



# City of Galveston

## HUMAN RESOURCES DEPARTMENT

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To: Honorable Mayor and Members of the City Council

From: Kent Etienne, Jr. – Executive Director

Date: October 22, 2020

**RE: Discuss and consider for approval an interlocal agreement between the City of Galveston and Texas Workforce Solutions, authorizing participation of prospective employees in the On-The-Job Training program.**

### **I. BACKGROUND**

- A. The Human Resources Department has communicated current initiatives and personnel needs to the Texas Workforce Commission (TWC), which is part of Texas Workforce Solutions (TWS); a local and statewide network comprised of 28 development boards and other community partners.
- B. While various job boards are routinely used to advertise vacant positions, there has been a need to expand efforts and leverage resources available in the region.
- C. TWS Business consultants within the county have worked hand in hand with the HR Director to review current offerings, eligibility requirements, and to identify the program that would best align with the vision and initiatives of the City of Galveston.

### **II. CURRENT SITUATION**

- A. The Human Resources Department strives to identify innovative methods and techniques for recruiting qualified personnel to fill vacancies within the City of Galveston.
- B. The Texas Workforce Solutions (TWS) currently offers a program within the Houston Galveston region that could further the City's diversity and inclusion efforts, help to build a stronger workforce, and aid in the retention of qualified personnel.
- C. The agency has offered to function as an extension of the Department's recruiting branch, while recognizing all City policies and hiring procedures.
- D. Specifically, the City is in need of establishing an On-The-Job Training Program to focus on jobs that involve new technologies, production, service or additional skills for full-time positions.

### **III. ISSUES**

- A. Whether to approve an interlocal agreement between the City of Galveston and Texas Workforce Solutions, authorizing participation of prospective employees in the On-The-Job (OJT) Training program.



**IV. ALTERNATIVES IN ORDER OF PRIORITY**

- A. Alternative #1: Approve the recommendation.
- B. Alternative #2: Take no action.

**V. RECOMMENDATION**

- A. Concur with Alternative A. Approve an interlocal agreement between the City of Galveston and Texas Workforce Solutions, authorizing participation of prospective employees in the On-The-Job Training program.

**VI. FISCAL NOTE**

- A. Qualified individuals hired through the OJT program would be full-time employees of the City of Galveston. The City will not incur any costs in addition to total compensation provided to new employees.
- B. The City will receive 50% of salary reimbursement for new hires that participate in the program. The reimbursement will be for a maximum of 400 hours per employee.

Respectfully submitted,

Kent Etienne Jr., Executive Director