

# Culver CITY

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## INTEROFFICE MEMORANDUM EMPLOYEE RECOGNITION FOR OUTSTANDING JOB PERFORMANCE

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**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 – **JANEE PRIETO**

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### **BACKGROUND**

Janee Prieto, Human Resources Technician, is being recognized for her contributions to Recruitment, Citywide Training Coordination and EHRAC support in Human Resources. Overall, however; Janee dedicates herself to creating step-by-step documentation of various HR recruitment processes to promote consistency and efficiency amongst the team.

As a Recruiter specially assigned to management and executive level recruitments and specific departments, Janee manages recruitment planning with hiring managers by exhibiting professional customer service, tight timelines and a willingness to research advertising venues to generate healthy participant pools. As an example, for a recent recruitment previously ran in 2023 for the same classification, Janee's efforts in updating the advertising options resulted in a boost of the applicant pool by 280%!

Janee is a key contributor of Citywide Training coordination by collaborating with trainers and stakeholders to plan dates, secure meeting venues, while issuing timely registration links and accurately tracking departments' required attendance for compliance purposes. She also provides technical assistance during the EHRAC meetings, manages the public speaking queue, and accurately captures the vote of each member on committee action items.

### **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 Janee Prieto to receive two (2) working days off with pay and a cash award of \$1,000.00.

Approved By



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John Nachbar, City Manager

05/27/2025

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Date