



## 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:** September 3, 2021  
**Re:** Monthly Report

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

#### Payroll activities - **36 hours**

On-going Training with the Payroll Specialist  
Assisted with processing of one payroll and associated payroll reports  
Processed personnel changes in the electronic and hard file systems

#### Budget – **15 hours**

Budget preparation activities for current, proposed, and projected.

#### Personnel – **25 hours**

Processed employee evaluations  
Reviewed and implemented new employees into the system  
Reviewed applications and resumes for the following employment opportunities:

- Police Officer
- IT Manager
- Maintenance Tech
- Rental Enforcement Officer

#### Candidate application activities - **15 hours**

Monitored *Indeed* for applications, resumes, and inquiries  
Reviewed and responded to applicant inquiries  
Emailed employment applications to candidates  
Printed, copied, and disseminated resumes  
Printed, copied, redacted, and disseminated candidate applications  
Ordered Background Checks on qualified applicants  
Performed Reference Checks on qualified applicants

**Terminations - 3½ hours**

- Prepared termination documents for two terminated employees
- Updated hard files and electronic files for terminated employees
- Prepared insurance termination documents and notified insurance companies

**Public Records requests - 4 hours**

- Received and responded to records requests
- Researched and retrieved records
- Copied and Redacted exempt information

**Records Management - 3 hours**

- Inventoried, packed, and shipped new records to File Tech storage facility
- Retrieved & Returned existing records @ File Tech storage facility

**Miscellaneous activities - 7 hours**

- Assisted finance department in various areas due to finance director vacation
- Assisted with staff coverage due to meetings, trainings, and staff absences
- Phone calls and emails
- Prepared monthly report

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