

Culver CITY

INTEROFFICE MEMORANDUM EMPLOYEE RECOGNITION FOR OUTSTANDING JOB PERFORMANCE

DATE: May 27, 2025
TO: John Nachbar, City Manager
FROM: Dana Anderson, Human Resources Director
THROUGH: Michelle Hamilton, Sr. Human Resources and Equity Manager
SUBJECT: Employee Recognition for Outstanding Job Performance – **TIFFANY JOHNSON**

BACKGROUND

Tiffany Johnson, the Management Analyst in Human Resources Administration, is being recognized for her outstanding contributions to Human Resources. Tiffany's fine sense of detail has allowed her to be successfully responsible for maintaining and forecasting HR's budget each fiscal year, and she has done a phenomenal job of restructuring and ensuring that each budget allocation is properly funded along with contract management of over fifty (50) contractual agreements that HR has in its purview.

Post-NEOGOV Onboard implementation, Tiffany works with staff to iron out challenges that are key to maintaining data integrity of the system for successful onboarding of candidates every pay period.

From a City-wide perspective, Tiffany lends her creative eye and care of staff to the input she provides on every Citywide event, including the Summer Social, Holiday event, and the annual Employee Recognition event of which she is now a recipient.

AUTHORITY

According to Civil Service Rule 15.2 and 15.3, employees exemplifying outstanding job performance criteria may be recognized for their performance through the Outstanding Job Performance Recognition program. The program allows for single awards or a combination of any of the outlined recognition awards

RECOMMENDATION

For the City Manager to approve the Outstanding Job Performance Recognition award pursuant to Civil Service Rule 15.4 for Tiffany Johnson to receive two (2) working days off with pay and a cash award of \$1,000.00.

Approved By



John Nachbar, City Manager

05/27/2025

Date