



**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 - **Josseline Hernandez**

BACKGROUND

Josseline Hernandez joined the City of Culver City in 2019 and has been a Human Resources Technician since 2022. She consistently demonstrates an exceptional commitment to learning, growth and excellence. She approaches each assignment and special project with diligence, curiosity, and a genuine desire to not only understand the task at hand, but how she can make a meaningful contribution to the team's overall success.

Her willingness to embrace new challenges and continuously expand her knowledge has made her a dependable and valued member of the Human Resources team. She delivers outstanding customer service in every aspect of the recruitment process, skillfully supporting both hiring departments and candidates with professionalism, responsiveness and care.

She thoughtfully challenges the status quo by seeking innovative solutions that lead to positive outcomes. Her collaborative spirit, positive attitude and commitment to overall improvements underscore the qualities of an exceptional Human Resources professional.

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 Josseline Hernandez, 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