



## 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:** August 9, 2021  
**Re:** Monthly Report

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

#### Payroll activities - **36 hours**

- On-going Training with the 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

#### Budget – **15 hours**

- Mid-year budget adjustments for payroll and benefits
- Budget preparation activities for current, proposed, and projected.

#### Personnel – **24 hours**

- Processed employee evaluations
- Reviewed applications and resumes for the following employment opportunities:
  - Police Officer
  - IT Manager
  - Maintenance Tech
  - Rental Enforcement Officer\* (part-time)

*\*Note - position was later changed to full-time.*

#### Candidate application activities - **15 hours**

- Monitored *Indeed* for applications, resumes, and inquiries
- Reviewed and responded to applicant inquiries
- Emailed employment applications to candidates
- Printed, copied, and disseminated resumes
- Printed, copied, redacted, and disseminated candidate applications
- Ordered Background Checks on qualified applicants
- Performed Reference Checks on qualified applicants

**Terminations - 3½ hours**

- Prepared termination documents for two terminated employees
- Updated hard files and electronic files for terminated employees
- Prepared insurance termination documents and notified insurance companies

**Public Records requests - 6 hours**

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

**Records Management - 3 hours**

- Inventoried, packed and shipped records to File Tech storage facility
- Retrieved & Returned records @ File Tech storage facility

**Miscellaneous activities - 11 hours**

- Prepared final version of background check/hiring policies
- Assisted with staff coverage due to meetings, trainings, and staff absences
- Prepared monthly report

/ph