



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: January 6, 2022
Re: Monthly Report

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

Payroll activities - **12 hours**

Assisting the Payroll Specialist with payroll
Processed personnel changes in the electronic and hard file payroll systems

Budget – **4 hours**

Budget preparation/adjustments for current and projected personal.

Personnel – **15 hours**

Processed employee evaluations
Reviewed applications and resumes for the following employment opportunities:
- Firefighter-EMT
Scheduled pre-employment physical(s)

Candidate application activities - **4 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
Ordered Reference Checks on qualified applicants

NeoGov Insight – **27 hours**

Applied/Received Grant through FDLE for creation of an online job application submittals process.
User training for implementation of software.

Terminated Employees - **None**

On-Boarding of Employees - **16 hours**

- Created personnel files and electronic files for new employees
- Prepared insurance enrollment documents and notified insurance company
- Prepared new hire paperwork, forms, and manuals

Employee of the Year - **4 hours**

- Researched and assisted with bios for two employees (Dunlap & Steffen)

Public Records requests - **1 hour**

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

Records Management - **3 hours**

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

United Way Drive - **2 hours**

- Prepared memo for Manager's review
- Assembled donation packets & disseminated

Blood Drives - 2022 - **2 hours**

- Coordinated dates with One Blood and Community Center Representatives
- Prepared memo for Manager's review & approval
- Disseminated flyer & posted to website calendar

Miscellaneous activities - **4 hours**

- Assisted with staff coverage due to meetings, trainings, and staff absences
- Coordinated FHCP Hand Sanitizer/Soap Donation Drive
- Phone calls and emails
- Prepared monthly report

/ph