



Human Resources

Linda Gaddy, PHR SHRM-CP MSHR
lgaddy@pinevillenc.gov
(704) 889-2362

To: Ryan Spitzer, Town Manager
Members of the Town Council

From: Linda Gaddy

Date: 1/5/2023

Re: Human Resources Monthly Report

Ryan,

Enclosed is the Human Resources Department Monthly Report for the month of December 2022.

New Hires:

Jakayla Kelley, B.L.E.T. Police Officer trainee

Rehires:

William Johnson, part time in investigations

Conner Furr, temp-on-call to Fulltime 911 Telecommunicator

Resignation:

Joshua Barfield, Police Officer

Melanie Brook Smith, PT CSR PCS

Richard "Trace" White, PT Park Aide

Retirements:

None

Transfers:

None

Promotions:

None

Current Openings:

Police Officer, 2 certified officers in conditional offer/background, 2 B.L.E.T. trainees sponsored in the Fall school session awaiting certification and swearing in, 4 more B. L.E. T. trainees lined up for the January class start, accepting additional applications for certified Police Officer

PCS Telecommunications, Systems Technician Apprentice, accepting applications

PCS CSR fulltime, accepting applications

PCS CSR part-time, accepting applications

PT Park Aide, Parks & Rec, accepting applications

Departmental Update:

The annual Holiday Party was celebrated December 22 at Spare Time Entertainment's Elite Suite and Arcade. 25 door prizes were awarded to lucky employees. The on-duty staff at the Police station also had a separate prize drawing and party food, so they were not left out due to not being able to attend in person. We also presented Landmark Years of Service Awards at the event.

Newsletter:

Improving communication is a goal, and to that end we issued our second Employee Newsletter from Human Resources that was distributed via various media. This was a December Holiday emphasis edition that included holiday dates, events, and recognition of those who reached Landmark Years of service milestones. The next quarterly newsletter will be published in January.

Other events:

We have joined in the effort to collect food donations to add to the yearly collection that is winding up sponsored by PCS. We added a new additional bin for collections in the lobby of Town Hall/Library, another a convenient location for employees and the public to drop off food items throughout December.

Safety Highlights:

The annual online safety training is launched in December. All employees will complete the courses assigned to them by the end of February. These are either required or recommended by OSHA and our safety consultant to be taken once a year. Completing these and keeping safety forefront in our minds is one factor that contributes to our excellent safety record year after year.

Police Promotional Process:

The Human Resources Director monitored and observed the assessment center process that was designed to evaluate the internal candidates in November. The process has identified two candidates ready to take on the promotion to Corporal in December. Two Officers were promoted to Corporal on November 14th.