

HR DEPARTMENT REPORT
December 2022



Council Goal – Quality Customer Service: Improve access to services, functions and operations

Recruitment update:

Building Inspector – The recruitment of the second Building Inspector is wrapping up and an offer was made on Tuesday, January 3rd.

Administrative Assistant – Pam Friend resigned effective December 4th. We have interviews scheduled the week of January 3rd and are hoping to find a suitable candidate from the applicant pool.

Service Worker – We have identified five applicants to interview for the new Service Worker position. Interviews are scheduled for the week of January 3rd.

Council Goals – Quality Customer Service: Improve access to services, functions and operations and Communications

Wellness Program – We had the employee biometric screenings on December 1st to kick off our Wellness Program for 2023.

End of Year Employee Celebration – We held our end of the year celebration on December 13th. We recognized any employee that had a milestone anniversary (5, 10, 15, 20, 25 years) in 2022. We also gave an end of year review to all staff.

Compensation Study – We began working with Clemson, Nelson & Associates on the staff Compensation Study. It is expected to be completed in Spring of 2023.