The background of the slide features a scenic view of the Austin skyline, including several high-rise buildings and construction cranes, viewed from across a lush green park with many trees. The sky is blue with scattered white clouds. The text is overlaid on this image in a white, sans-serif font.

# City of Austin Parks and Recreation Department (PARD) Human Resources

April 22, 2024

Daniel Paciocco, HR Manager



# PARD Human Resources Team

## Employment/Compensation

- Sam Williams, HR Supervisor
- Ray Paez, HR Advisor Senior
- Melissa Martinez, HR Advisor
- Samantha Ferry, HR Advisor
- Avis Gipson, HR Assistant Senior
- LeeAnn Tacchi, HR Assistant

## Benefits and Payroll

- Alisha Mayes, HR Supervisor
- Gloria Terrazas, HR Specialist
- Arrietta Allen, HR Specialist

## Organizational Development & Training

- Rachel Irmen, OD & TSS

## Employee Relations

- Jai McGraw, HR Supervisor
- Wes Koehl, HR Advisor Senior
- Vickie Westphal, HR Advisor Senior
- Rachel Poole, HR Advisor Senior

## Safety

- John Hollenbeck, Occupational Safety Manager
- Adam Jones, Safety Specialist Senior
- John Nelsen, Safety Specialist
- Karl Loftis, Safety Specialist
- Cheryl Brown, B &G Assistant

## Administration

- Ann Galabeas, Administrative Assistant
- Omeama Yousuf, Administration






# EMPLOYMENT

The employment team reduced total vacancies from 158.5 (19.6%) January of 2023 to a current number of 69 (8.6%), met 2023 demand for staffing of summer programs which included staffing hired to open all of the City Aquatic facilities, on and off boarding over 2,000 temporary employees. Numerous reports were created as tools for the Department to track vacancies, bonus payouts, and temporary staff.

Hired FY to Date	Hired this Pay Period	Vacancy Rate %	Reclass Requested	Vacancies greater than 12 months	Vacancies greater than 6 months	Vacancies less than 6 months	Active Recruitments	Total Vacancies
205	5	9	3	5	13	56	9	69

VACANCY DASHBOARD HEADER

The employment team, along with the PARD ISM team, built an electronic Temporary Onboarding database that has streamlined temporary staffing increasing hiring efficiency and reducing hiring times and errors.



## Welcome to TOPS!

(Temporary On/Off-boarding Process Simplified)

Posting Credentials  
(Login/Password/ P24 Temp  
Paycales/P24 Summer Hiring Schedule)

New Temp Hire

New Temp Job Posting

Rehire Off-Boarded Temp

Request Temp Extension

Temp ID Badge Renewal,  
UKG Badge Request

Aquatics Queue

Division Transfer, Labor Distribution Change,  
Location Code Change, Salary Adjustment,  
Supervisor Change, Title Change, Work Week Change

Off-Board / Work Complete

My Submissions

My Approvals

New Search All

TOPS Home Page

## Employment/Compensation Team

- Sam Williams, HR Supervisor
- Ray Paez, HR Advisor Senior
- Melissa Martinez, HR Advisor
- Samantha Ferry, HR Advisor
- Avis Gipson, HR Assistant Senior
- LeeAnn Tacchi, HR Assistant

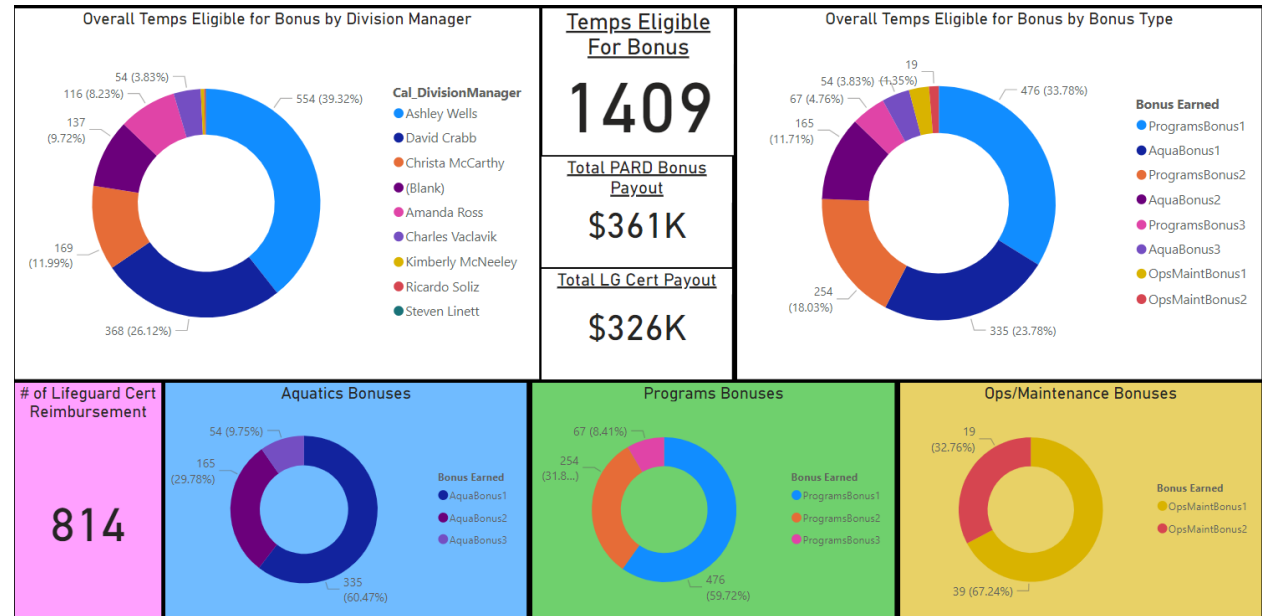


# Benefits and Payroll

- Alisha Mayes, HR Supervisor
- Gloria Terrazas, HR Specialist
- Arrietta Allen, HR Specialist

## BENEFITS AND PAYROLL

The payroll team successfully paid out hundreds of summer bonuses in 2023 with almost a 100% accuracy rate, facilitated the UKG Kronos roll-out to a complex department. The Benefits side has been able to improve the leave management and benefits process, to help ensure PARD staff have access to ALL of the City Benefits.



Bonus dashboard





# EMPLOYEE RELATIONS

The Employee Relations team has reduced the number of ongoing ER concerns from over 60 to currently 22. The team has built excellent partnerships across the Department from individual contributors to the Director including the HR Department, Legal, and AFSCME. In addition, they have greatly reduced the time from start to completion of employee related matters.

## ORGANIZATIONAL DEVELOPMENT AND TRAINING

The Division has recently added an Organizational Development and Training Specialist Senior. Over the past 3 months the Division updated PARD's New Employee Orientation and partnered with other Training SPOCS in the Department to begin building out the Learning Management System (LMS). Currently in development are training plans to assist in developing staff at all levels through Leadership Training modules utilizing current City of Austin and PARD training, as well as LinkedIn Learning. The Leadership training modules will be available to PARD Staff in the near future.

# Employee Relations

Jai McGraw, HR Supervisor  
Wes Koehl, HR Advisor Senior  
Vickie Westphal, HR Advisor Senior  
Rachel Poole, HR Advisor Senior

## Organizational Development & Training

- Rachel Irmen, OD & TSS



# SAFETY

The safety team earned national recognition by earning the 2021 DDC Training Center of the Year Award. This award recognizes organizations who have made valuable contributions to advance the shared mission of eliminating preventable deaths as a result of vehicle collisions and unsafe driving in an effort to advance the [Road to Zero](#). The team also received recognition in reducing the accident rates and cost per repair from 2019 - 2023. The Safety Manager has been integral in creating an Emergency Operations Plan and Continuity of Operations Plan for the Department and has represented the Department at HSEM on multiple occasions.

## PARD Accidents

### City of Austin PARD Accidents

#### 2023 PARD Accident statistics:

- FY23 Accident count: 24; 8% decrease vs 26 in FY22
- FY23 Repair Costs: \$60,124; Down 38% from FY22
- At-Fault claims decrease of 28% from FY22; 13 vs 18
- No totaled vehicles; vs 1 in FY22



O'Connor, William

## Safety

- John Hollenbeck, Occupational Safety Manager
- Adam Jones, Safety Specialist Senior
- John Nelsen, Safety Specialist
- Karl Loftis, Safety Specialist
- Cheryl Brown, B &G Assistant



A scenic view of a city skyline across a body of water. In the foreground, several people are kayaking on the water. The middle ground is filled with a dense line of green trees. In the background, a variety of modern skyscrapers and buildings form the city skyline under a blue sky with scattered clouds. The text "Thank you!" is overlaid in the center in a large, white, sans-serif font.

Thank you!