



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: October 1, 2019
Re: Monthly Report - September 2019

Below is a summary of the Human Resource Department's activities performed during **September 2019:**

Payroll activities - **48 hours**

- Prepared and processed two payrolls and associated reports
- Reconciled and processed benefit(s) invoices for payments
- Processed resignations/terminations/new hires in the payroll and hard file systems

Personnel – **46 hours**

- Processed evaluations and pay adjustments
- Reviewed and updated employee job descriptions
- Updated employee deductions in payroll system to reflect benefit changes
- Reviewed and updated spreadsheets to reflect benefit changes
- Attended staff meetings
- Posted the following employment opportunities on Indeed:
 - Police Officer
 - Building Inspector
 - Senior Planner
 - Maintenance Tech I
- Monitored Indeed for candidates, responded to candidates, and printed resumes
- Provided orientation for new office manager of Public Works

Safety & Wellness Committee - **2 hours**

- Prepared & Distributed agenda packet
- Attended meeting
- Prepared meeting minutes

Tyler/Incode project – **8 hours**

- Incode 10 System - continued payroll training (on-going)

Miscellaneous activities - **16 hours**

- Hurricane quarterly reports for Irma and Mathew
- Assisted with staff coverage due to meetings, trainings, and vacations
- End of Year file maintenance tasks (inventoried records, filing, packing, archiving, etc.)
- Prepared monthly reports

/ph