



## 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:** March 6, 2020  
**Re:** Monthly Report

---

Below is a summary of the Human Resource Department's activities performed during **February 2020**:

#### Payroll activities - **60 hours**

- Prepared and processed three payrolls and associated payroll reports
- Reconciled and processed benefit(s) invoices for payments
- Processed personnel changes in the electronic and hard file payroll systems
- Processed all State and Federal Quarterly Reports
- Processed End of Month reports

#### Personnel – **96 hours**

- Processed evaluations and pay adjustments
- Reviewed and updated employee job descriptions and evaluations
- Organized quarterly blood drive
- Provided Orientation for Utility Billing/Accounting Specialist
- Attended staff meetings
- Updated and posted the following employment opportunities:
  - Senior Planner
  - Cultural Services Manager
  - Museum Educator
  - Deputy Fire Chief
  - Chief of Police
  - Firefighter/EMT-Paramedic (3 positions)
  - Crew Leader
  - Maintenance Tech I

#### Monitored candidate application activities to include:

- Reviewed and responded to applicant inquiries
- Emailed employment applications
- Printed and copied applications and resumes
- Downloaded applications/resumes to servers for review
- Created, organized and assembled Employee Welcome Notebooks

**Budget – 6 hours**

Starting mid-year budget adjustments for payroll and benefits .

**Audit - 20 hours**

Continuation of assisting with audit tasks for fiscal year 2018/2019

Assisted and prepared paperwork for hurricane IRMA for auditors

**Election - 4 hours**

Provided orientation to potential candidates for Council seats

**Tyler/Incode project – 8 hours**

Incode 10 System - continued training (on-going)

**Miscellaneous activities - 8 hours**

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

End of Quarter file maintenance tasks (inventoried / archived records, etc.)

Prepared monthly reports

/ph