



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: February 4, 2022
Re: Monthly Report

Below is a summary of the Human Resource Department's activities performed during the month of **January 2022**:

Payroll activities - **12 hours**

Assisting the Payroll Specialist with payroll
Processed personnel changes in the electronic and hard file payroll systems

Budget – **4 hours**

Budget preparation/adjustments for current and projected personal.

Personnel – **8 hours**

Processed employee evaluations

Candidate application activities - **4 hours**

Received 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

NeoGov Insight – **21 hours**

Applied/Received Grant through FDLE for creation of an online job application submittals process
User training for implementation of NeoGov software

Terminated Employees - **None**

On-Boarding of Employees - **None**

Created personnel files and electronic files for new employees
Prepared insurance enrollment documents and notified insurance company
Prepared new hire paperwork, forms, and manuals

Employee of the Year - 4 hours

Researched and assisted with bios for two employees (Dunlap & Steffen)

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

Union-related Activities - 6 hours

Prepared copies of employee manuals (current and 2013 editions)
Prepared copies of Town's proposal
Attended Collective Bargaining Session (3 hours)
Prepared minutes of Collective Bargaining Session

Miscellaneous activities - 7 hours

Assisted with staff coverage due to meetings, trainings, and staff absences
Made and Returned phone calls and emails; general inquiries
Prepared monthly report

/ph