Culver CITY

INTEROFFICE MEMORANDUM
EMPLOYEE RECOGNITION FOR OUTSTANDING JOB PERFORMANCE

DATE: 05/15/2024

TO: JOHN NACHBAR, CITY MANAGER

FROM: Lisa Soghor, Chief Financial Officer

SUBJECT: **Outstanding Job Performance Recognition from the Finance Department for Dora Cruz, Senior Account Clerk**

BACKGROUND

Dora Cruz, Senior Account Clerk, is being recognized by the Finance Department for their Outstanding Job Performance. Dora continues to provide outstanding interdepartmental support for all accounts payable, as well as assisting departments with navigating various procurement and systems processes to ensure timely payment to the City's service providers. Dora's attention to detail ensures correct application of expenditures and reduces the need for journal entry corrections. Dora volunteers to support the payroll team during its biweekly payroll processes, providing critical support to payroll team that ensures timely payment of City employees, including employment verifications, filing of W-4's, setting up employee garnishment deductions, and preparing garnishment communications to employees. Dora also provided ongoing cross training to staff new to the Accounts Payable Unit. Finally, Dora participated in the accounts payable process that reduced year-end accounting and financial statement variances.

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 Dora Cruz to receive three (3) days off with pay and a cash award of $1,000.

Approved by,

John Nachbar, City Manager

05/21/2024
Date