

➤ **1. INFORMATION ON THE NOMINEE'S ACHIEVEMENT** Please do not use unexplained acronyms for the names of organizational units, state or federal programs, or job titles.

a. DATES AND HOURS

- (1) The beginning date was (month and year) (sample: September 2007) _____
- (2) The completion date was (month and year) (sample: August 2008) _____
- (3) The total number of hours that the nominee spent on the achievement (*NOT the number of hours the nominee works each week*) between the beginning and completion dates of his/her achievement was _____ hours.
- (4) The total combined number of hours that any consultants or contracted employees spent on the achievement between the beginning and completion dates of the achievement was _____ hours.
- (5) The percentage of total hours spent on the achievement that required the nominee to perform above and beyond his/her job description, his/her day-to-day performance expectations and his/her peers' efforts by using special skills and exerting extra effort, creativity and/or perseverance was approximately ____%. (If less than 50%, please briefly explain why the nominee deserves recognition.)
- (6) If applicable, please explain how a problem or efficiency deficit, that was addressed by the nominee's achievement, now benefits the public.

b. WRITTEN SUMMARY OF ACHIEVEMENT

Sample:

**Superior Investigative Results
Leanne Sztuk, Area Financial Manager
Office of Financial Regulation, West Palm Beach**

Leanne Sztuk provided substantial technical expertise and support to the United States Attorney's Office in West Palm Beach and the FBI to help dismantle a complex, fraudulent stock boiler room network in Florida that preyed on victims nationwide. Spending more than three years on the case, she worked nights and weekends reviewing thousands of pages of records, analyzing more than 100 bank accounts, and interviewing more than 100 victims. Her actions resulted in the US Attorney's Office bringing charges against 10 brokers, nine of whom were sentenced to a total of 315 months in prison and ordered to pay restitution in excess of \$17 million. Her achievement was considered tops among the department's 49 examiners statewide. For more information, please contact Robert Kynoch at (850) 410-9843 or robert.kynoch@fldfs.com. 2008 DFS-51

WRITTEN SUMMARY

- Please draft your response, including contact information, as formatted above. Do not use program or agency acronyms or abbreviations without explanation. After responding to question #2 below, please copy your added value data to this summary. Worthy achievements may not receive the recognition they deserve if numerical performance data are not provided. Any additional information you wish to provide in order to supplement your response to this question should be included in question #4.

SPEAKING SUMMARY OF ACHIEVEMENT

Sample:

The next award is to

**Leanne Sztuk, Area Financial Manager
Office of Financial Regulation
In West Palm Beach**

Leanne Sztuk spent more than three years helping to dismantle a fraudulent stock broker scheme that preyed on victims nationwide. As a result, six brokers were sentenced to a total of 256 months in prison and ordered to pay restitution in excess of \$17 million.

SPEAKING SUMMARY: Please provide your response as formatted above. This summary should be a condensed version of your written summary, and it should include numerical performance data.

2. NET ADDED VALUE (Please complete information requested in (a), (d), and (e), plus either (b) or (c))

Notes:

A suggested method for calculating added value to an ongoing state function that resulted from the nominee's improved performance is to subtract a number representing the level of performance in 2006-07 or other period prior to the improvement from the level of performance during 2007-08 or other period following the achievement.

Example:

\$ 500,000 - Value of performance in 2007-08
 350,000 - Value of performance in 2006-07
\$ 150,000 - Added value resulting from improvement

If a performance improvement resulted from expenditure, deduct this amount (such as salaries and benefits paid to in-house staff for developing computer software in lieu of contracting out this task). Also deduct printing costs and other production costs.

Example:

\$ 500,000 - Value of performance in 2007-08
 - 350,000 - Value of performance in 2006-07
 - 40,000 - Development/production/implementation costs
\$110,000 - Added value resulting from improvement

- a. The percentage of added value that resulted entirely from the efforts of your nominee is: ____%. The percentage that should be attributed to a non-nominee (a consultant or Another state employee) is: ____%.
- b. The actual added value from your nominee's achievement in 2007-08 was \$ _____; **OR**
- c. The estimated added value that resulted from your nominee's achievement in 2007-08 was \$ _____.
- d. The above added value accrues to (Input "100%" in the appropriate box if all value goes to one source, or apportion percentages if value goes to more than one source.)

- ___ State Government
___ Other level of Government
___ Specific Citizens
___ Private Sector

- e. Please explain how you calculated the above cost savings, cost avoidance or additional revenue.

Sample: Investigator Erin Cameron produced the work of three full-time investigators: \$32,000 salary/year x 2 investigators in addition to herself = \$64,000. The value of recoveries from 20 successful consumer mediations was \$93,211. The cost avoidance from mediations (\$1,500 per case X 20 mediations) was \$30,000. The total cost avoidance and savings was \$187,211.

Your response

3. **SIGNIFICANCE OF ACHIEVEMENT**

All achievements nominated for 2009 Prudential - Davis Productivity Awards (except any recognizing hurricane preparation and relief efforts) **MUST** include **at least** five (5) of the following items, **but are not limited to five**. Therefore, please respond to **all** of the items that apply.

- a. My nominee's achievement solved a problem, **improved a service or product**, or improved an efficiency deficit that benefits the public.

Sample:

Gained Approval for Emergency Relief Lighting Repair

My nominees documented deficiencies and risks associated with the Federal Highway Administration's process for approving emergency repair of highway lighting after a hurricane. As a result, non-site specific, post-disaster construction projects are now approved for permanent lighting repair in advance of a disaster. This means that a contractor can begin lighting repair work soon after a disaster instead of about a year later.

Please provide your response as formatted in the above sample, including the achievement title from page one.

- b. My nominee's achievement is adaptable. Please draft a summary that is similar to the sample below. In your summary, indicate whether the nominee's achievement has been partially or fully adapted and implemented within and/or outside your department.

Sample:

Developed Maintenance and Utility Trouble Reporting System

A maintenance and utility trouble reporting system that signals problems in key building components and significantly reduces response time, includes utility trending, identifies buildings for energy efficiency upgrades, and helps detect billing errors, can be adapted and implemented by other state agencies and institutions. For more information, please contact Kevin Heinicka at (352) 392-6488 or kmhgolf@ufl.edu. 2008 UF-19

Please provide your response as formatted in the above sample, including the achievement title from page one, and contact information ("For more information, please contact...") from your written summary above

- c. My nominee's achievement is a quality improvement process that included process mapping and has cut costs, markedly improved external and/or internal operations and/or customer satisfaction.

Sample:

Fixed Capital Outlay Financial Tracking System

Process mapping of financial tracking methods revealed duplication of effort among project managers and a budget manager. It became apparent that maintaining all financial information on a project in a centrally accessible database would facilitate simultaneous updating of information as opposed to a sequential process

that was being used. This improvement saves an estimated \$5,000 annually. For more information, please contact Jim Chandonia at the Department of Health in Tallahassee, (850) 245-4444 ex 3168 or jim_chandonia@doh.state.fl.us. 2007 DOH-49

Please provide your response as formatted above by copying the achievement title from page one for the one-line heading. Copy contact information from your written summary, and include numerical performance data from your response to question #2 above.

- d. My nominee's achievement was beyond his/her job description, performance expectations, peers' performance and day-to-day routine for a sustained period of time **because of one or more in (1) through (5) (please respond to all that apply):**

(1) it was exceptional for its innovation or creativity

Sample:

Working nights and weekends, Leanne Sztuk spent more than three years reviewing thousands of pages of records, analyzing more than 100 bank accounts, and interviewing over 100 victims that helped dismantle a complex, fraudulent stock boiler room network in Florida that preyed on victims nationwide. Her achievement was considered tops among the department's 49 examiners statewide.

Please make your response similar to the above sample.

(2) It was exceptional for the efficiency(ies) it produced

Sample:

David Savary recommended discontinuing the purchase of extended warranties on Motor Carrier Compliance Office patrol vehicles. Department management reviewed and agreed with Mr. Savary's findings and discontinued purchase of extended warranties to save \$3.1 million over the next seven years.

Please make your response similar to the above sample, including numerical performance data from your response to question #2 (added value) above.

(3) It was exceptional for the cost savings it produced

Sample:

Liang Hsia managed a Statewide SunGuide Software development project to assure continuous operation of Intelligent Transportation System devices during hurricane evacuations. Developing one statewide software package enabled the Department of Transportation and partnering agencies to avoid the cost of duplication. There is a projected \$70 million return on investment for this \$10 million project, for potential total added value of \$120 million.

Please make your response similar to the above sample, including numerical performance data from your response to question #2 (added value) above.

(4) It was exceptional for the amount of initiative, perseverance and/or extra effort required

Sample:

After assisting with repeated mercury cleanups around the state, Susan Skye worked several years to develop a statewide protocol to phase out all mercury-containing medical devices in 89 Department of health clinics for potential savings of more than \$2 million. Her protocol can be adopted by doctors and hospitals around the state to help reduce harm to the general public.

Please make your response similar to the above sample, including numerical performance data from your response to question #2 (Added value) above.

(5) It occurred despite an organizational obstacle or personal adversity.

Sample:

While leading the Department of Education's efforts to build a system to provide high availability of both email and blackberry services, Jessica Davis suffered a ruptured disk but continued her work from a chair to play a large part in bringing the nearly 2,000 hour project in on time and on budget for estimated department wide added value of more than \$400,000.

Please make your response similar to the above sample, including numerical performance data from your response to question #2 (added value) above.

e. **This is a very significant question. Please fill in each blank for which data is available:** My nominee's performance ranked number ____ among ____ peers in his/her ____ office; number ____ among ____ peers in his/her ____ district or region; and number ____ among ____ peers statewide, in 2007-2008.

Sample:

My nominee's performance ranked number 1 among 6 peers in her office, she ranked number 1 among 18 peers in her district, and she ranked number 1 among 49 peers statewide in 2007-08.

f. My nominee's achievement is a "first-in-Florida" accomplishment. **(Please briefly state how you know that your nominee's achievement is a "first".)**

g. My nominee's achievement is a "first-in-the-nation" or a nationally significant accomplishment.

Sample:

Plan to Dispense Medications and Information During Disasters

Florida is the first state to develop a plan to enhance the operational readiness of residential enclaves to handle health-related emergency incidents, and mitigate demands on medical services and roadways caused by disasters. The plan provides a framework for governing bodies to design, develop and staff a dispensing and vaccination center, and to collaborate in planning, information sharing and coordination before, during and after a biological emergency. For more information, please contact Harper Simpson at the Collier County Health Department, (239) 732-2631 or Harper_Simpson@doh.state.fl.us. 2007 DOH-6

Please make your response similar to the above sample. Copy the achievement title from page one for the one-line heading, and copy contact information from your written summary in #1b.

h. **Please check the appropriate box(es):** My nominee's achievement relates to a Crist/Kottkamp Administration Priority listed on page 5 of the nomination instructions, and/or a core value of your agency **(Please briefly state what your nominee accomplished.)**

i. My nominee's achievement addresses a homeland security issue

Sample:

Anti-terrorism Training

After 9/11, Dana Vogelsang modified a training program on violence in the workplace to address anti-terrorist awareness by teaching employees risk factors and prevention strategies. His training has been presented to hospital staff and more than 100 Department of Health safety officers statewide for added value of approximately \$38,000. This training is recognized nationally in publications read by private and public organizations. For more information, please contact Dana Vogelsang at (561) 582-5666 or Dana_Vogelsang@doh.state.fl.us. 2007 DOH-13

Please make your response similar to the above sample. Copy the achievement title from page one for the one-line heading, include any numerical performance data from your response to question #2 (added value), and copy contact information from your written summary of the achievement in #1b.

- j. My nominee's achievement produced a service that benefits citizens or the private sector.

Sample:

Stopped Insurance Agent from Fleecing Senior Citizens

Susan Jordan worked almost two years to revoke the license of a New Port Richey insurance agent who had made over \$500,000 misrepresenting insurance products to senior citizens. Her efforts assisted seniors in obtaining refunds totaling approximately \$240,000. For more information, please contact Paul Newton at the Department of Financial Services in Tallahassee, (850) 413-5642 or jay.newton@fldfs.com. 2007 DFS-1

Please make your response similar to the above sample. Copy the achievement title from page one for the one-line heading, copy contact information from your written summary in #1b, and include numerical performance data from your response to question #2.

- k. My nominee's achievement increased federal funding or state revenue collection. Please state by what amount and how the increase occurred.

- l. My nominee's achievement produced state general revenue savings. Please state by what amount and how the increase occurred.

Sample:

My nominee negotiated with a landlord to pay for energy saving equipment that saves an estimated \$7,000 annually.

- m. My nominee's achievement has been, or can be, patented or copyrighted.

Sample:

My nominee's video series could be copyrighted since it is an original production of a motion picture or other audio visual.

Please explain what makes your nominee's achievement eligible for a patent or copyright.

- n. My nominee's achievement required my nominee to formulate a new process, design a new technological approach or create a new software application. Please fill in each of the following applicable blanks in (1) through (3):

- (1) Approximately ___% of the new process, technical approach, or new software should be attributed to my nominee and approximately ___% should be attributed to a consultant or a non-nominated state employee.
- (2) The new process, technical approach, or software required approximately ____ hours to complete.
- (3) The new process or technical approach or new software required my nominee to perform (please check one) ___minimally, ___considerably, or ___extraordinarily beyond his/her job expectations.

- o. My nominee's achievement involved extra hours of non-compensated work from beginning to end of achievement, in addition to the nominee's normal work week that were not

compensated by extra pay, time off, or leave credit. **This question applies to nominees who are exempt from the Fair Labor Standards Act (FLSA) that requires extra compensation for work beyond the normal 40-hour week.**

Sample: An individual who is exempt from the FLSA worked a total of 100 hours beyond his/her normal 40 hour week over a period of three months and received no extra pay, time off, or leave credit for this extra work. The correct response on the line below is "100."

Please fill in the blank:

- My nominee worked a total of _____ uncompensated hours from from the beginning to the end of the achievement.
- p. My nominee's achievement produced \$100,000 or more added value (cost savings, cost avoidance or additional revenue)
- q. My nominee's achievement brought previous sub-par performance up to an acceptable or better level.

Sample:

Previous software packages used in various locations around the state were not integrated; therefore, no center-to-center capability existed. Likewise, each package contained "bugs" that required significant manpower to resolve. The nominee's achievement, which includes several hundred pages of requirements for a software package, resolves long standing issues and costs to assure continuous statewide operation of intelligent transportation system devices during hurricane evacuations.

Please explain the circumstances concerning previous sub-par performance, your nominee's involvement, if any, in the previous sub-par performance, and how your nominee's achievement improves the previous sub-par performance.

- r. My nominee's achievement has been, is being, or can be considered for submission to the Service First Savings Sharing Program and/or in conjunction with the Florida Sterling program.

s. Assistance with nominated achievement. **Please fill in the applicable blanks in (1) and (2):**

(1) Approximately ___% of my nominee's achievement should be credited to the work of a consultant or another state employee(s). For example, computer programming that constitutes about 25% of the achievement was provided by a consultant or in-house information technology staff. **If your response is that more than 25% of the achievement resulted from work by your nominee's fellow employees or by a consultant, please provide a brief comment on why your nominee deserves an award.**

(2) Approximately ___% of my nominee's achievement should be credited to additional funding, or to a staffing increase, or to purchase of equipment. For example, a budget appropriation was used to purchase needed equipment, and/or one new position was established to achieve the project's goals, to which 30% of achievement should be credited. **If your response is that more than 25% of the achievement was due to additional funding, staffing, or equipment, please provide a brief comment on why your nominee deserves an award.**

- t. The achievement I am nominating is similar to an achievement that has been recognized by a Prudential - Davis Productivity Award or recognized by another source. For example, my 2009 nomination relates to a work order system that received a 2008 Prudential -

Davis Productivity Award which subsequently was rewritten in order to adapt and implement it to meet the unique needs of data integrity officers. **Please provide the year that the previous achievement was recognized, by whom it was recognized, and why the achievement you are nominating deserves recognition.**

4. OPTIONAL INFORMATION

Please provide any additional data, information or explanation **not provided in response to question # 1b, or to other questions above**, that you think will assist evaluators and the Panel of Judges in understanding and appreciating your nominee's achievement.

5. NOMINATOR'S ENDORSEMENT

I, _____, hereby recommend the above nominee for a 2009 Prudential - Davis Productivity Award.

Signature of Nominator

6. MANAGER'S COMMENT (Nominations without a manager's comment will not be accepted by your Agency Awards Coordinator.

A bureau chief or higher-level manager **(NOT THE NOMINATOR)** who can verify the nominee's achievement is required to supply the following:

The nominee's achievement deserves an award for the following reason(s):

Sample:

"The nominee developed new and efficient procedures totally on her own initiative. Her commitment to her job is second to none. Based on 2007-08 performance data, she ranks first among 20 employees who perform similar work throughout our agency."

Your Comment:

Signature of Bureau Chief or Higher Level Manager (other than the nominator)

Print Name:

Title:

Telephone Number: ()

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Ext.

Suncom:

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Email:

7. AGENCY AWARDS COORDINATOR REVIEW

I have reviewed this nomination for completeness and for compliance with the nomination guidelines.

Signature of Agency Awards Coordinator

Print Name:

8. ENDORSEMENT AND SIGNATURE OF AGENCY HEAD OR DESIGNEE

The responses to the questions on this nomination form have been represented to me by the nominator and/or awards coordinator as accurate and complete.

Signature of Agency Head or Designee

Print Name: