

Monthly Report
Human Resource Department
September 09, 2010

On-Going Items:

- Fire Fighter Labor Contract Complete and ratified.
- Currently working on pay scale charts for each department separately as guide tool.
- 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) Enforcement Specialist-Police Dept
- 2) Receptionist-Utilities Department
- 3) Water Systems Manager-Water Division

Meetings Scheduled:

Ed Zendel-Workers Comp Training September 28, 2010 (Dept. Directors)

Media Requests:

None

New Employee Processing / Orientation-Liz Salazar

9/20/2010

Follow up-Items:

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