



Town of Old Orchard Beach

Human Resources
OOB Town Hall
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January 2018 Monthly Update from the Human Resource Office

Human Resource Manager:

As January comes to a close, we begin to plan for summer staffing. We work with departments to contact potential returning employees. We also try and find new ways to attract applicants. We are working on some new ideas with the MMA Hometown Career initiative to bring interest to municipal careers.

Budget discussions are in process and time is spent on wages and benefits for each department.

Union Contracts:

We are in negotiations with 1 of our Unions:

- Teamsters Local 340 (Town Hall Clerical & Maintenance)-mediation

Hiring:

We advertised for the following positions:

- Per Diem Firefighters
- Gull Care Counselors
- Reserve Police Officers
- Lifeguards
- Call Fire
- Summer Camp Senior Counselors
- Summer Camp Junior Counselors
- Summer Camp Coordinators
- Ballpark Event Staff
- Parking Enforcement

We hired Angel Davis-McBride as our Finance Clerk. She has background in various areas of finance and will be a great addition to the department.

Wellness/Safety:

We have moved our Public Works Dept. to Concentra for work-related injuries and pre-employment tests.

We are preparing for our 1st quarter Safety Committee meeting in February. It is time for annual training and many departments have been busy to get the required courses completed.

Upcoming:

- Updating Personnel Policy
- Updating employee evaluation form

Respectfully,

Fran Beaulieu, Human Resource Manager