

OFFICE OF THE MAYOR

SAN FRANCISCO



EDWIN M. LEE

MAYOR

September 2014

TO: CITY DEPARTMENT HEADS

RE: CALL FOR NOMINATIONS - PUBLIC MANAGERIAL EXCELLENCE AWARDS

San Franciscans deserve a City government that is effective, cost efficient, responsive, service-oriented, and that gets the job done right, on time, and within budget. As Mayor of San Francisco, I am proud to celebrate the accomplishments of outstanding public servants who, when faced with extraordinary fiscal pressure, have found creative ways to serve the City and County of San Francisco with distinction and excellence.

I am pleased to announce the call for nominations for the 35th Annual Good Government Awards.

Sponsored by the Municipal Fiscal Advisory Committee (MFAC), a project of SPUR, these awards have offered prestigious recognition for the past 34 years to the excellent managers who work to make San Francisco a great City.

The important task of nominating the award winners is up to you. Nominees must be managers in City agencies who have taken innovative approaches to good government, and who have made an impact on our City. Please join me in recognizing these individuals who serve the public with excellence and distinction by nominating one or more of the managers in your department. **You may nominate an individual or the members of a team (not to exceed four people) within your department. Department heads are not eligible, and only one team can be nominated per department.**

The following materials will guide you through the nomination process. Please provide detailed information to justify each nominee's accomplishments. The awards ceremony and event to honor nominees and winners will be held in March 2015. Five winners will be selected.

Nominations must be received no later than Monday, October 13, 2014. For further information, please contact Emily Volberding in my office at 415-554-7631 or emily.volberding@sfgov.org.

Thank you for your participation in this important awards program. We look forward to celebrating the achievements of outstanding City managers who have set themselves apart by solving problems, creating efficiencies and demonstrating their commitment to San Francisco.

Sincerely,

A handwritten signature in cursive script, appearing to read "Edwin M. Lee".

Edwin M. Lee
Mayor

The Good Government Awards are sponsored by the Municipal Fiscal Advisory Committee (MFAC), a project of SPUR. For 34 years, these awards have recognized outstanding performances by managers working for the City and County of San Francisco. These awards represent a unique opportunity for the private sector to acknowledge San Francisco's top managers for their leadership, vision and ability to make a difference both within City government and the community at large.

SUBMISSION GUIDELINES

1. Submit a maximum of three pages of text on why the person or team (maximum of 4 persons) should be recognized.
2. Send your nomination by **Monday, October 13, 2014** to Emily Volberding, Mayor's Office of Public Policy and Finance, City Hall, Room 288, 1 Dr. Carlton B. Goodlett Place, San Francisco 94102 or electronically to emily.volberding@sfgov.org.
3. You may not nominate an individual to whom you are a direct report. Department heads are not eligible. Only one team nomination per department will be accepted. Individuals who have previously won an MFAC award are not eligible.
4. Five winners will be selected by the MFAC Award Selection Committee, who will notify both winners and all nominees. Those submitting nominations will also be notified.

EACH SUBMISSION MUST INCLUDE THE FOLLOWING INFORMATION (you may also download this form from the website, www.spur.org/ggawards):

Date Submitted: _____

NOMINEE INFORMATION (for each individual manager you are nominating or each member of a team):

Name: _____

Title: _____

Program: _____ Department _____

Dept. Address: _____

Years in current position: _____ Total years of City employment: _____

Telephone: _____ Email: _____

NOMINATOR INFORMATION (person who is submitting the nomination):

Name: _____

Title: _____

Program: _____ Department _____

Dept. Address: _____

Telephone: _____ E-mail: _____

DEPARTMENT HEAD APPROVAL

Name: _____ Telephone: _____

Signature: _____ Email: _____

NOMINATION GUIDELINES

1. DESCRIPTION OF RESPONSIBILITIES: Briefly summarize the nominee's:

- Roles and daily responsibilities (including the number of people supervised)
- Areas of responsibility
- Additional programs or initiatives that the individual manages or participates in

Example: “ _____ is Director of xyz services. She supervises fifty-seven employees including fifteen technicians and heads up two cross department teams. Ms. _____ determines policy, practices and procedures and sets work schedules and standards for the department. She has responsibility for oversight and management of the department's training and community-outreach budgets...”

SIGNIFICANT ACHIEVEMENTS: Describe the individual's significant achievements in both quantitative and qualitative terms and metrics. Include a before and after comparison of the program or service he/she improved. Be sure to discuss one or as many of the following criteria as possible:

- How did this person improve the effectiveness of a program or service?
 - Include baseline and degree of improvement
 - Give specific examples of improvements and changes he/she made.
- How did he/she improve customer service?
- Did he/she innovate a new approach, and if so how?
- Did his/her work result in cost savings or new revenue, and if so how?
- Please provide specific benchmarks and include metrics and timeline.

Example: “Because of the budget deficit faced by the department, we were forced to look for more creative ways to deliver services or cut them. Through her leadership, we were able to create systems that allowed us to more accurately track staffing and overtime resulting in a 10% across the board savings. _____ also set up systems to track the aging of our receivables and identify ways to recover what we had previously considered un-collectable receivables...”

Example: “ _____ was able to involve the community in a meaningful way that overcame long-standing distrust of the agency. She worked with the Mayor's office and the office of xyz to develop policy guidelines. Using models, she convinced skeptical federal, state and private vendors to change traditional approaches to make the program work, again developing trust and relationships that continue to benefit the department. As a result...”

Note: Nominations are for individuals or teams, not new programs or services. Please clearly and specifically explain why your nominee's efforts have improved and changed an important part of your work.

2. LEADERSHIP AND MANAGEMENT SKILLS & TECHNIQUES: Describe the key to this manager's success.

- What skills, traits & behaviors did he/she use to achieve success?
- Planning, organization, leadership, ability to motivate or inspire others?
- Give specific examples that will demonstrate how your nominee achieved results.

Example: *"When _____ became manager of xyz the work of the department was focused in a small universe of issues and problems. Through his leadership and strong focus on organizational development, we were not only able to identify and expand the vision, but to actively seek solutions. He was able to articulate the goals of the project to both the staff and the community. As a result of the plan..."*

The above examples were adapted from the nomination forms of past winners. They are intended as suggestions only. Please be sure your nomination form includes details and documentation of the individual's (or team's) outstanding performance and why they are worthy of the Public Managerial Excellence Award. **THE DEADLINE FOR SUBMISSIONS IS MONDAY, OCTOBER 13, 2014.** The application form is also available online at www.spur.org/ggawards.