

## DEPARTMENT HEAD REPORT

### HUMAN RESOURCE MANAGER

October 2013

- Fire Fighter's Negotiations
- Police Negotiations
- Public Work's Negotiations
- Interview for Finance Clerk Position
- Training: "Municipal Labor Management Relations"
- Training: "MMA Convention"
- Fire Extinguisher Training
- Interviews for Gull Care
- Oversaw and processed payroll weekly. (Wired weekly payroll and retirement). Processed vacation and sick accruals. Forwarded new hires & termination notices to DHS
- Processed new hires; including verifying all paperwork, background checks, setting up pre-employment physicals, and inputting the data into the MUNIS System (recreation & WWTP)
- General Human Resource Duties – Benefit Management
  - 1) Health/Life/Dental/IPP Insurance Billing
  - 2) Workers Comp
- Handled Personnel Matters

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