



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: November 4, 2021
Re: Monthly Report

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

Payroll activities - **22 hours**

- Prepared and processed two payrolls and associated payroll reports
- Reconciled and processed benefit(s) invoices for payments
- Processed personnel changes in the electronic and hard file payroll systems
- Processed End of Month reports
- Processed End of Fiscal Year reports
- On-going Training with the Payroll Specialist

Budget – **4 hours**

Budget preparation/monitoring/adjustments for current and projected budgets

Personnel – **29 hours**

Processed employee evaluations
Reviewed applications and resumes for the following employment opportunities:

- Police Officer
- Property Maintenance Inspector/Rental Enforcement Officer
- Firefighter-EMT

Candidate application activities - **14 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

Terminated Employees - 3 hours

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

On-Boarding of Employees - 7 hours

Created personnel files and electronic files for new employees
Prepared insurance enrollment documents and notified insurance company

- Police Officer
- Firefighters (3)

Public Records requests - 2 hours

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

Records Management - 3½ hours

Inventoried, packed, and shipped new records to File Tech storage facility
Retrieved & Returned existing records to File Tech storage facility
Attended & witnessed document shredding with Crown Shredding

Miscellaneous activities - 7 hours

Assisted finance department in various areas due to finance director vacation
Assisted with staff coverage due to meetings, trainings, and staff absences
Phone calls and emails
Prepared monthly report

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