



COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS
579 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-2406 FAX (213) 621-0387

BRANCH OFFICE
3333 WILSHIRE BOULEVARD • LOS ANGELES, CALIFORNIA 90010
(213) 738-2222 FAX (213) 637-0820

MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

January 31, 2008

To: Department Heads

From: Sandra Wallace Blaydow
Senior Human Resources Manager

Subject: **LA COUNTY STARS! – APRIL 2008**
(SPECIAL TALENTS FOR ACHIEVING REMARKABLE SERVICE)

LA COUNTY STARS! is an exciting new program which replaces the Employee of the Month Program and serves to recognize employee performance reflective of the County mission statement and values. Under **LA COUNTY STARS!**, management and non-management employees, individuals, and teams may be recognized.

Consistent with the County mission statement and values, departments may submit **only one** nomination (individual or team) per month. These nominations should reflect the positive image of County employees and provide an excellent opportunity for enhancing staff morale. Please note that the number of awards given each month will depend upon the number of nominees who meet the threshold criteria based upon the points awarded for each entry (18 out of 20 points required for consideration).

Your department's nomination is requested by March 4, 2008. **Please submit the appropriate three-page nomination form** for your nominee/team from one of the four Strategic Plan Organizational Goal categories of:

- Service Excellence
- Workforce Excellence
- Organizational Effectiveness
- Fiscal Responsibility

For the month of April 2008, the **LA COUNTY STARS!** Strategic Plan goal category award ceremonies will take place as follows:

April 1	Service Excellence
April 1	Workforce Excellence
April 15	Organizational Effectiveness
April 15	Fiscal Responsibility

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Your nomination for **only one** of the above categories should be sent to John S. Mina, Program Coordinator, at 3333 Wilshire Boulevard, Suite 1000, Los Angeles, CA 90010. These forms are available via an e-mail request to lacountystars@hr.lacounty.gov or you may download them from the **LA COUNTY STARS!** Web site, <http://stars.lacounty.gov>. **The Department of Human Resources (DHR) will become the sole proprietor of all nominations; consequently, we are unable to provide or produce copies for departmental use.** The nomination forms, along with the selection criteria and suggestions for documentation and two sample nominations, are attached for your use.

Please note that the total score for your department's entry will be based upon the points assigned to the required nomination form criteria and the shared values checklist. Following the selection and notification of **LA COUNTY STARS!**, the Board of Supervisors will recognize the individual(s)/team(s) on the Board meeting dates as noted above. If you have any questions, please call me at (213) 351-8945 or John S. Mina of my staff at (213) 738-2352.

Thank you.

MJH:STS
SWB:sah

Attachments