



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: Jeaneen Witt, Town Manager
From: Kim Cherbano, Human Resources Director
Date: July 2, 2018
Subject: Monthly Report: Human Resources office – June 2018

Below is a summary of the Human Resources Department's activities for the month of **June 2018**:

Payroll activities - **37 hours**

Processed two payrolls, payroll adjustments, end of month reports; reconciled and processed benefit(s) invoices for payments

Personnel - **27 hours**

Attended and Assisted at Open Enrollment Session
Processed Open Enrollment insurance forms
Copied and Redacted (LEO) Personnel file
Processed two new hires (Fire & PW)

Employment - **38 hours**

Reviewed, copied and forwarded employment applications (Fire & PW)
Attended employment interviews (Fire and PW)
Coordinated pre-employment screening/physicals
Posted employment opportunity on Indeed.com (Cultural Services Dept.)

Safety Committee – **0 hours**

Budget activities - **64 hours**

Prepared proposed projections for fiscal year 18/19 and 19/20
Reviewed and prepared budget adjustments for fiscal year 17/18

Miscellaneous activities - **28 hours**

Attended EOC training (hurricane preparedness & response)
Hurricane Irma – continued processing expenses related to Hurricane Irma
Tyler Incode project – attended informational meetings
Assisted with staff coverage due to meetings, training, and vacations
Prepared monthly reports

/ph