
INTEROFFICE MEMORANDUM EMPLOYEE RECOGNITION FOR OUTSTANDING JOB PERFORMANCE

DATE: July 29, 2026
TO: Odis Jones, City Manager
THROUGH: Michelle Hamilton, Deputy Human Resources Director
FROM: Dana Anderson, Chief Human Resources Officer
SUBJECT: Employee Recognition for Outstanding Job Performance - **Ofelia Garcia**

BACKGROUND

During this past year, Ofelia has embraced both personal and professional growth in pursuit of excellency. Her willingness to learn and adapt has provided her an opportunity to support Human Resources staff on critical employee relations matters while still handling multiple recruitments for the Fire and Parks, Recreation and Community Services departments; coordinating the annual Bilingual Testing Program and serving on the team that develops the annual and ongoing vacancy reports for the City.

She has embraced new technology and leveraged it to enhance efficiency and streamline processes to improve the overall quality of service provided. Ofelia, through self-reflection, has focused on fostering greater trust and collaboration by strengthening working relationships with both internal and external partners.

Ofelia has worked for the City of Culver City for almost 20 years and has been a Human Resources Analyst for 12 years. Her dedication and growth have made a significant and valued contribution to the Human Resources team.

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 TO APPROVE

That the City Manager approve the Outstanding Job Performance Recognition award pursuant to Civil Service Rule 15.4 for Ofelia Garcia, to receive an award of three (3) working days off with pay and a cash award of \$1,000.00.

Approved By

Odis Jones

Odis Jones, City Manager

07/21/2026

Date