



**State of Oklahoma  
Department of Central Services  
Human Resources**

**Employee of the Quarter  
Nominations**

**CY: 2008**

**Quarter: 1**

<b>ADMIN Nominee</b>	_____	_____
	Smedley	Gerry
	Last Name	First Name
Justification:	<p>Gerry wears more hats in this agency than anyone I know, and she never turns down new assignments or responsibilities. She has a wealth of knowledge about the agency and state government from her years with DCS and the Secretary of State. Whenever she is asked a question and she doesn't readily know the answer, she will research it until she finds the answer. Gerry definitely "goes the extra mile" for us. She always offers her assistance, whether it is work related or personal. She is one of the first to offer to "cook something" or donate money or run the errands after work--whatever is needed of her. Gerry is a great asset to DCS and a wonderful friend to her coworkers. She should be recognized for her generous contributions on our behalf.</p>	

<b>CAP Nominee</b>	_____	_____
	Mathis	Julie
	Last Name	First Name
Justification:	<p>Going above and beyond the call of duty. Julie manages the large amount of work with a consistent error free goal. This allows my work to flow easier. I appreciate her commitment and believe she this honor is due.</p> <p>Julie takes extra care and attention to detail with her work. She consistently crosschecks her work with others to maximize consistency, uniformity, and efficiency within our processes. She is always striving for continuous improvement in every area of her work. She is also always eager to assist others and foster a sense of teamwork among her co-workers.</p>	

<b>CP Nominee</b>	_____	_____
	Hunter	Jiraporn
	Last Name	First Name
Justification:	<p>Gai is extremely knowledgeable of the PeopleSoft System and is unhesitantly willing to assist fellow employees when they encounter problems while processing in any feature of the system. Gai takes on additional contracting duties as needed to successfully accomplish the agencies needs. Gai is instrumental in developing new statewide contracts based on her knowledge and experience of recognizing the needs of state agencies. Gai assists Gretta Lee with the monthly reports associated with the State Purchase Card Program, and readily assists inquiries concerning the State Purchase Card Program from state agency personnel.</p>	

<b>CPT Nominee</b>	_____	_____
	Sirmans	Amy
	Last Name	First Name
Justification:	<p>Amy has always been a good go to source. She is always wanting and willing to help you out. She has been learning our new system for job tracking. She is quite the cornerstone that holds our division together.</p>	

<b>FM Nominee</b>	_____	_____
	n/a	n/a
	Last Name	First Name
Justification:	<p>n/a</p>	

<b>OFM Nominee</b>	<u>Jeffcoat</u> Last Name	<u>Charles</u> First Name
Justification:	Charles Jeffcoat has been working extremely efficiently to repaint, patch, and repair the walls and ceilings of the Public Spaces in the State Capitol Building. He has been instrumental in training a group of inmates to perform this function with him in a proficient and professional manner. According to a host of people I have talked to; his performance has led to the Capitol Building looking better than it has in many years. Charles also is ready and willing to assist and handle any special projects that come his way in the same efficient manner.	

<b>PR Nominee</b>	<u>Bolden</u> Last Name	<u>Genary</u> First Name
Justification:	Genary depicts each one of the qualifications for being nominated. Service and Attitude, Teamwork, Achievement, Reliability and Dependability. Genary represents our division as the PERC Rep., she is the eligibility officer, receptionist and greeter and jumps in to help anytime someone may need help completing a task. I feel priviledged to nominate her for employee recognition.	

<b>RM Nominee</b>	<u>Condulle</u> Last Name	<u>Mona</u> First Name
Justification:	Mona always has a smile as she assists whenever needed. She has done an outstanding job of designing several new spreadsheets to be used by RM in gathering underwriting information from all RM customers. Her efforts will help streamline information gathering as well as system entry and will move us forward in our efforts to eventually make on-line data collection available to RM customers.	