

Monthly Report  
Human Resource Department  
January 12, 2011

On-Going Items:

- Pay Plan ( Under Review )
- Draft of Revised Personnel Ordinance ( Under Review )
- Revision of the Hiring Policy ( completed and approved )
- Drug and Alcohol Policy Revision ( Pending )
- Performance / Appraisal Revision ( Pending )

Position / Vacancies:

- 1) Communications Specialist-Police Dept
- 2) Water Systems Manager-Water Dept
- 3) Solid Waste Manager-Solid Waste
- 4) Enforcement Services Specialist-Police Dept
- 5) Customer Service Rep-Utilities Dept ( in house )

Meetings Scheduled:

Work Keys Assessment-Tasha 01/11/11

Media Requests:

None

New Employee Processing / Orientation-Liz Salazar

None Scheduled

Follow up-Items:

- None