



DISTRICT III

Cabrillo Del Rio
Los Angeles
Los Compadres

Los Tres Condados
San Gabriel Valley

Date: **11/18/2022**

TO: Division Chiefs, Regional Managers, Office Managers, WIOA Partners, and Local Chapter Members

FROM: Dadisi Elliott and Verletta (VAL) Moeller – Awards Co-Chairs

SUBJ: Request for Award Nominations

Enclosed you will find the awards criteria, categories, and nomination form for this year's awards nominations. These awards will be presented to those recognized for outstanding services.

Workforce professionals work tirelessly throughout the year, delivering services to the people of California. This is true this year with the continuation of the pandemic which has created very challenging times. We want to recognize our individuals, groups, and employers for their outstanding services rendered throughout the 2022 year.

This district includes membership in the following areas, Santa Barbara, Oxnard, Ventura, Lancaster, Santa Clarita, San Fernando Valley, City of Los Angeles, County of Los Angeles, San Gabriel Valley, and surrounding areas.

Your participation is vital to the success of the awards program. Winners may be submitted to the State Chapter for judging in the Statewide Recognition Awards Program.

Please read the criteria for each category as all nominations must meet the guidelines. To allow time for judging of nominations and the purchasing of awards, all entries must be postmarked or emailed no later than [December 30, 2022](#), to:

**Dadisi Elliott at: dadisirelliott1234@gmail.com and Val Moeller, retire2k07@aol.com
Questions – 562-331-3957 or Val Moeller 562-863-8549.**

Thank you in advance for your participation and support in our endeavors to recognize those who have performed their jobs in an outstanding manner. If you have any questions, please do not hesitate to contact one of the co-chairs.

Any staff, supervisor, or manager may submit a nomination, and all documentation should be from January 1, 2022 through December 30, 2022. If a project began in a prior year but was completed in 2022, then that information may also be included.

Employee Performance Award **member – individual and group (There are exceptions. See below.)**

Given to a **CWC member or group** who has demonstrated outstanding conscientious service in the field of Workforce Services, Unemployment Insurance, Disability Insurance, Tax, etc. rendered through excellence in, and the diligent, dependable and trustworthy performance of assigned duties. Consider factors which demonstrate outstanding achievement that contribute significantly to the smooth performance of operations necessary to accomplishment of their respective branch objectives. **For a group (a group is 3+) to qualify, at least 2/3 of the group must be members.** Such factors may include, but are not limited to:

- Cooperation
- Dependability
- Initiative
- Trustworthiness
- Adaptability
- Relationship with co-workers
- Relationship with the public
- Relationship with partners
- Attitude
- Accuracy
- Workload handled under unusual conditions
- Customer service skills
- Creativity/Innovation
- Resource Promotion

The position held by the person(s) considered for this award must be one that is subject to accepted methods of quantitative and qualitative evaluation. Provide dates, statistics, and other examples as to how the individual or group accomplished their goals, or exceeded them, etc. as it relates to the nomination.

Nominations will be accepted in any of these categories:

- 1) Workforce Services Branch
- 2) Unemployment Insurance Branch
- 3) Disability Insurance Branch
- 4) Tax Branch
- 5) Management
- 6) Workforce Partners (WIOA employee, WIB, etc.)
- 7) Administrative Support (Clerical, EDS, Janitorial, etc.)
- 8) Services to Veterans

Note: Submissions should clearly state which category the nomination falls into and why. Provide examples and documentation that demonstrates the individual or group's ability to provide excellence in their field.

Services to Veterans Award - Eligibility: member or non-member (but must be nominated by a member) – individual and group.

Recognizes those who have done the most to assist veterans and promote interest in their rights in the workplace. In addition, it recognizes an outstanding, innovative program or awareness and promotion of veterans' interests and rights in the workforce. See factors listed under Employee Performance for additional guidance. Additionally, please include at least five success stories from their caseload.

Customer Service Award – Eligibility: member or non-member (but must be nominated by a member) – individual and group

The Customer Service Award recognizes CWC individuals and groups who provide exceptional service to customers served throughout the entire workforce system. The customer service can be in any area of workforce systems including, but not limited to work with job seekers, UI claimants, businesses, schools, vocational rehabilitation clients, veterans, people with disabilities, former felons, co-workers, youths, welfare recipients, and job training participants. Providing outstanding customer service to workforce system customers, clients, and claimants is the main emphasis of this award.

CRITERIA

One or more of the following achievements is required for the Customer Service Award.

A. Customer Service

Demonstrated exceptional devotion and performed outstanding services for the betterment of workforce system customers which made a difference in a customer's life.

B. Resource Promotion

Performed outstanding work in encouraging customers to use workforce system services that enhanced the relationship between workforce system providers and the community.

C. Partnering

Collaborated with an organization or appropriate audience to take action on critical issues concerning workforce system customers.

D. Creativity/Innovation

Initiated a program idea or innovation that creatively solved a problem or challenge or improved the delivery of workforce services to customers.

E. Improved Operational Efficiency

Performed outstanding work in improving the operational efficiency of a workforce program which resulted in increased customer service/satisfaction. Examples include improving goals, reducing costs, improving use of technology, staff development, outstanding leadership/management, etc.

ELIGIBILITY

Nominations that fail to meet each of the eligibility requirements will be disqualified.

- Nominees must have been a CWC member throughout the entire calendar year of 2020.
- Only activities that occurred from January – September 2020, will be considered for recognition.

Note: Based on the quality of nominations, the selection team can decide not to present a Workforce System Customer Service Award in either category.

Award of Distinction member or nonmember (but must be nominated by a member) – individual and group

This award is one of the highest honors CWC presents to individuals or groups. It recognizes individuals and groups who made outstanding contributions to CWC or to workforce development programs. The nominees, however, must be from a private sector or non-governmental nonprofit organization and **not** employed by a workforce development entity.

CRITERIA

One or more of the following achievements is required for the Citation Award:

A. Promoting Legislation

Performed outstanding work in promoting legislation to improve and strengthen workforce development programs, or for the welfare of workforce development personnel.

B. Specialized Customer Services

Displayed a great interest and performed outstanding services in specialized customer fields, including, but not limited to, vocational training, welfare-to-work, people with disabilities, unemployment insurance/compensation, and youth.

C. Health and Working Conditions

Demonstrated outstanding leadership in the improvement of health and working conditions for workers in general, or for those in workforce development programs.

D. Professional Advancement

Performed outstanding service in connection with an educational or related program directed toward professional advancement or improved professional competency of staff in workforce development programs.

E. Community Awareness

Performed outstanding work in encouraging either employers or potential customer groups to use workforce development services, thus enhancing the relationship between workforce development services providers and the community.

ELIGIBILITY (*Nominations that fail to meet each of the eligibility requirements will be disqualified*)

- Nominees need not be a CWC member if nominated by one.
 - Only activities that occurred during the calendar year 2020 will be considered for recognition.
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NOMINATION SUBMISSION COMPONENTS

A. Nomination Presentation

The nomination must be typed, on 8½ x-11-inch paper. Double-spaced formatting, Arial font, and a size 11 font or larger is encouraged. We prefer that the nomination be emailed.

B. Standard Nomination Form

This form must be the first page of every written nomination. An attachment with additional nominee information is acceptable (must include name, title, and local chapter member information if known).

C. Narrative

This concise, precise, and descriptive narrative should not be more than 10 printed pages. It must focus on the details of the actual accomplishment and include any necessary background information explaining why the accomplishment was exceptional to the association or the workforce system.

D. Documentation

The narrative must be supported *only* by documentation that relates directly to the accomplishment activities on which the nomination is based. Please do not include extraneous material not related to the nomination. The documentation may be articles, newspaper or other periodical clippings, endorsements, recommendations, and testimonials. Original and/or digital photographs can be included but must include a brief description of what each photograph is intended to show. The articles and newspaper and other periodical clippings must be identified by date and source. Any photographs and news items less than 8½ x 11 inches in size must be mounted or scanned on 8½ x 11-inch paper.

E. Submitted by

Name of person submitting the nomination.

Please ensure the accurate spelling of all nominee names.

THANK YOU