COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES

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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

November 13, 2006

To: Each Supervisor

From: Michael J. Henry
Director of Personnel

Subject: **COUNTY EMPLOYEE OF THE MONTH – NOVEMBER 2006**

It is a pleasure to announce the selection of Carol Williams as the November 2006 County Employee of the Month.

- Carol Williams has been working for the County of Los Angeles for 25 years and is currently employed as Head of the Election and Document Processing Services Section/Section Head for the Voters Records Research and Integrity Section with the Department of Registrar-Recorder/County Clerk, where she provides management oversight for the resolution of Voter Registration and Absentee Voter problems.

- Ms. Williams is responsible for ensuring the successful operation of various units including the Telephone Unit, for providing oversight and management for the Help America Vote Act and has continually raised the standard of performance and productivity within the Election Preparation Bureau with her relentless efforts to identify problems and finding effective solutions.

- For the past 24 years, Ms. Williams has been conducting Telephone and Computer Training classes for hundreds of employees and with the introduction of computers, she was selected as the first supervisor of the Computer Terminal Unit in the Data Entry and Signature Verification Section.

- Ms. Williams has been the department's representative and team captain for the March of Dimes and since 1990 has been annually recognized as the Top Achiever in the County of Los Angeles having raised more than $150,000 in funds.

We have arranged an agenda item to recognize the Employee of the Month at your Board meeting on November 21, 2006 at 9:30 a.m. A scroll has been ordered, to be signed by all Board members, for presentation by the Mayor.

MJH:STS
SWB:ty

c: Conny B. McCormack, Registrar-Recorder/County Clerk
Department of Registrar-Recorder/County Clerk
David E. Janssen, Chief Administrative Officer
Chief Administrative Office
Sachi Hamai, Executive Officer
Board of Supervisors
Raymond G. Fortner, Jr., County Counsel
Office of County Counsel
Judy Hammond, Director of Public Affairs
Chief Administrative Office