



# Human Resources 2016 Annual Report



The Human Resources Department experienced another very busy and successful year in 2016.

In 2016, the Department expanded by one position with the creation of the Safety and Wellness Coordinator role. This new position will assist the organization in advancing the Town's work place safety initiatives and serve as the lead staff member to coordinate organizational wellness initiatives. Ultimately, we will develop a strong link between work place safety and wellness.

With the creation of the new position, a vacancy occurred in the Office Associate position and an external recruitment process resulted in the addition of another strong human resources professional to supplement the HR team.

In 2016, the Human Resources staff has continued to support the entire organization in a variety of ways each and every day, striving to successfully achieve the Department goals: to serve as advocates for employees and retirees, to provide a positive, healthy work environment and to assist all departments in recruiting and retaining successful employees.

As in recent years, significant attention was dedicated to recruitment. The Town continues to be a preferred employer, regularly receiving hundreds of applications for many posted positions. We are very proud of our employee group and know that our reputation for excellence in customer service and professionalism in our employees plays a key factor in our recruitment efforts.

Personnel Status	
<b>2016</b>	<b>378 Regular Full Time Employees</b>
2015	372 Regular Full Time Employees
2014	369 Regular Full Time Employees
2013	366 Regular Full Time Employees
2012	366 Regular Full Time Employees

New Hires (regular full/part-time employees only)				
Year	Sworn Police	Sworn Fire	Regular Classified	Total
<b>2016</b>	<b>5</b>	<b>3</b>	<b>28</b>	<b>36</b>
2015	6	2	29	37
2014	8	5	14	27
2013	3	0	17	20
2012	11	1	20	32

Health / Dental Enrollment	
Description	2016
Employees in Group Health Insurance Program	<b>379</b>
Employees in Group Dental Insurance Program	<b>375</b>
Retirees in Group Health Insurance Program	<b>127</b>
Total Covered Lives in Group Health Program	<b>932</b>
Total Covered Lives in Group Dental Program	<b>871</b>



# Human Resources 2016 Annual Report



Regular Positions Filled in 2016	
Accreditation Specialist	Horticulturist
Assistant Maintenance Supervisor	IT Support Technician (2)
Assistant Public Works Supervisor	Maintenance Specialist I (Public Works-3)
Assistant to the City Manager	Office Associate (Administration)
Associate Planner	Office Associate (CDM)
Building Maintenance Supervisor	Office Associate (Facility Management)
Building Maintenance Specialist	Office Associate (Human Resources)
Code Enforcement Officer	Office Associate (Finance)
Custodian	Office Associate (Legal)
Deputy Corporation Counsel	Office Associate (Water)
Director of Communications	Police Officers (5)
Director of Parks & Recreation	Police Service Rep (1 full-time & 1 part-time)
Executive Director of the Children's Museum	Theater/Civic Art Assistant Manager
Firefighters (3)	Utility Worker
Fiscal Clerk	Volunteer & Events Coordinator
Forester	Waste Carrier

	Sworn Police	Sworn Fire	Regular Classified
<b>2016 Employment Applications Received</b>	<b>291</b>	<b>75</b>	<b>1162</b>
2015 Employment Applications Received	300	0	1281
2014 Employment Applications Received	329	111	781
2013 Employment Applications Received	148	0	571
2012 Employment Applications Received	253	83	995
<b>2016 # of Recruitment Processes</b>	<b>1</b>	<b>1</b>	<b>18</b>
2015 # of Recruitment Processes	1	0	26
2014 # of Recruitment Processes	1	1	15
2013 # of Recruitment Processes	1	0	13
2012 # of Recruitment Processes	2	1	14