

Human Resources

Geoff Spiess, Director

Susan Kile, Assistant Director

Dawn Krop, Office Manager

Josh Callander, Safety Department Coordinator

The Human Resources Department's staff and Safety Coordinator provide personnel services to all Mishawaka Civil City and Utility departments. Services provided include recruiting and hiring, staff development, benefits management and education, policy development, and safety education and training.

Utilization of the City of Mishawaka Activate Health Clinic by employees and their spouses and dependents increased again in 2018. The clinic continues to provide primary care, prescriptions, and many other services at no cost to employees, improving the health of the workforce and helping maintain the City's health insurance costs at reasonable levels.

Workforce

In 2018, Human Resources received 844 applications for employment and hired 31, including 7 police officers and 11 firefighters, bringing the total workforce to 505. The City employed 122 seasonal employees in our Parks and Central Services departments. The workforce was reduced by 32 separations, including 15 retirements. Several key positions were filled through promotions and new hires.

Safety Department

Employee safety continues to be an important priority for the City of Mishawaka. Through awareness and education, we have implemented improvements leading to a safer working environment free of recognized occupational hazards. Several departments have achieved outstanding milestones with injury-free success. It has been more than ten years since anyone at City Hall has missed any time due to a work-related injury. It has been more than four years since anyone at the Water and Parks Departments has missed any time due to a work-related injury. The Utilities Business Office is also approaching four years. Additionally, Wastewater eclipsed the 800-day mark while Sewer surpassed 500 days. The City Safety Committee, consisting of departmental representatives, begins its 13th consecutive year of meeting to discuss safety enhancement. The increasingly proactive approach to safety by our employees has been evident, and we will continue to be innovative when it comes to the overall safety of the employees of the City of Mishawaka.