COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS
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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

May 7, 2008

To: Each Supervisor

From: Michael J. Henry
Director of Personnel

Subject: **LA COUNTY *STARS!* – JULY 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, your office 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 office's nomination is requested by June 3, 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 July 2008, the **LA COUNTY *STARS!*** Strategic Plan goal category award ceremonies will take place as follows:

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

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 office'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) 974-2406 or Sandra Wallace Blaydow of my staff at (213) 351-8945.

Thank you.

MJH:STS
SWB:jfv

Attachments