

## TOWN COUNCIL



### STAFF REPORT

#### Human Resources Department

<b>MEETING DATE:</b>	April 11, 2023
<b>PROJECT:</b>	March 2023 Activity Report
<b>PROJECT MANAGER:</b>	Anni Evans, Director of Human Resources

#### Human Resources Summary:

##### **New Hires: 2**

Loraine Jeter

Department: Police

Title: Crossing Guard

Start date: March 23, 2023

Scott Geerts

Department: Police Department

Title: Crossing Guard

Start date: March 23, 2023

##### **Exits: 6**

Adam Barberio

Department: Police

Title: Code Enforcement Officer

Exit Date: March 3, 2023

Alisa Richardson

Department: Executive

Title: Emergency Manager

Exit Date: March 13, 2023

Jacob Brainerd

Department: Police

Title: Police Officer

Exit Date: March 15, 2023

David Burns

Department: Building Safety

Title: Building Inspector

Exit Date: March 22, 2023

Elizabeth Opdyke

Department: Police

Title: Crossing Guard

Exit Date: March 23, 2023

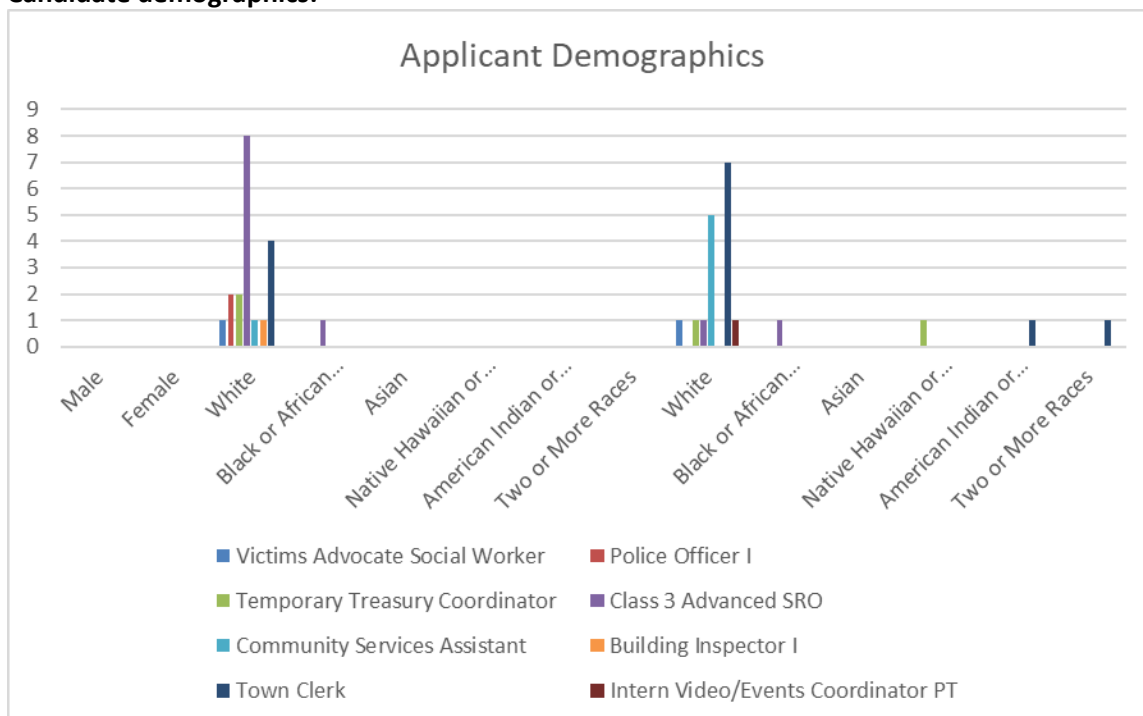
Jonathan Ciarrone  
 Department: Police  
 Title: Police Officer  
 Exit Date: March 30, 2023

### **Jobs posted:**

Police Officer I & II  
 SRO – Class 3  
 Crossing Guard  
 Building Inspector I  
 Victims Advocate/Social Worker  
 Temporary Treasury Coordinator  
 Town Clerk  
 Intern: Video/Events Coordinator PT

- St. Patrick's Day – baked potato bar for Birthday/Anniversary Celebration – 3/16/23
- March Madness bracket competition – pizza party for the winner
- DEI Committee Kickoff – March 30
- Grievance Committee review – March 29
- Held AED/CPR training – March 21 and 22
- Added job postings to several new job boards: TCL, SCAD, USCB and Beaufort Air Station
- Employee Handbook update training on KnowB4
  - Town Vehicle Usage Policy (update)
  - Telecommuting Policy (update)
  - Special Pay Provision Policy (update)
  - Name Clearing Hearing Policy (newly added)

### **Candidate demographics:**



**Employee demographics:**

