

DEPARTMENT HEAD REPORT

HUMAN RESOURCE MANAGER

September 2013

- AFSCME (Public Works) Negotiations
- Interviews for Code Enforcement Officer(s)
- Interviews for WWTP Assistant Operator
- Crafted New Job Application (to meet new standards)
- Employee Appreciation Barbecue
- Virtual Web Training
- Worked with Fire Chief on setting up future Mandatory Safety Trainings, I.e. Fire Extinguisher October – 10/10, 10/24 & 10/25 & Bloodborne Pathogen – November 2013
- 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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