



**City of Coral Gables  
COMMISSION MEETING  
August 24, 2010**

**ITEM TITLE:**

Congratulations to Karla Green, Human Resources Department, recipient of the City of Coral Gables Employee of the Month Award, for the month of September 2010.

**BRIEF HISTORY:**

In June 2010, a nomination was submitted by Human Resources Director Elsa I. Jaramillo-Velez , Human Resources Department, which provided the following:

Since starting with the City of Coral Gables as the Human Resources Director, nearly 3 months now, I have encountered many great employees that should be recognized and honored for the hard work they provide on a daily basis. But there is an exceptional employee that embodies/represents public service at its best. She is a team player that brings enthusiasm into this organization.

Karla is a Personnel Assistant II in the Human Resources Department and her job duties and responsibilities are particularly defined. Karla was assigned to perform a Fire payroll audit based on some concerns that were brought to the Human Resources Department's attention. The aforementioned is not within Karla's job duties and responsibilities but was assigned based on her payroll knowledge and experience. The payroll audit is a very tedious and complicated assignment taking into account collective-bargaining-agreement and other applicable rules, regulations and policies. In order to accomplish this assignment, Karla had to "reconstruct" payroll periods/history to determine correctness in the payroll process. Karla was enthusiastic about this assignment and completed it in a relatively short period of time.

In addition to this special assignment, I relied on Karla to produce various documents and reports and she always did so in a timely manner and always with a smile even when she was running to participate with a director in an interview process.

In my 11 years of public service I have encountered only a few individuals with the dedication, commitment and honesty that Karla provides to the City of Coral Gables on a daily basis. A few years back, she was selected for the Employee of the Month of December 2001 – so this is the 2<sup>nd</sup> time during the past 12 years that Karla has been employed with the City of Coral Gables and has been honored in this manner.

Karla is truly an exceptional employee and human being that deserves the Employee of the Month Award and for this reason I nominate her.

**ATTACHMENT(S):**

**Employee of the Month Notification Letter**