



Human Resources

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

From: Linda Gaddy

Date: 9/5/2024

Re: Human Resources Monthly Report

Ryan,

Enclosed is the Human Resources Department Monthly Report for the month of August 2024.

New Hires:

Lee Childers, Park Maintenance Technician
Ty Conrad, Storm Water Technician (rehire)

Resignation/Termination:

none

Retirements:

none

Transfers:

none

Promotions:

none

Current Openings:

Police Officer: 3 openings for lateral hires

B.L.E.T. trainees, 2 are attending the B.L.E.T. Fall session, beginning recruiting for January start

911 Telecommunicator, 3 openings, interviews in process, 2 in background

Systems Technician Apprentice, PCS, accepting applications

Assistant Town Manager, accepting internal applications

Departmental Update:

Employee Appreciation and events:

Planning for Fall events including Trunk or Treat and the annual Holiday party is underway, as well as a new way to recognize employees for outstanding achievements or performance is planned for next

month. These events and the next employee newsletter will have the advantage of input from our new Communications Specialist, including an electronic version.

Pay incentive programs:

In addition to having implemented the pay incentives for Police Officers who have a NC Law Enforcement Certificate, Intermediate or Advanced in July, two employees have now been rewarded for being available as internal interpreters in Spanish language. We also finalized the plan that creates career paths for 911 Telecommunicators and expect two telecommunicators to be eligible for a promotion.

Performance Management:

Annual performance reviews and goal setting are complete for all employees (except sworn Police personnel who have their reviews on their anniversary dates). Annual merit increases for the non-sworn staff and the three firefighters take place Sept. 4th.

Safety:

The Town is beginning the process of applying for Safety matching grants from the North Carolina League of Municipalities. If all requests are approved, the funds will help us improve safety and security in several of our departments.

The Fire Marshal made a second visit this year and found one item in need of an annual inspection out all of the Town buildings. We have found and scheduled someone to inspect his particular piece of equipment.

No incidents to report this month.

Recruiting:

We are still seeking experienced Police Officers, and 911 Telecommunicators. We are beginning to recruit for a Systems Technician or Apprentice. We are also interviewing internal interested candidates for Assistant Town Manager. All other departments are fully staffed with the exception of a new addition Systems Technician or Apprentice needed to plan for future succession.

Compensation Study:

Work has begun with Baker Tilly consultants who will conduct a compensation study over the next few months. Meetings with groups of staff were held in mid August to introduce the study and answer any initial questions. Department Directors have completed questionnaires that the consultant will use to guide them in their work. The Baker Tilly team has collected everything that they will need to begin analyzing job descriptions, pay plans and the market. At the end of the process, we expect to have their recommendations and a plan for the future by November/December.