

Culver CITY

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

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 Justyn Martin, Human Resources Administrative Clerk**

BACKGROUND

Justyn Martin, Human Resources Administrative Clerk, is being recognized by the Human Resources Department for Outstanding Job Performance.

Justyn Martin, Human Resources Administrative Clerk, has been a part of the Human Resources staff since March 2023, and upon his arrival, he quickly caught on to his various responsibilities in addition to utilizing his background in logistics to reorganize the File Room with little guidance. He also assisted staff with the planning of the reconfiguration of the Human Resources department. Justyn is the front-line person for visitors and callers to Human Resources, but he handles each situation, employee, and vendor professionally. Often, external visitors to Human Resources comment about how friendly, kind, and professional he is and ask how Human Resources was able to find him. He has brought a new level of customer service to the Administrative Clerk role and has become our in-house "specialist" on event planning, in addition to constantly improving the front office décor. Human Resources is fortunate to have Justyn as part of our team and is very appreciative of the work he puts forth.

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 Justyn Martin to receive two (2) working days off with pay and a cash award of \$1,000.

Approved by,



John Nachbar, City Manager

05/21/2024

Date