



City of Culver City

Staff Report

File #: 24-1116, **Version:** 1

Item #: P - 2

Outstanding Job Performance Recognition: Earl Miles, Facilities Maintenance Worker, Jesse Oronoz, Traffic Painting Crew Leader, Sean Singletary, Environmental Programs and Operations Manager, and Joe Susca, Senior Management Analyst, Public Works 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 Maintenance Operations Division of the Public Works Department, which was approved by the City Manager, awards Facilities Maintenance Worker Earl Miles three (3) working days off with pay and \$1,000 cash award in recognition of outstanding job performance.

The recommendation from Maintenance Operations Division of the Public Works Department, which was approved by the City Manager, awards Traffic Painting Crew Leader Jesse Oronoz three (3) working days off with pay and \$1,000 cash award in recognition of outstanding job performance.

The recommendation from the Public Works Department, which was approved by the City Manager, awards Environmental Programs and Operations Manager Sean Singletary three (3) working days off with pay and \$1,000 cash award in recognition of outstanding job performance.

The recommendation from the Public Works Department, which was approved by the City Manager, awards Senior Management Analyst Joe Susca three (3) working days off with pay and \$1,000 cash award in recognition of outstanding job performance.

These awards from the Public Works 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 Earl Miles
- 2. 2024-06-05 - ATT Merit Award Jesse Oronoz
- 3. 2024-06-05 - ATT Merit Award Sean Singletary
- 4. 2024-06-05 - ATT Merit Award Joe Susca