

Employee of the Quarter Nomination Form

Please complete each of the fields below and explain in detail the reason for the employee nomination

Nominee Name: Jessica Cantu

field service ☐

Nominee Department: Human Resources

support staff ☒

The following questionnaire is provided to describe key qualities, traits, and/or characteristics of the nominee.

Describe the specific event where the nominee exceeded expectations during this Quarter.

During a leadership transition and while the HR team was short-staffed, Jessica helped lead the day to day operations while training new staff. She created an interim coverage plan, walked me (as the new HR Director) through key City processes and timelines, prepared training materials, and personally delivered training to our new hire. She also assumed additional duties outside her normal scope to ensure nothing slipped.

Describe how the final outcome of the specific event impacted the department/organization.

Her leadership preserved our HR service continuity during critical periods like seasonal summer hiring and offboarding, meeting all payroll and benefit deadlines, remaining responsive to employee and supervisor support, and ensuring the new HR Generalist reached productivity faster. As a result, the department avoided disruption, maintained trust with departments citywide, and has positioned HR to move forward on priorities without delay.

What are some key leadership qualities that the nominee demonstrates?

Ownership/Initiative-Jessica anticipates needs, volunteers for extra duties, and follows through; Mentoring-she trains patiently, shares context and background for the "why", and builds others' confidence; Sound Judgment/Discretion-she handles sensitive issues with professionalism and maintains confidentiality; Collaboration/Communication-she keeps HR, employees,& departments informed; Calm Under Pressure-she manages high-volume, time-sensitive work without sacrificing quality.

Why do YOU believe the nominee deserves to be recognized for the Employee of the Quarter ?

Jessica exemplifies what "stepping up" looks like. In one quarter, she helped stabilize operations during a huge transition, accelerated a key hire's ramp-up, and lifted the whole team by training, documenting, and covering gaps, while still delivering excellent service. Her work ethic, reliability, and commitment to the City's employees directly advanced HR's ability to serve the organization. She didn't just meet expectations; she raised the bar for all of us.

Submitted by: Sandra Cuellar-Wilson

Date: 09/24/2025

Supervisor/Director signature: Sandra Cuellar-Wilson

Date: 09/24/25

HUMAN RESOURCES USE ONLY

Performance review requirements met ☐yes ☐no
Written discipline received in last 12 mos. ☐yes ☐no

Years of service

Received Employee of the Year ☐yes ☐no