

DEPARTMENT OF HUMAN RESOURCES 2018-2019 ANNUAL REPORT

The Human Resources Department received 2,351 applications for 25 full-time positions during the period **July 1, 2018 to June 30, 2019**. There were sixteen new hires that joined the organization. There were sixteen employees promoted from within the organization and two transfers.

In addition to our regular staff hiring, the Human Resources Department received 40 applications for five unfilled seasonal openings. Seventy-four employees were hired or returned to the Parks and Recreation Department for the 2019 summer season.

The current workforce during this period: 210 full-time employees, three part-time employees and one intern. Employees (full-time, part-time, seasonal, internship) receive post-offer pre-employment testing (physical examination and drug screen) to include a background check, credit check when applicable, and reference check. Individuals hired to work in a safety sensitive position will require the applicable fingerprinting, lifting evaluations, and respirator fit testings.

The City of Groton partners with Ella T. Grasso Vocational Technical School in providing students an opportunity to work during their junior year with mentors in Groton Utilities. The interns work side by side with the City of Groton employees in the Pollution Abatement Facility, Electric and Water Divisions. In July of 2018, Groton Utilities became an Apprenticeship Program Sponsor through the CT Department of Labor for students at ETG Vocational School.

Employee training is done on a continual basis. Training can vary from on-line courses, classroom work, seminars, conferences or webinars. Training that our employees have completed include: Active Violence Awareness; Altec Sentry; American Water Works Association; American Public Power Association; Asbestos Awareness; Back Injury Prevention and Safety; Bloodborne Pathogens; Chain Saw Safety; Cardio Pulmonary Resuscitation (CPR); Confined Entry Space; Customer Service; Defensive Driving; Driving Safety; FERC; First Aid; Fire Safety; Hand Protection; Harassment and Sexual Harassment; Hazard Communication; Hearing Conservation; Heat Stress; Human Resource-FMLA Compliance, Dealing with Union Employees, Onboarding, Pay Equity, Employee Investigations; Ladders and Ladder Safety; Lifting and Rigging; Lockout/Tagout; Managing Aggressive Personalities; NERC; Office Stretching (Ergonomics Follow-Up); New Hire General Safety Training; Reasonable Suspicion; Nuts and Bolts of being a Supervisor; Personal Protective Equipment; Performance Management for Supervisors; Putting the Customer First; Respiratory Protection; Police Officer Standards and Training; Slips and Falls; Racial Sensitivity; Utility Work Zone Safety; and Workplace Violence.

The City of Groton employees and officials are actively involved in the community through civic groups such as Mentoring, Rotary, Kiwanis, Lions and Elks Clubs, in addition to national associations such as SHRM, IAAP, IMPA, APPA and AWWA. The City of Groton participates in events to raise money for charitable groups including: United Way, American Heart Association, Special Olympics; Tip-a-Cop; Muscular Dystrophy; Relay for Life; Gemma Moran and Disabled American Veterans.

Job openings are advertised on our websites: www.cityofgroton-ct.gov and www.grotonutilities.com as well as the current job posting site, indeed.com. For future open positions, individuals can visit the City of Groton's website for a detailed description of a position and to complete or download the City of Groton Application for Employment. Applications with resumés can be submitted via e-mail to the Human Resources Department at the following address: HR@cityofgroton-ct.gov.

The City of Groton and Groton Utilities reserves the right to extend the closing date for the submission of applications without additional notice or to re-advertise for the position.

The City of Groton is an Equal Employment Opportunity Employer.