



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: December 1, 2021
Re: Monthly Report

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

Payroll activities - **22 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
- Processed End of Fiscal Year reports**
- On-going Training with the Payroll Specialist

Budget – **4 hours**

Budget preparation/monitoring/adjustments for current and projected budgets

Personnel – **22 hours**

Processed employee evaluations
Reviewed applications and resumes for the following employment opportunities:

- Police Officer
- Property Maintenance Inspector/Rental Enforcement Officer
- Firefighter-EMT

Conducted three interviews and one re-interview for Property Maintenance Inspector
Scheduled pre-employment physicals (3 EEs)

Candidate application activities - **9 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

Ordered Reference Checks on qualified applicants

Terminated Employees - **None**

On-Boarding of Employees - **4 hours**

Created personnel files and electronic files for new employees

Prepared insurance enrollment documents and notified insurance company

- Firefighter-EMT
- Property Maintenance Inspector/Rental Enforcement Officer

Employee of the Year - **2 hours**

- Committee Meeting and Selection of Winner

Public Records requests - **1 hour**

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 to File Tech storage facility

Miscellaneous activities - **4 hours**

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

Coordinated Quarterly Blood Drive

Coordinated FHCP Hand Sanitizer/Soap Donation Drive

Phone calls and emails

Prepared monthly report

/ph