



**City of Groveport**  
**Human Resources Report to the Mayor and City Council**  
**November 15, 2022**

Human Resources – Joyce Myers, Personnel Director

- Hiring:
  - Recreation Manager – Hired – Starts 11/16/22
  - Grounds Maintenance Worker – Parks – Hired Starts 11/17/22
  - Grounds Maintenance Worker – 2 offers made 11/15/22
  - Facilities Supervisor – Hired – Starts 11/18/22
  - Rec. Leader 1 – Hired 2 positions – Started 11/7/22
  - Maintenance Worker – Hired 1 position 11/1/22
- Recruiting:
  - Lifeguard positions – Recruiting
  - Facilities Supervisor - Recruiting
  - Rec Leader positions – Recruiting
  - Patrol Officers and Lateral Entry Officers – 3 Hired – Pre-employment testing in process
- Projects:
  - Internal I-9 Audit – In process
  - Background checks started for Volunteer Coaches – In process
  - Background checks started for Independent Contractors – Complete
  - Flu Shot Clinic completed 10/27/22
  - Halloween Costume Contest 10/28/22 – Completed 10/28/22
  - FormFire Letters completed by 100% of employees
  - Thanksgiving Potluck scheduled for 11/18/22
  - Performance Evaluations for 2022/2023 in process began 10/27/22, to be completed 1/2/2023
  - Medicare eligible employees completed forms to enroll in medicare 11/7/2022
  - Insurance Open Enrollment coming up, to be completed by December 2022
  - Set 3 main goals for 2023 for HR Department
  - Thanksgiving project to show thanks to co-workers to be completed by 11/23/22
  - Working on growth and development recognition certificates for employees that have gone above and beyond with training opportunities

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

Thank you, Joyce