



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: February 24, 2023
Re: Monthly Report – Human Resources

Below is a summary of the Human Resource Department's activities performed during the month of **January 2023:**

Personnel – **12 hours**

Processed and updated employee in NeoGov PE

On-Boarding activities for new personnel:

- Maintenance Technician
- IT Technician
- Senior Planner

Ordered background checks; scheduled physicals, created electronic and hard copy personnel files; provided HR orientation and sent documents/benefits enrollment forms to appropriate agencies

Candidate application activities – **3 hours**

Received, reviewed, and copied employment applications

- Administrative Assistant (Code Enforcement Division)

NeoGov Insight and On-Boarding – **44 hours**

Continued edits to online job application and submittal processes

Created forms and other documents for the on-boarding process

Continued User Training for implementation of NeoGov

Terminated Employees – **2 hours**

Closed out personnel files

Terminated insurance benefits

Safety Committee - **0 hours**

No meeting

Public Records requests - **20 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 – 2 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

Budget Activities - 3 hours

Reviewing Personnel Budget proposals for FY 22/23

Insurance Liability activities – 1/2 hours

Received and reviewed claims, forwarded to insurance company for processing

Workers Compensation Tasks – 2 hours

Received and reviewed Incident Reports
Received and processed Workers Compensation claims

Short-term and Long-Term Disability Tasks – 1 hours

Reviewing documentation from the insurance company

Miscellaneous Activities – 5½ 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