



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: Peg Hunt, Assistant Deputy Clerk
Through: Kim Cherbano, Human Resource Director/Deputy Clerk
Date: April 2, 2021
Re: Monthly Report

Below is a summary of the Human Resource Department's activities performed during the month of **March 2021**:

Payroll activities - **72 hours**

On-going Training with the new Payroll Specialist
Assisted with processing of two payrolls and associated payroll reports
Assisted with End of Month payroll reports
Processed personnel changes in the electronic and hard file payroll systems

Personnel – **32 hours**

Processed (On-Boarding) one new employee
Processed evaluations
Reviewed applications and resumes for the following employment opportunities:

- Police Officer
- Principal Planner

Candidate application activities included:

- Monitoring Indeed for applications, resumes, and inquiries
- Reviewing and responding to applicant inquiries
- Emailing employment applications to candidates
- Printing, copying, and disseminating resumes
- Printing, copying, redacting, and disseminating candidate applications
- Ordering Background Checks on qualified applicants
- Performing Reference Checks on qualified applicants

Records requests - **9 hours**

Received and responded to records requests
Researched and retrieved records
Copied and Redacted exempt information

Inventoried, packed and shipped records to storage facility
Retrieved and returned records from storage facility

Employee Wellness & Safety Committee - 2 hours

Attended meeting
Prepared meeting minutes
Researched and assembled agenda items

Miscellaneous activities - 10 hours

Assembled 10 Employee Orientation Manuals
Assisted with staff coverage due to meetings, trainings, and staff absences
Prepared monthly report

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