



State of Oklahoma  
Department of Central Services  
Human Resources

Employee of the Quarter  
Nominations

CY: 2010

Quarter: 2

**ADMIN Nominee**

Bogdanowicz

Last Name

Tom

First Name

Justification:

Tomasz is an incredible resource in DCS acting not only as our Business Process Analyst, but also managing the DCS website and providing technical assistance with agency forms and documents. Often the results of his labor go unnoticed because most employees don't realize how many hours of thought and labor he puts into a project or don't understand his confident, up-front approach to things. He always goes above and beyond and a good example is the new solicitation packages he created for Central Purchasing. He not only created the document packages but went a step farther by creating a "How to" document to instruct users on how to work in the document and correctly make an accessible document for web publications. He stays alert to changes in rules and law so he is sure to keep the packages current and notifies the Purchasing Division each time he makes a change. Tomasz exhibits the same attitude with all of our Divisions and made positive impacts in their operations through his ideas on paper and website applications. He's currently coordinating Ok.gov projects for three of our Divisions and doing a wonderful job. Reliability and dependability are never in question - he usually finishes faster than we anticipate, often we have to catch up with him. He brings his "we can do it!" attitude to every meeting and project. Tomasz has worked to learn Oklahoma govt processes and American writing skills and can hold his own with anyone. He represents DCS with pride and professionalism and I'm lucky to work with him.

**CAP Nominee**

McBurnett

Last Name

Tiffany

First Name

Justification:

Tiffany continually shines as a perfect example of the teamwork needed to make the Construction and Properties Division a success. Each of her coworkers has benefited from her willingness to take on additional tasks during times of need; allowing the Division to continually provide high quality services to our customers. Because of her team first mentality, CAP has been able to maintain a higher standard of efficiency and customer satisfaction. In addition to her performance providing high external satisfaction with the Division, Tiffany has worked to make a better work environment for her fellow employees. Tiffany has taken on the task of representing CAP on the PERC Committee for the past two years. Her abilities have allowed her to excel in that role, and have been a great benefit for our division and the agency. The atmosphere and accomplishments the CAP Division has enjoyed in recent times are, in no small part, due to Tiffany's performance, attitude, and adaptability. She deserves recognition for her work in helping to produce a positive and successful work environment.

**CP Nominee**

Rowland

Last Name

Gary

First Name

Justification:

During Gary's time here, Gary has consistently demonstrated a strong work ethic and a dedication to success. Gary's efforts have produced high quality results time and time again. Last quarter, Gary developed and successfully implemented a plan to Rebid the Standardized Configuration for PC's. The plan provided for the use of a Commodity Council of IT representatives from both State Agencies and Regents for Higher Education. The plan was a major undertaking, requiring a great deal of thought and effort on Gary's behalf. The results were that the State, and using jurisdictions will save 24% over historical cost for laptops and desktop computers. Though Gary is my co-worker he is also in an unofficial leadership role. Many of his co-workers seek his advice and support. Gary is always there for them and is quite comfortable in the role. I feel Gary's leadership abilities will become even more effective in a business school setting. For these reasons, I highly recommend Gary as a candidate for the DCS Employee of the Quarter.

<b>CPT Nominee</b>	<u>Fitz</u> Last Name	<u>Deborah</u> First Name
Justification:	Central Printing has been in the process of bidding a contract for housekeeping services. There is a period of about one week that we will be without janitorial services. During this time there were some issues that required attention and Deborah Fitz took it upon herself to see that the issues were addressed.	

<b>FM Nominee</b>	<u>Winget</u> Last Name	<u>Brandy</u> First Name
Justification:	In addition to her responsibilities as the State of Oklahoma Alternative Fuels Administrator, Brandy was assigned the responsibility to manage the Fleet Managements Daily Rental Facility in FY09. In her capacity as State Alternative Fuels Administrator, she has overseen an increase in Certified Technicians of more than 75% in FY10. She travels across the state to administer certification tests in order to facilitate the growth of the program. She has begun a project with ok.gov to permit supervised online testing and certification renewals. She actively promotes the Alternative Fuels Vehicle program by soliciting agencies and encouraging them to use Fleet Managements Alternative Fuel fleet vehicles. In her capacity as Daily Rental Manager, she has increased the available fleet by 30%. She has recently been commended by the University of Central Oklahoma Director of Purchasing as "a dynamic employee...reminded me there are still people out there who believe in customer service and jump through hoops to make sure they offer it."	

<b>OFM Nominee</b>	<u>John</u> Last Name	<u>David</u> First Name
Justification:	As part of his responsibilities David is the designated inventory control officer for the Facilities Management Division. During the past year he played a major role in the transition from a decentralized work force to a centralized workforce. He inventoried all the tools in 13 major buildings managed by Facilities; set up the tool crib located at the Central Maintenance shop; surplused a large majority of the damaged or overstocked items, reducing the overall tool inventory to a manageable capacity; and, set up individual tool bags for the staff. Throughout the process, each completed step has made tool management more efficient, reduces down time on the work force allowing more time in the field by the workforce accomplishing maintenance tasks.	

<b>OFM Nominee</b>	<u>White</u> Last Name	<u>Rick</u> First Name
Justification:	Rick and the words "great customer service" go hand in hand. He can always be counted on to help with a "Can Do" attitude. Many times he has been called to help with a problem at the Mansion only to have to wait or come back later due to last minute changes. He can be called 15 minutes before it is time to leave for the day on a Friday and he will show up and get the job done or at the very least give it his best try - always with a smile and "no problem, that's what I am here for." It is a pleasure to see Rick zipping around in his little truck on the Mansion grounds, I always know business is taken care of.	

<b>PR Nominee</b>	<u>Russell</u> Last Name	<u>Mike</u> First Name
Justification:	Mike brings such a deep level of ability, quality of work and commitment to every phase of his job. Whenever he is assigned a job he sets out to make asure it is fully accomplished in a quality way. He notices othe things along the way that need to be done or can be done in a better way and is very proactive in following through to completion. Mike has doubled State Surplus profit from inside auction sales by the astute marketing procedures he has implemented. Mile has aslo implemented intense security procedures for all incoming agency electronic media and we have had no instances of breech. He has become an expert in the loading and unloading of all heavy equipment and machinery. All of Mike's coworkers respect and enjoy him, as do all the customers of State Surplus. No matter how difficult the day has been, he always has a wonderful attitude for everyone.	

<b>RM Nominee</b>	<u>Howell</u>	<u>Theresa</u>
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Last Name

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First Name

Justification:

Theresa has played an instrumental roll in improving RM productivity by: Maintaining strict control of broker premium billings and payment timelines to assure insurance renewals; developed and maintains spreadsheet tracking of insurance premiums billed and paid by agencies; initiates timely follow-ups on aged accounts; maintains strict control on contract renewal, particularly the CSSTARS contract; assists Claims Unit in timely manner, relative to policy questions; coordinates enrollment of claims unit personnel in Adjustor courses to maintain certification; reorganized responsibilities within administrative unit to improve overall performance; and, coordinates purchase of all division supplies within budget limits. Theresa's attention to detail has helped streamline RM processes making it more efficient.