



**City of Coral Gables
COMMISSION MEETING
August 26, 2008**

ITEM TITLE:

Congratulations to Carmen Rosita O'Donnell, Police Department, recipient of the City of Coral Gables Employee of the Month Award, for the month of September 2008.

BRIEF HISTORY:

The nomination was given by Rene Tastet, Police Lieutenant, who had this to say about Rosita:

I would like to take this opportunity to nominate, Rosita O'Donnell for the Employee of the Month. Rosita has served as the Police Department's Payroll Clerk since June 1998. During her years assigned to the Payroll Section, she has accomplished this two person job flawlessly and has been an exemplary employee. Her dedication, commitment, devotion and willingness to take the extra step needed to resolve problems are extraordinary. She is responsible for the Police Department payroll consisting of 265 employees. Her hard work and dedication is recognized each time we receive our payroll check bi-weekly without delay. Most importantly, she was instrumental in the recent change in the Police Department payroll software applications. Ms. O'Donnell personally took the initiative in handling the enormous challenge of changing the antiquated Wintergrate payroll system in existence for years at the Police Department to the new City wide EDEN software. This change in the computer programs was even more difficult within the Police Department due to the unique "payroll processing" needs. Particularly, shift work, overtime and the specifics on how to apply the two labor contracts to each specific situation. Throughout this process, Ms. O'Donnell was able to continue the successful payment of all Police Department employees, at times, monitoring both systems simultaneously. Rosita was also instrumental in developing payroll codes specific to the Police Department payroll process. She worked with the Information Technology and Finance Department for months to develop these codes to handle unique payroll situations. Ms. O'Donnell consistently displays the qualities necessary for the position; the utmost of personnel commitment, honesty, a strong moral character, extremely organized and the energy and enthusiasm to pay approximately 300 Police Department personnel every 2 weeks. Her quality of work has always demonstrated the highest of professional standards. She also excels in identifying and resolving critical and multi-faceted problems as that arise on almost a daily basis. Ms. O'Donnell meets all of the criteria required to receive the Employee of the Month Award. She is extremely devoted to her career and consistently goes above and beyond what is requested of her.

ATTACHMENT(S):

Employee of the Month Notification Letter