



MEMORANDUM

Town of Ponce Inlet

Human Resources / Deputy Clerk Department

The Town of Ponce Inlet staff shall be professional, caring, and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.

To: Jeaneen Witt, Town Manager
From: Kim Cherbano, Human Resource Director/Deputy Clerk
Date: December 23, 2019
Re: Monthly Report - November 2019

Below is a summary of the Human Resource Department's activities performed during **November 2019:**

Payroll activities - **39 hours**

- Prepared and processed two payrolls and associated payroll reports
- Reconciled and processed benefit(s) invoices for payments
- Processed personnel changes in the payroll and hard file systems

Personnel – **32 hours**

- Processed evaluations and pay adjustments
- Reviewed and updated employee job descriptions
- Attended staff meetings
- Updated and re-posted the following employment opportunities:
 - Building Inspector
 - Senior Planner
 - Maintenance Tech I
- Monitored candidate application activities:
 - Reviewed and responded to employment inquiries
 - Corresponded with candidates/emailed employment applications
 - Printed resumes
- Created, organized and assembled Employee Welcome Notebooks
- Provided orientation for two new Police Officers

Audit - **36 hours**

- Prepared documents and assisted with pre-audit tasks for fiscal year 2018/2019

Tyler/Incode project – **2.5 hours**

- Incode 10 System - continued training (on-going)
- Reviewed and adjusted payroll codes and deductions

Safety Committee activities - **3 hours**

- Prepared agenda and materials for December Safety Committee meeting

Miscellaneous activities - **13 hours**

Annual Employee Food Drive conclusion

Coordinated last Blood Drive for 2019

Coordinated 2020 Blood Drive dates

Continued reports for hurricanes Irma

Assisted with staff coverage due to meetings, trainings, and vacations

End of Year file maintenance tasks (inventoried records, filing, packaging, archiving,

etc.)

Prepared monthly reports

/ph