



## 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:** Peg Hunt, Assistant Deputy Clerk  
**Through:** Kim Cherbano, Human Resource Director/Deputy Clerk  
**Date:** March 5, 2021  
**Re:** Monthly Report

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Below is a summary of the Human Resource Department's activities performed during the month of **February 2021**:

#### Payroll activities - **75 hours**

- Prepared and processed two 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 End of Month reports
- On-going Training with the new Payroll Specialist

#### Personnel – **41 hours**

- Processed (On-Boarding) two new employees
- Processed evaluations and pay adjustments
- Reviewed applications and resumes for the following employment opportunities:
  - Police Officer
  - Principal Planner

#### Candidate application activities included:

- Monitoring Indeed for applications, resumes, and inquiries
- Reviewed and responded to applicant inquiries
- Emailed employment applications to all candidates
- Printed, copied, and disseminated resumes
- Printed, copied, redacted, and disseminated candidate applications

#### Audit – **25 hours**

- Created audit spreadsheets and verified report changes
- Assembled documents for FY 2019-2020 audit process – ongoing

**Records requests - 14 hours**

- Receive and respond to records requests
- Research and retrieve records
- Copy and Redact exempt information
- File records and return to storage

**Employee Wellness & Safety Committee - 3 hours**

- Prepare prior meeting minutes
- Research and assemble agenda items
- Prepare staff reports
- Prepare and disseminate agenda packets

**Miscellaneous activities - 3 hours**

- Assisted with staff coverage due to meetings, trainings, and vacations
- Prepared monthly report

/ph