

## Administrative Services Monthly Report - November 2016

| Home Department                  | October Headcount | November Hires | November Terms | November Transfers | November Headcount | DIVERSITY |                  |                    |            |
|----------------------------------|-------------------|----------------|----------------|--------------------|--------------------|-----------|------------------|--------------------|------------|
|                                  |                   |                |                |                    |                    | Asian     | African American | Hispanic or Latino | White      |
| 000411 / Mayor & Council         | 7                 | 0              | 0              | 0                  | 7                  | 0         | 3                | 0                  | 4          |
| 000412 / Court Operations        | 4                 | 0              | 0              | 0                  | 4                  | 0         | 1                | 0                  | 3          |
| 000413 / City Manager            | 3                 | 1              | 0              | 0                  | 4                  | 0         | 0                | 0                  | 4          |
| 000415 / Finance                 | 6                 | 1              | 1              | 0                  | 6                  | 0         | 1                | 1                  | 4          |
| 000417 / Administrative Services | 3                 | 0              | 0              | 0                  | 3                  | 0         | 0                | 1                  | 2          |
| 000418 / Main Street Hartsville  | 1                 | 0              | 0              | 0                  | 1                  | 0         | 0                | 0                  | 1          |
| 000419 / Business Navigator      | 3                 | 0              | 0              | 0                  | 3                  | 0         | 1                | 1                  | 1          |
| 000421 / Police Department       | 38                | 1              | 1              | 0                  | 38                 | 0         | 7                | 0                  | 31         |
| 000422 / Fire Department         | 32                | 0              | 1              | 0                  | 31                 | 0         | 2                | 0                  | 29         |
| 000423 / Victim's Advocate       | 1                 | 0              | 0              | 0                  | 1                  | 0         | 0                | 0                  | 1          |
| 000425 / Technology Incubator    | 0                 | 0              | 0              | 0                  | 0                  | 0         | 0                | 0                  | 0          |
| 000426 / Tourism                 | 0                 | 0              | 0              | 0                  | 0                  | 0         | 0                | 0                  | 0          |
| 000431 / Maintenance             | 1                 | 0              | 0              | 0                  | 1                  | 0         | 0                | 0                  | 1          |
| 000432 / Sanitation Dept.        | 12                | 2              | 0              | 0                  | 14                 | 0         | 7                | 0                  | 7          |
| 000452 / Parks & Recreation      | 9                 | 0              | 0              | 0                  | 9                  | 0         | 2                | 0                  | 7          |
| 000453 / Streets & Grounds       | 10                | 0              | 0              | 0                  | 10                 | 0         | 4                | 0                  | 6          |
| 000454 / Museum Operations       | 3                 | 0              | 0              | 0                  | 3                  | 0         | 0                | 0                  | 3          |
| 000500 / Water Utilities         | 6                 | 0              | 0              | 0                  | 6                  | 0         | 2                | 0                  | 4          |
| 000600 / Sewer Utilities         | 3                 | 0              | 0              | 0                  | 3                  | 0         | 1                | 0                  | 2          |
| 000700 / School Crossing Guards  | 8                 | 0              | 0              | 0                  | 8                  | 0         | 4                | 0                  | 4          |
| 000800 / Storm Water Utilities   | 2                 | 0              | 0              | 0                  | 2                  | 0         | 0                | 0                  | 2          |
| <b>Totals:</b>                   | <b>152</b>        | <b>5</b>       | <b>3</b>       | <b>0</b>           | <b>154</b>         | <b>0</b>  | <b>35</b>        | <b>3</b>           | <b>116</b> |

### Training / Event Participation Statistics

November      City Policies & EAP Training 11/16, 11/17 & 11/18

### Upcoming Events

December      Annual Employee Luncheon 12/7

January      Wellness Prevention Partners Workplace Screening (Date TBA)  
Wellness Program/Challenges TBA

February      Training TBA  
Take Your Student to Work Day (Date TBA)