



State of Oklahoma
Department of Central Services
Human Resources

Employee of the Quarter
Nominations

CY: 2008

Quarter: 4

ADMIN Nominee	<u>Dawes</u> Last Name	<u>Carol</u> First Name
Justification:	Carol has worked for this agency for several years. She has worked in several different areas of DCS and is always willing to help anyone and everyone who has a question, including those with history questions about how things were handled in DCS in the past. During the past quarter Carol went above and beyond the call to duty by helping to pick up work in the OCIA unit when a co-worker left and when another co-worker was out due to an extended family illness. In addition, recently Carol had a serious heart condition that required immediate surgery. She came into work to insure that all of here task were done and that others would not have to do it. She worked up until the last minute despite her discomfort and difficult physical problems. She had to be run out of the office to go to her doctors' office. She then had surgery the very next morning. She performed all of her duties while coordinating her personal affairs of taking care of her two grandchildren that she is raising. After the surgery, she could have stayed out for an extended length of time but returned within a few weeks. Her dedication is a shining example to all of us what caring for her job and fellow DCS employees is all about.	

CAP Nominee	<u>Mathis</u> Last Name	<u>Julie</u> First Name
Justification:	Julie consistently takes the initiative to seek and perform tasks beyond her defined job description which foster teamwork and accomplish the mission of the agency. Recently, Julie responded to the urgent time constraints of another agency by scheduling a meeting for another staff member who was away from the office and thereby saved valuable time for the using agency and the staff member.	

CP Nominee	<u>Allen</u> Last Name	<u>Joy</u> First Name
Justification:	Joy is always willing to assist when projects need to be completed, and is always bringing food and goodies to the division at her own expense. Joy is always volunteering to assist when there is a luncheon whether it be for Central Purchasing or for DCS. Joy is attentive to the division needs although she may not feel good or is busy with her own work load.	

CPT Nominee	<u>Coker</u> Last Name	<u>Steven</u> First Name
Justification:	Steven consistantly places the successful completion of clients projects above his own needs. When equipment can only be serviced at night to meet deadlines, Steven is there. When we need additional hours of prepress for specific deadlines, Steven is there. When asked to come in early to move equipment so we can work regular hours on client projects, Steven is there. When needing artwork for special events, Steven is there or working at home on his own time. These are just a few examples of Steven's work ethic and the qualities exhibited above show a true understanding of the mission at Central Printing. A mission not only to meet the customers needs but to make the journey a pleasant one for them and his fellow employees.	

FM Nominee	Winget Last Name	Brandy First Name
Justification:	<p>Brandy continues to lead the Fleet Management Division in developing new systems that support the division's efforts to modernize and generate potential revenue streams for the Department of Central Services. She has recently completed Internal Revenue Service administrative requirements to allow the Department of Central Services to request tax rebates on alternative fuels for calendar years 2006, 2007, and 2008. Additionally, she is spearheading an initiative to select an architectural firm to provide professional services in conjunction with the design and construction of a prototype unattended and fully automated alternative fuel infrastructure (fueling station) for deployment throughout the state. The prototype will be site adapted for each location and provide for public access to alternative fuel. Phase I (solicitation and pro forma application review) was completed in December with Phase II (interview and award) projected for January-March timeframes.</p>	

OFM Nominee	Cordry Last Name	Paul First Name
Justification:	<p>With Ronnie Carter, Sequoyah Building Manager, on extended leave, Paul has diagnosed equipment failures, reported to his supervisor the diagnoses to receive approval to call contractor out and oversee the repair of the equipment. Paul has handled the day to day operations of the Sequoyah Building, responding to daily tenants maintenance requests, responding to DHS Administrators requests. Paul provides OEM Mechanical equipment service on air handlers and chillers. Paul also handles the opening and closing of the scheduled DHS Commission Conference room, C-47 Conference Room and the Concourse Theater. This is all on top of normal preventive maintenance schedule, special projects (painting the mechanical room floor) and routine maintenance. Paul has taken on the additional challenges, stepping up to the plate, maintaining a positive attitude under adverse conditions.</p>	

PR Nominee	Bolden Last Name	Genary First Name
Justification:	<p>One of the hardest working employees at Federal Property, Genary has updated all of our donee files, contacted 98% of our customers for update information and those customers that have not been to our agency is some time reminding them that we are here to serve them and too stretch there tax dollars further.</p> <p>Always willing to help; goes above & beyond her job description and her work efforts need to be recognized, Genary can and will help all areas if needed and is a tremendous assets to our agency. She is always willing to take on work that will require her to learn something new.</p> <p>Her sense of humor and here laughter is very contagious in our office, She is a GREAT example of the FISH concept of "Have fun at work".</p>	

RM Nominee	Hubbard Last Name	Tara First Name
Justification:	<p>She has approached her new position with enthusiasm, curiosity, sensitivity, determination, and sound reasoning. Her cheerfulness and attention to her unit's mission have exemplified the fish philosophy in our claims unit and improved our claims process.</p>	