



Prudential

presents the



PRUDENTIAL PRESENTS THE 2010 DAVIS PRODUCTIVITY AWARDS

NOMINATION FORM FOR AN "INDIVIDUAL" (ONE STATE EMPLOYEE)

(For an achievement between October 1, 2008 and September 30, 2009 or other specified period)

DATE PREPARED BY NOMINATOR:

NOMINATION NUMBER: 2010- or # (Number assigned by Agency Awards Coordinator)

INFORMATION PERTAINING TO YOUR NOMINEE (Please use upper and lower case letters, not all caps.)

NAME THAT YOUR NOMINEE WOULD WANT ON HIS/HER AWARD:

PHONETIC SPELLING Please provide this in order to assure accurate pronunciation at an awards ceremony.

NOMINEE'S TITLE Please do not abbreviate.

NAME OF AGENCY Please do not abbreviate.

Name of Division or Bureau: Please do not abbreviate.

Business Address:

City:

State:

Zip: -

Telephone #: ( ) - Ext.

FAX #: ( ) -

Email:

NOMINEE'S ACHIEVEMENT TITLE (complete as stated below):

Note: The achievement title should be EIGHT (8) words or less; it MUST begin with an ACTION VERB such as "Developed," "Reduced," "Streamlined," etc.; and it should be understandable to people with no knowledge of your agency's operations.

Sample Titles: Improved Safety of Police Interceptor Vehicles; or Developed Network Computer Inventory Search Program; or Designed, Built and Repaired Engineering Equipment.

NOMINATOR'S INFORMATION

Name of Nominator:

Title:

Agency:

Address:

City:

State:

Zip: -

Telephone Number: ( ) - Ext.

FAX: ( ) -

Email:

## **INFORMATION ON NOMINEE'S ACHIEVEMENT**

**Please do not use unexplained acronyms for the names of organizational units, state or federal programs, or job titles.**

1. The beginning date was (month and year) (sample: September 2008) \_\_\_\_\_
2. The completion date was (month and year) (sample: August 2009) \_\_\_\_\_
3. The total number of hours that your 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 your 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% of your nominee's efforts were within job expectations, please briefly explain why he/she deserves recognition.)**

### **6. WRITTEN SUMMARY OF ACHIEVEMENT**

**Sample:** 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.

Please draft your response as formatted above. Do not use program or agency acronyms or abbreviations without explanation. After responding to the "net added value" question 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 the "Optional Information" question near the end of this form.

**(150 words)**

### **7. SPEAKING SUMMARY OF ACHIEVEMENT**

**Sample:** 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.

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.

**(50 words)**

## SIGNIFICANCE OF ACHIEVEMENT

1. Briefly explain how your nominee's achievement solved a problem or corrected an efficiency deficit.

**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 provide your response as formatted in the above sample.

(100 words)

2. Briefly explain how your nominee's achievement measurably improved service delivery, customer satisfaction, and/or internal operations, relative to the nominee's position and organizational level.

**Sample:** Process mapping of financial tracking methods revealed duplication of effort among project managers and a budget manager. 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.

Please provide your response as formatted above and include numerical performance data from your response to the next question on added value.

(100 words)

3. Provide information on net added value (cost savings, cost avoidance and/or increased collection of state revenue or federal funding that directly resulted from your nominee's achievement.

Provide information requested in (a), either (b) and/or (c), plus either (d) and (e).

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 2007-08 or other period prior to the improvement from the level of performance during 2008-09 or other period following the achievement.

Example:

\$ 500,000 Value of performance in 2008-09  
- 350,000 Value of performance in 2007-08  
\$ 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 2008-09  
- 350,000 Value of performance in 2007-08  
- 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 a state employee) is \_\_\_\_%.
- b. The actual added value from your nominee's achievement in 2008-09 was \$ \_\_\_\_\_; **OR**
- c. The estimated added value that resulted from your nominee's achievement in 2008-09 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

(100 words)

**All achievements nominated for 2010 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.**

4. My nominee's achievement can be, and/or has been, adapted and implemented by other state employees or teams in order to maximize its productive value. **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:** 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.

**Please provide your response as formatted in the above sample.**

(100 words)

5. My nominee's achievement is a "first-in-Florida" accomplishment.

**(Please state briefly how you know that your nominee's achievement is a "first".)**

**Sample:** Mary Leontakianakos achieved first-in-Florida settlements with several cruise lines after they levied fuel surcharge on passengers who had already paid for or agreed to prices for cruises. Adding charges that were not disclosed prior to contract signing violated existing agreements between the cruise lines and the State of Florida. As director of the Economic Crimes Division, Department of Legal Affairs, Ms. Mary Leontakianakos convinced the cruise lines that adding charges after the fact was wrong, and she negotiated approximately \$61 million worth of refunds to consumers across the U.S.

(125 words)

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

**Sample:** First-in-the-nation settlements with several cell phone companies that require the \$9.95 monthly cost of ring tones to be clearly displayed In advertisements also obtained restitution of approximately \$10 million for Florida consumers and \$6.5 million for the state Economic Crimes Division.

**Please make your response similar to the above sample.**

(125 words)

7. My nominee's achievement made a change in program policies or service delivery that required formulation of a new process or design of a new technological approach.

- a. 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.
- b. The new process, technical approach, or software required approximately \_\_\_ hours to complete.
- c. 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.

8. 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 (a) through (f) (please respond to all that apply):

(a) It required overcoming an organizational obstacle, 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.

**(75 words)**

(b) 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.

**(75 words)**

(c) It was exceptional for the efficiency(s) 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 the "added value" question above.

**(75 words)**

(d) 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 the "added value" question above.

**(75 words)**

(e) 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 the “added value” question above.

**(75 words)**

(f) It required working uncompensated hours. *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.

9. My nominee’s achievement measurably promotes a Crist/Kottkamp Administration priority listed on Page 4 of the nomination instructions, and/or a core value of your nominee’s agency.

**Sample:** The department’s assistance to local, state, and federal agencies in Central Florida helped further the Crist/Kottkamp’s priority of assuring Floridians’ safety and security by apprehending 130 violent fugitives and helping reduce violent crime by 2.4% during the first half of 2008.

**(100 words)**

10. My nominee’s achievement produced a service that benefits citizens or the private sector.

**Sample:** Susan Jordan worked almost two years to revoke the license of a New Port Richey insurance agent who had made over \$500,000 mis-representing insurance products to senior citizens. Her efforts assisted seniors in obtaining refunds totaling approximately \$240,000.

Please make your response similar to the above sample, and include numerical performance data from your response to the added value question above.

**(100 words)**

11. My nominee’s achievement addresses a homeland security issue

**Sample:** 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.

Please make your response similar to the above sample, include any numerical performance data from your response to the added value question above.

**(100 words)**

12. **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 2008-2009.

**Sample responses:** 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 2008-09.

13. My nominee's achievement is similar to an achievement that has been recognized by a Prudential - Davis Productivity Award or recognized by another source. **Please provide the year that the previous achievement was recognized and why the achievement you are nominating deserves recognition.**

**Sample:** My 2010 nomination is similar to a 2009 nomination that received a Prudential –Davis Productivity Award for a work order system. The purpose of this year's nomination is to recognize substantially revising the system in order to meet the unique needs of data integrity officers. It deserves recognition because the nominee spent 60 hours revising the system in addition to her assigned work.

**(100 words)**

14. 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.**

**(50 words)**

### **ASSISTANCE WITH ACHIEVEMENT**

1. Approximately \_\_\_% of my nominee's achievement should be credited to the work of a consultant or another state employee(s).

**Sample:** Computer programming that constitutes about 35% of the achievement was provided by a consultant or in-house information technology staff. My nominee nonetheless deserves an award because he/she oversaw the work of the 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.**

**(50 words)**

2. Approximately \_\_\_% of my nominee's achievement should be credited to additional funding, or to a staffing increase, or to purchase of equipment.

**Sample:** A budget appropriation was used to purchase needed equipment, and/or one new position that was established was responsible for approximately 30% of the nominated achievement. My nominee nonetheless deserves an award because he/she completed critical tasks that made the consultant or in-house information technology staff's contribution possible.

**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.**

**(50 words)**

### **OPTIONAL INFORMATION**

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

(200 words)

### **NOMINATOR'S ENDORSEMENT**

I, \_\_\_\_\_, hereby recommend the above nominee for a 2010 Prudential - Davis Productivity Award.

\_\_\_\_\_  
**Signature of Nominator**

### **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 2008-09 performance data, she ranks first among 20 employees who perform similar work throughout our agency."

**Manager/Supervisor's Comment:**

(150 words)

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: (    )    -    Ext.

Email: \_\_\_\_\_

### **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: \_\_\_\_\_

**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.

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Signature of Agency Head or Designee

Print Name: