mission

Serve as a resource for health, safety and wellbeing of City employees by managing risks and reducing the frequency, severity and associated cost claims, through continuous education, participation and communication.

## Vision

- ✓ To help create a work environment in which every employee is trained and motivated to personally manage risk in their daily duties to ensure operational readiness.

## Values

Safety  
Trust  
Accountability  
Respect  
Teamwork





# RM OPERATIONS REPORT BY PROGRAM

# Safety Walkthroughs



## OSHA Walkthroughs

Activity	2023	2024
1 <sup>st</sup> Quarter	4	3
2 <sup>nd</sup> Quarter	3	3
3 <sup>rd</sup> Quarter	3	0
4 <sup>th</sup> Quarter	0	2
<b>TOTAL</b>	<b>10</b>	<b>8</b>



## Safety Walkthroughs

Safety Walkthroughs	2023	2024	Var
Total	40	69	+29



## Other/Special

Activity	2023	2024
AZ Smoke Free Act	26	N/A
Parks Retention Basins	66	N/A



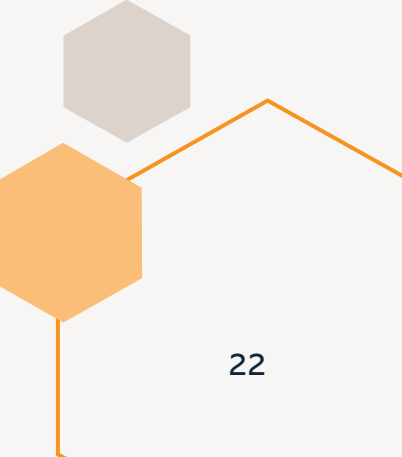
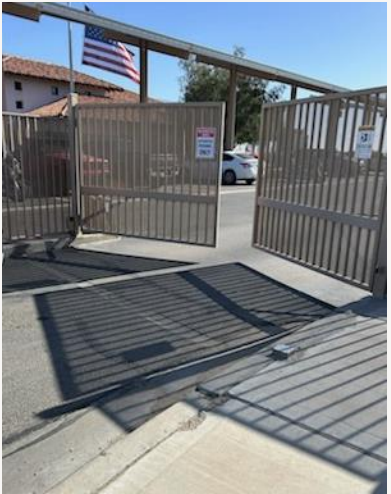
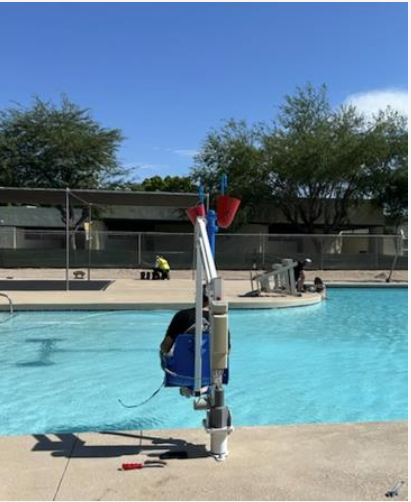
Maria Sabori



Victor De La Torre



# Safety Walkthroughs - 2024



# Programs



## New Hire Safety Orientation

Sessions	Total	Total New Hires	Total Combined Training Hours
Safety Orientations 2024	12	39	175.5



Victor De La Torre



Maria Sabori



Fernanda Ibarra

## Safety Talks



Sessions - 2024	Topic
April	Preventing Slips, Trips and Falls
May	Health Illness Prevention
June	Bloodborne Pathogens
July	Fire Extinguisher Safety
August	Defensive Driving
September	Cell Phone Use Safety
October	Housekeeping
November	Emergency Action Plan
December	Personal Protective Equipment

## Major accomplishments 2024

Safety Orientation Program – July 24

Monthly Safety Talks - April 24



# New Hire Orientations



# Safety Talks



# Programs Continued



## Division Staffing

Activity	2023	2024	Var
Staffing	1.5	3	+1.5



## Hazard Assessments

Activity	2023	2024	Var
Hazard Assessments	31	56	+25

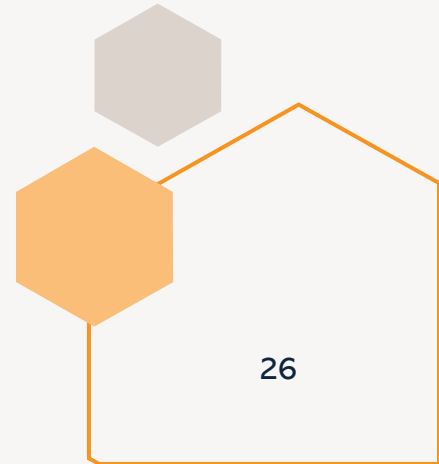
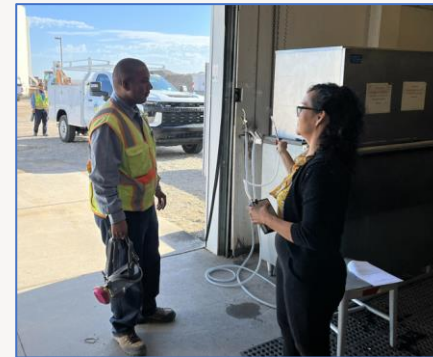


Maria Sabori

## Major accomplishments 2024



# Annual Respirator Fitting Tests



# Safety Trainings



## 2024 In-Person Safety Trainings

Topics - 2024	Hours	Attendees
AZ Dep of Corrections Inmate Refresher	4	35
Hazard Communications	1.5	80
Arc Flash	4	22
Lock-Out/Tag-Out	1.5	13
Driving Safety	2	26
OSHA – Electrical Safety	2	30
OSHA- Mechanized Tools	2	15
OSHA – Asbestos Pipe	2	27
OSHA Confined Space	2	19
Excavation Trenching & Shoring	2	17
PAPR Respirator - Airgas	2	6
Respirator Protection	2	50
Bloodborne Pathogens	2	13



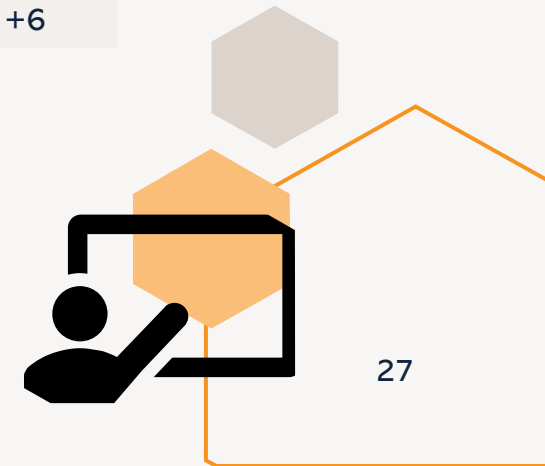
## In-Person Safety Training Comparison

	2023	2024	Var
Total Training Sessions	11	13	+2
Combined Training Session Hrs.	28	29	+1
Total Attendees	310	353	+43
Combined Total Training Hrs.	736	773.5	+37.5



## Online Safety Training Comparison

	2023	2024	Var
Total Training Topics	41	47	+6



# Safety Trainings

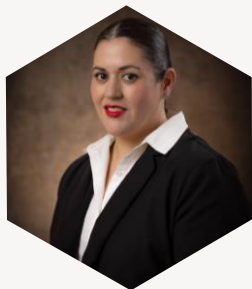


# Risk Claims



## Claims Processing

Activity	2023	2024	Var
Injuries/Exposure Totals	45	46	+1
Injuries/Exposures (Medical Care)	21	29	+8
Injuries/Exposures (Records Only/Self Care)	24	17	-7
Auto Incidents	32	33	+1
Windshield Damages	7	12	+5
Property Damages	11	14	+3
Notices of Claim	1	0	-1
Cyber Security	2	0	-2



Fernanda Ibarra



# Other Events

Fleet Division Safety Award



PW Month Event



Thanksgiving Event



COY Hazardous Waste Event



2024 Employee Picnic



San Luis Highschool CTE Event



June National Safety Month



# Summary

Thank you for your continued support in making this year a success. We look forward to building on our achievements and working together for a safer, more resilient city in the year ahead.

We also greatly appreciate the dedication and support of all employees in advancing our safety program initiatives. Their hard work has been instrumental to our success, and we are excited to continue these efforts in the coming year

*Maria Sabori*

Risk Manager





# Thank you

Maria Sabori

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