

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: Jae Gonzales

field service

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Nominee Department: Parks & Recreation - 435 Facility Services

support staff

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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.

Jae played a really big role in the opening of the DAC. There were endless moving parts of moving into the DAC and preparing the building to open to the public. Jae didn't stay within his scope of job duties, instead he went above and beyond what was needed and asked of him. Jae assisted with assembly, moving, answering phone calls, meetings with contractors, cleaned, installation of furnishings and decorations. Jae was pulled in 100 different directions and he completed everything that was needed with a welcoming approach and to everyone's satisfaction.

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

With Jae's continued efforts, we were able to open the facility to near completion. Without his skill set and knowledge, the department would have been forced to utilize numerous other staff and possibly have to use overtime. With his hard work ethics and willingness to assist wherever he was needed, we opened the DAC to an astonishing level that exceeded the public's expectations.

What are some key leadership qualities that the nominee demonstrates?

Jae works well not only with his peers but with all staff, part-time and seasonal. He creates a positive customer service experience for everyone utilizing and working at the DAC.

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

Jae goes over and beyond his everyday duties. He always welcomes every task with a smile and positive attitude. There are a multitude of staff working out of the DAC and each one of us called on him for something whether big or small. He never complained or said no. He communicated when the task would be completed and always followed up and kept his word. Jae is a hard working employee and a great asset to not only to our department but to the City as a whole.

Submitted by: Jazmin Hernandez

Date: 10/2/2025

Supervisor/Director signature:



Date:

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