



**City of Groveport  
Human Resources Report to the Mayor and City Council  
December 5, 2019**

**Human Resources - Sue E Wadley, Personnel Director**

- Recruiting for the following positions:
  - Police Department – Offers made and accepted by 3 officers. Finalizing the hiring process
  - Administration – City Administrator
  - Community Affairs – part-time Activities Assistant
  - Rec Center - Lifeguards
- Review of 2019 Human Resources
  - Recruiting/Positions filled
    - Full-time positions -4
    - Part-time Positions -16
    - Seasonal positons -100+
    - Police Officers -3
  - Software – process improvement
    - NeoGov – online application process implemented
    - SeamlessDocs – digital forms process rolled out and went live
  - Training
    - BWC Safety Congress
    - 2019 New Hire On Boarding Academy
    - Drug Free Workplace annual training
    - First Aid/CPR training
  - Employee Enrichment/Events
    - Clippers Night
    - Fall Cookout/Picnic
    - Prize Wheel
    - Wellness/Safety Expo
    - Flu Shots

As always, if you should have any questions, please feel free to contact me. Have a wonderful holiday with your family and friends.

Thank you,  
Sue