



City of Groveport
Human Resources Report to the Mayor and City Council
January 13, 2025

Human Resources – Annie Short, Personnel Director

- Recruiting:
 - HR Generalist
 - Facility Supervisor
 - Front Desk Attendant
 - Head Lifeguard
 - Swim Instructor
- Hiring:
 - Front Desk Attendant – 1 Rehire
- Projects:
 - Working on updating Policy and Procedures Handbook and Training Log Program – with Lexipol
 - Working on Total Compensation Certificates for Employees
 - Succession Planning
 - 2026 Organization Chart – completed
 - 2026 Updated Phone List – completed
 - Labor Law Posters – posting week of 1/12 at all city buildings
 - Performance Evaluations – collecting completed PE's to put in personnel files
 - SERB Survey completion in progress
 - PERRP Survey completion in progress
 - 2026 Insurance – fielding questions and email updates (FAQ's)
 - Fun Committee projects:
 - Valentines day activities and events

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

Thank you,

Annie Short

Personnel Director