

**Monthly Report**  
**Human Resource Department**  
**April 14, 2010**

**Current / On Going Items:**

- Review of Draft Personnel Ordinance and Administrative Regulations
- In-House Standard Operating Procedure (SOP) is currently being conducted in the primary stage.
- Reviewing and updating Job Descriptions for departments to coincide with organizational charts.

**Postings / Vacancies:**

Finance: Purchasing Warehouse Specialist

Recreation: Fitness Tech  
Lifeguard  
Control Clerk

Police Dept: Communications Specialist

Public Works: Maintenance Worker I

Solid Waste: Packer Driver III

Utilities: Customer Service Clerk

Water Dept: Water Laborer  
Water Equipment Operator I

Waste Water: Waste Water Laborer  
Waste Water Equipment Operator III

Human Resource: Human Resource Manager

**General day to day Human Resource Operations:**

- Orientation
- Employee Assistance
- Benefit Assistance
- Safety Reviews / Concerns

