



# City of Culver City

## Staff Report Details (With Text)

**File #:** 24-1097      **Version:** 1      **Name:** Outstanding Job Performance Recognition  
**Type:** Presentation      **Status:** Presentation to CBC Body  
**File created:** 5/20/2024      **In control:** CIVIL SERVICE COMMISSION  
**On agenda:** 6/5/2024      **Final action:**  
**Title:** Outstanding Job Performance Recognition: Jill Thomsen, Recreation and Community Services Supervisor, Daniella Gutierrez, Recreation and Community Services Coordinator, Melanie Morales, Recreation and Community Services Coordinator, Ruben Ventura, Senior Irrigation Maintenance Technician, and Matthew Withers, Park Maintenance Supervisor, for the Parks, Recreation & Community Services Department.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 2024-06-05 ATT Merit Award Jill Thomsen, 2. 2024-06-05 ATT Merit Award Melanie Morales, 3. 2024-06-05 ATT Merit Award Ruben Ventura, 4. 2024-06-05 ATT Merit Award Daniella Gutierrez, 5. 2024-06-05 ATT Merit Award Matthew Withers

Date	Ver.	Action By	Action	Result
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**Outstanding Job Performance Recognition: Jill Thomsen, Recreation and Community Services Supervisor, Daniella Gutierrez, Recreation and Community Services Coordinator, Melanie Morales, Recreation and Community Services Coordinator, Ruben Ventura, Senior Irrigation Maintenance Technician, and Matthew Withers, Park Maintenance Supervisor, for the Parks, Recreation & Community Services Department.**

**Meeting Date:** June 5, 2024

**Contact Person/Dept:** Dana Anderson / Human Resources Department

**Phone Number:** 310-253-5640

**Fiscal Impact:** Yes  No       **General Fund:** Yes  No

**Public Hearing:**       **Action Item:**       **Attachments:**

**Public Notification:** (Email) Meetings and Agenda (05/30/2024); (Email) All City Staff (05/30/2024)

**Department Approval:** Dana Anderson, Director of Human Resources (05/30/2024)

### RECOMMENDATION

The recommendation from the Parks, Recreation & Community Services Department, which was approved by the City Manager, awards Recreation and Community Services Supervisor Jill Thomsen two (2) working days off with pay and a \$1,000 cash award in recognition of outstanding job performance.

The recommendation from the Parks, Recreation & Community Services Department, which was approved by the City Manager, awards Recreation and Community Services Coordinator Daniella Gutierrez two (2) working days off with pay and a \$1,000 cash award in recognition of outstanding job performance.

The recommendation from the Parks, Recreation & Community Services Department, which was approved by the City Manager, awards Recreation and Community Services Coordinator Melanie Morales two (2) working days off with pay and a \$1,000 cash award in recognition of outstanding job performance.

The recommendation from the Parks, Recreation & Community Services Department, which was approved by the City Manager, awards Senior Irrigation Maintenance Technician, Ruben Ventura two (2) working days off with pay and a \$1,000 cash award in recognition of outstanding job performance.

The recommendation from the Parks, Recreation & Community Services Department, which was approved by the City Manager, awards Park Maintenance Supervisor Matthew Withers two (2) working days off with pay and a \$1,000 cash award in recognition of outstanding job performance.

These awards from the Parks, Recreation & Community Services Department are before you tonight for public acknowledgement in accordance with Civil Service Rule 15.4.

## **AUTHORITY**

### 15.3(e) Outstanding Job Performance Recognition Program:

- a. Oral recognition by the appointing authority.
- b. Written recognition by the appointing authority with copies to the employee and the Human Resources Department for placement in the employee's personnel file.
- c. City Council resolution commending the employee, i.e., City Council commendation.
- d. Granting of up to three (3) working days off with pay.
- e. Increase in compensation (step advancement within range prior to scheduled date or additional step beyond that scheduled).
- f. Cash award, up to \$1,000. Cash award will be taxable, non-PERSable and subject to available funds within the awarding department's budget.
- g. A combination of any of the recognition awards set forth above.

#### 15.4 Procedures:

The appointing authority may recommend an employee for an outstanding job performance which meets the criteria of the program. The appointing authority shall prepare written recommendations and shall forward them to the City Manager for approval, disapproval, or modification. The recognition award and/or commendation (excluding oral and written recognition by the appointing authority) shall be forwarded to the Commission for public acknowledgment.

#### **ATTACHMENTS**

1. 2024-06-05 - ATT Merit Award Jill Thomsen
2. 2024-06-05 - ATT Merit Award Daniella Gutierrez
3. 2024-06-05 - ATT Merit Award Melanie Morales
4. 2024-06-05 - ATT Merit Award Ruben Ventura
5. 2024-06-05 - ATT Merit Award Matthew Withers