



**City of Groveport
Human Resources Report to the Mayor and City Council
June 9, 2020**

Human Resources - Sue E Wadley, Personnel Director

- Recruiting for the following positions:
 - Public Service Dept. – Full time – Public Service Director & Utilities Superintendent
 - Recreation Center – Full-time - Clerk – Front Desk
 - Parks – Full-time – Grounds Maintenance; Seasonal ground maintenance positions
- HR coordinating COVID 19 leaves for employees with Finance to ensure proper leave if being utilized
- Coordinating Unemployment claims due to COVID 19
- Susan and I have been utilizing available time to develop more forms via Seamlessdocs to better serve our internal customers. Seamlessdocs is a digital format that improves efficiencies and reduces waste
- Continuing to assist Finance with the development and implementation of Kronos as our new time keeping system.

If you should have any questions, please feel free to contact me regarding any Human Resources needs or issues.

Thank you,

Sue