

DEPARTMENT HEAD REPORT
HUMAN RESOURCE MANAGER
FEBRURAY 2015

- New Hire – PT Custodian
- Interviews for WWTP Operator
- Advertise for Reserve Officer
- Advertise for Full Time Patrol Officer
- MMEHT Invoice Reconciliation
- Prepared HR Budget for Manager's Review
- Weekly Accruals (Vacation, Sick, & Comp Time)
- Forward New Hires and Termination to DHS
- General Human Resource Duties – Benefit Management
 - 1) Health/Life/Dental/IPP Insurance Billing
 - 2) Workers Compensation
- Handled Personnel Matters

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