

# Culver CITY

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**INTEROFFICE MEMORANDUM  
EMPLOYEE RECOGNITION FOR OUTSTANDING JOB PERFORMANCE**

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**DATE:** 05/15/2024  
**TO:** JOHN NACHBAR, CITY MANAGER  
**THROUGH:** Michelle Hamilton, Sr. Human Resources and Equity Manager  
**FROM:** Dana Anderson, Human Resources Director  
**SUBJECT:** **Outstanding Job Performance Recognition from Human Resources for Julius Rhaburn, Human Resources Associate**

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## **BACKGROUND**

Julius Rhaburn, Human Resources Associate, is being recognized by the Human Resources Department for Outstanding Job Performance.

Julius Rhaburn, Human Resources Associate, has been with the City since June 2022 and works in the Benefits division of Human Resources. Julius goes out of his way to assist and resolve benefits and leave inquiries on behalf of City employees, and he has a way of professionally conveying information, even if the response is not what an employee wants to hear. In addition to handling benefits and leaves, Julius is one of the first contacts that a new hire meets with on their first day to obtain a badge and/or to review new hire paperwork. Julius exhibits a positive attitude each and every day, and colleagues have publicly shared his willingness to assist HR staff whenever asked. Julius was part of the NEOGOV Onboard Implementation team, and his expertise and knowledge helped us to restructure how Human Resources processes onboard activities. Julius is driven by innovation and learning new HR topics, and we are looking forward to his continued growth in 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 Julius Rhaburn to receive two (2) working days off with pay and a cash award of \$1,000.

Approved by,



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John Nachbar, City Manager

05/20/2024

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Date