

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 – **JEANNINE HOUCHEN**

BACKGROUND

Jeannine Houchen, Human Resources Analyst, is being recognized for her outstanding contributions to the City's Equity initiatives, the Equity and Human Relations Advisory Committee (EHRAC), and the special projects that she is assigned. First and foremost, Jeannine has utilized her graphics design and Parks and Recreation background to:

- Completely redesign the Human Resources and the Equity Initiatives websites;
- Develop the community and employee engagement campaigns of the annual "United Against Hate" week; and
- Launch the comprehensive community engagement series "Building Community Together," to garner residents' feedback across the entire Culver City in various locations to ensure that all voices are heard as it relates to the Racial Equity Action Plan (REAP).

Jeannine's community engagement efforts have garnered the attention of local Culver City newspapers and neighborhood associations and is indicative of the hard work she has dedicated to broadly communicating the REAP feedback sessions in all sections of Culver City.

She was recently appointed Sr. Human Resources Analyst, and supports the EHRAC by coordinating their special events (i.e., Govdelivery posts; participant waivers; event location, contract and insurance coordination, etc.). Jeannine has also created Data Dashboards of the City's Workforce and Recruitment Statistics, and has recently finalized the City's annual EEOP report.

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 Jeannine Houchen 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