

Monthly Report
Human Resource Department
December 09, 2010

On-Going Items:

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

Position / Vacancies:

- 1) Communications Specialist-Police Dept
- 2) Water Systems Manager-Water Dept
- 3) Maintenance Worker I-Parks Division

Meetings Scheduled:

None Scheduled

Media Requests:

None

New Employee Processing / Orientation-Liz Salazar

None Scheduled

Follow up-Items:

- None