



## Legislation Details (With Text)

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**Title:** Congratulations to Grethel Salas who holds the title of Sr. Administrative Analyst, recipient of the "Employee of the Month Award," for the month of October, 2016.

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Congratulations to Grethel Salas who holds the title of Sr. Administrative Analyst, recipient of the "Employee of the Month Award," for the month of October, 2016.

The nomination was submitted by Walter Foeman, City Clerk, which provided the following:

"It is with great pleasure that I nominate Grethel Salas for the Employee of the Month. Since joining the Clerk's office approximately three months ago, she has been instrumental in administering numerous administrative initiatives.

It is oftentimes said that a determined soul and indomitable spirit is necessary for achievement, such is the case with Grethel Salas, although quiet and unassuming she has an uncanny work ethic that is vital for any achievement. Simply put she is a petite little lady that delivers a tremendous amount of deliverables. And to this end, she has produced a number of accomplishments in a very short period of time since joining the Clerk's office. Firstly, she has implemented a procedure to e-mail recorded Notice of Commencements (NOC) to the requestor and copy the inspector's Division to better serve the public by expediting the process. Said initiative represents a significant savings of out of pocket expenses for NOC applicants, and thus avoiding wasting time for a requestor to return to City Hall to pick up same. She has also implemented a quick reference guide on how to download and e-mail NOC's.

Secondly, she updated our Boards and Committees information, thereby necessitating a review of our legislative history, factual background regarding each Board for perusal of our Board Liaisons and subsequent approval of same. Furthermore, she created a training app for those users to navigate the system.

Thirdly, she created a reporting system for our Passport Facility wherein said documents are transmitted daily to the Finance Department. She has created an SQL Report from Tyler Cashiering that prints the total number of credit card transactions by type, by department, by date.

Grethel has also generated a series of trainings to our Passport Agents in the usage of the cashiering system, for

more accurate recording to showcase how monies flow through said facility. She is currently working on implementing our public information system, a review of our workflow in connection with same; concomitantly she is reviewing our Enterprise Management System, known as TRIM Context 6 with a view toward creating a digitized approval process for contracts and agreements through approval queues to be used by departments, along with a digital signature to be used by our departments, as part of the contract review process.

She is also using through the Boards and Committees app said information stored through this data source to create a Boards and Committees code compliant dashboard. Finally, she has implemented a procedure following the appointment of new Board Members to keep current our ongoing update of the Boards and Committees application; and to this end, she has assumed this avalanche of projects and remains humble and focused in addressing her goals. And it is for this reason that she is being nominated for Employee of the Month.”