

Monthly Report
Human Resource Department
November 10, 2010

On-Going Items:

- Pay Plan (Under Review)
- Review draft of revised Personnel Ordinance.
- Revision of the Hiring Policy. Currently under review.
- Drug and Alcohol Policy Revision (Pending)
- Performance / Appraisal Revision (Pending)

Position / Vacancies:

- 1) Communications Specialist-Police Dept
- 2) Water Systems Manager-Water Dept
- 3) Police Captain-Police Dept (In House)
- 4) Deputy Chief- Police Dept (In House)
- 5) Police Chief-Police Dept (In House)

Meetings Scheduled:

NMSIF-Beginners Tasha / Liz 10/19/10
Work Keys-Tasha 10/21/10

Media Requests:

None

New Employee Processing / Orientation-Liz Salazar

11/20/2010

Follow up-Items:

- None