



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

**Employee of the Quarter
Nominations**

CY: 2009

Quarter: 3

ADMIN Nominee	_____ Fox Last Name	_____ Pam First Name
Justification:	<p>Pam is an excellent employee for the Department of Central Services. She assists in the completion of the Budget Work Program, Budget Request, SWCAP, and GAAP Reports and is instrumental in the forwarding of these reports before the due dates for each program. DCS was the first state agency in FY-2009 and the third agency in FY-2010 in completing and having the Budget Work Programs approved and posted by the Office of State Finance. Pam volunteers for agency programs, and assists other divisions in special projects. The PERC programs for employee recognition and employee assistance can count on Pam for help and completion to guarantee the success for these programs. Other agency personnel look to Pam for assistance when problems arise. She offers assistance in helping her co-workers in all DCS divisions. Pam's leave balances continuously exceeds 300 hours for annual and exceeds the 2000 hours for sick leave. She is a dedicated and an exceptional employee for the Department of Central Services.</p>	

CAP Nominee	_____ Hamrick Last Name	_____ Matt First Name
Justification:	<p>Matt is always willing to accept many tasks outside his expected job responsibilities At one time he was responsible for the duties of two positions while training a co-worker in a third position. He exhibits a positive goal oriented attitude, is punctual, and obtains a professional willingness to serve the division under difficult circumstances. Matt is not only well-liked by his co-workers, but works hard to gain their respect and serves as a role model to many.</p>	

CP Nominee	_____ N/A Last Name	_____ N/A First Name
Justification:	<p>N/A</p>	

CPT Nominee	_____ Fitz Last Name	_____ Debra First Name
Justification:	<p>During this past quarter Central Printing has seen an increase in 1 and 2 day turnaround projects on top of our busy printing schedule. This has significantly impacted the work flow in Deborah's area. Deborah has consistently delivered high quality work on or before the project deadlines and with the additional workload has exceeded our customer's expectations on a daily basis. Deborah is an exceptional part of our team and her efforts have helped prove to our customers how valuable we are to them.</p>	

