

Monthly Report  
Human Resource Department  
August 10, 2011

On-Going Items:

- Draft of Revised Personnel Ordinance ( Under Review )
- Drug and Alcohol Policy Revision ( Pending )
- Performance / Appraisal Revision ( Pending )
- Job Descriptions under review for HR
- Nomination form – Employee Recognition

Position / Vacancies:

Customer Service Representative  
Utilities Project Manager  
Narcotics Agent  
Enforcement Services Specialist  
Museum Educator  
Laborer (Water)  
Laborer (Waste Water)  
Water Conservation Specialist  
Benefits & Risk Management Coordinator  
Water Treatment Plant & Supply Operator IV

Meetings Scheduled:

Safety Committee (weekly)

Media Requests:

None

New Employee Processing / Orientation-Liz Salazar

None

Follow up-Items:

None