



**City of Groveport**  
**Human Resources Report to the Mayor and City Council**  
**January 6, 2023**

Human Resources – Joyce Myers, Personnel Director

- Hiring:
  - Receptionist/Clerk Part-Time – Interviews beginning 1/10
  - Grounds Maintenance Worker – Parks – 1 position - Posting closed, apps scored, PBR meeting to be scheduled
  - Patrol Officers and Lateral Entry Officers – positions filled – last 2 Patrol Officers started 12/29 and 1/5
  - Recreation Manager – Posting closed, interviews to be scheduled beginning 1/11
  - Facilities Supervisor position – Hired 1 – 12/15
  - Swim Instructors - Changed 3 Lifeguard employees to include Swim Instructing
- Recruiting:
  - Lifeguard positions – Recruiting
  - Facilities Supervisor - Recruiting
  - Rec Leader positions – Recruiting
  - Front Desk Attendant – Recruiting
  - Swim Instructors – In process of onboarding Swim Instructors from Contract Employees
- Projects:
  - Internal I-9 Audit – In process
  - Background checks started for Volunteer Coaches – In process
  - Performance Evaluations signed and processed
  - Payroll Authorizations created from Performance Evals and input into Kronos
  - Insurance Open Enrollment 2023 completed
  - 2023 Compensation Study/Survey – Another meeting to be scheduled with Clemons & Nelson in the month of January for process to be completed by June
  - Performance Eval Update Committee - first meeting of 2023, to be in January
  - Organization Chart in process of updating estimated completion January 31<sup>st</sup>
  - Retirement Get Together held for John Detty in December and upcoming Get Together for Mike Stebelton in January
  - Attended CORMA meeting on zoom, Annie and Joyce
  - CORMA – Joyce elected to serve in the capacity of Secretary for 2023

Please feel free to contact me if you have any questions.

Thank you, Joyce