



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: Kim Cherbano, Human Resource Director/Deputy Clerk
Date: April 1, 2020
Re: Monthly Report

Below is a summary of the Human Resource Department's activities performed during **March 2020**:

Payroll activities - **60 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 all State and Federal Quarterly Reports
- Processed End of Month reports

Personnel – **126 hours**

- Processed evaluations and pay adjustments
- Reviewed and updated employee job descriptions and evaluations
- Provided 2 EE Orientations:

- Cultural Services Manager
- Senior Planner

Attended staff meetings and briefings regarding COVID-19

Updated and posted the following employment opportunities:

- Museum Educator
- Deputy Fire Chief
- Chief of Police
- Firefighter/EMT-Paramedic (3 positions)
- Crew Leader
- Maintenance Tech (3 positions)

Monitored candidate application activities to include:

- Reviewed and responded to inquiries
- Emailed employment applications
- Printed and copied applications and resumes
- Downloaded applications and resumes to servers for review
- Created, organized and assembled Employee Welcome Notebooks

Budget – 15 hours

Mid-year budget adjustments for payroll and benefits
Budget preparation activities for FY 2020/2021

Miscellaneous activities - 4 hours

Assisted with staff coverage due to meetings, trainings, and vacations
End of Quarter file maintenance tasks (inventoried / archived records, etc.)
Prepared monthly reports

/ph