

Monthly Report
Human Resource Department
December 09, 2009

On-Going Items:

- Negotiations FOP (police).
- Begin working on Safety Training Program and calendar for FY2010.
- Currently working on pay scale charts for each department separately as guide tool.
- Review draft of revised Personnel Ordinance.
- Currently Conducting Quarterly Random Drug Screening (2nd Qtr)

Position / Vacancies:

- 1) KAB Coordinator-Solid Waste
- 2) Finance Director-Finance
- 3) Electrician-Public Works
- 4) Film Liaison-Community Development (Interviews Conducted)

Meetings Scheduled:

None

Media Requests:

None

New Employee Processing / Orientation-Liz Salazar

12/14/09

Follow up-Items:

- Implement employee salary below the minimum range up to minimum range.