



Agenda Submittal

Agenda #: 3 **Status:** Presentation
Type: Presentation **Department:** Human Resources
File #: 18-831 **Contact:** Marc Fox, 784-2552
Agenda date: 12/4/2018 **Final action:** 12/4/2018
Title: Receive a presentation by the Human Resources Department on the selection of Jessica Kennedy as "Employee of the Month" for December 2018

Governing body: Board of Supervisors
District: All
Attachments: 1. Minute Order

Date	Ver.	Action By	Action	Result
12/4/2018	1	Board of Supervisors	Received	

Published Notice Required? Yes ☐ No ☒
Public Hearing Required? Yes ☐ No ☒

DEPARTMENTAL RECOMMENDATION:

It is recommended that the Board receive a presentation by the Human Resources Department on the selection of Jessica Kennedy as the December 2018 "Employee of the Month" making her eligible to use the parking space designated for this program.

SUMMARY:

On September 13, 2005, the Board of Supervisors established the County Government Center "Employee of the Month" parking program for County employees. Each month a County department is designated to select one of its employees as "Employee of the Month." The Human Resources Department has been designated to select an employee for December 2018.

FINANCIAL IMPACT:

The costs associated with preparing the agenda item is nominal and absorbed by the department's FY2018/19 Adopted Budget.

DISCUSSION:

To bestow the Board's "Employee of the Month" parking award, the Human Resources staff was asked to nominate a member of the staff for the "Employee of the Month" designation, detailing the reason for the nomination, and to submit nominations to the Human Resources Director. The employee selected for 2018 is Jessica Kennedy.

Ms. Kennedy was initially employed from April 2016 to December 2016 as a Legal Procedures Clerk (entry) within the Sheriff's Office. In March 2017, Ms. Kennedy was rehired as an Office Assistant II within Health and Social Services and then promoted to the Human Resources Department as a Human Resources Assistant (entry) in July 2017. In July 2018, Ms. Kennedy promoted to Human Resources Assistant.

Human Resources Assistants perform complex technical and clerical work in receiving, reviewing and processing personnel transactions, employee benefit transactions, recruitment and selection, training, employee relations and other Human Resources areas. Ms. Kennedy works principally in employee benefits where she processes personnel and benefits transactions.

As coworkers described, “Jessica has always exemplified a strong ideal team spirit...Jessica has shown she is always willing to jump in and help figure things out together, always with a smile and great attitude” and “she greets each visitor at the counter with a smile, and always exhibits exceptional customer service skills.”

ALTERNATIVES:

The Board could elect to name someone else as the Employee of the Month or dissolve the award program; however, these alternatives are not consistent with the Board’s “Employee of the Month” parking program or of the process for selection used within Human Resources.

OTHER AGENCY INVOLVEMENT:

The County Administrator’s Office concurs with the Department’s recommendation.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION