



MEMORANDUM

Town of Ponce Inlet / Human Resources 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: Michael E. Disher, Interim Town Manager
From: Peg Hunt, Deputy Clerk
Through: Kim Cherbano, Human Resource Director/Town Clerk
Date: January 6, 2023
Re: Monthly Report – Human Resources

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

Personnel – **12 hours**

Processed and updated employee evaluations in NeoGov PE

Candidate application activities – **5 hours**

Received, reviewed, and copied employment applications

- IT Technician
- Administrative Assistant (Code)
- Public Works

Coordinated interviews and scheduled physicals

NeoGov Insight and On-Boarding – **12 hours**

Continued edits to online job application and submittal processes

Reviewing created forms and other documents for the on-boarding process

Continued User Training for implementation of On-Boarding

Terminated Employee – **2 hours**

Closed out personnel file

Terminated insurance benefit

Volunteer Tasks – **1½ hours**

Received, reviewed, and copied applications to PD for background checks (where applicable)

Updated Volunteer Rosters

Safety Committee - **2 hours**

Attend meeting

Prepared minutes

Public Records requests - 9 hours

Received and Reviewed Records Requests
Researched and Retrieved Records
Copied, scanned and/or uploaded same
Redacted where necessary
Notified requestors and closed out requests

Records Management – 2½ hours

Inventoried, packed, and shipped records to File Tech storage facility
Retrieved & returned existing records to File Tech storage facility
Inventoried, packed, and placed short-term records in on-site storage facility

Insurance Liability activities – 12 hours

Received and reviewed claims, forwarded to insurance company for processing
- Hurricane Ian: Continued

FEMA activities – 12 hours

Coordinating and reviewing FEMA paperwork
Labor, Equipment & Inventory - Continuous

Workers Compensation Tasks – 0 hours

Bargaining Unit Activities – 3 hours

Attend meetings with negotiation team
Researched with other entities on suggested items
Received, reviewed, and copied proposed contract(s)

Miscellaneous Activities – 2½ hours

Provided monthly Employment Data Statistics to the U.S. Department of Labor
Assisted with staff coverage due to meetings, trainings, and staff absences
Made and Returned phone calls and emails regarding general inquiries
Prepared Monthly Report

/ph