

STATE OF CALIFORNIA – DEPARTMENT OF HUMAN RESOURCES
SUPERIOR ACCOMPLISHMENT GIFT OR CASH AWARD RECOMMENDATION

has demonstrated an act of sustained superior job performance resulting in an exceptional contribution to the efficiency of the state.

Under the general direction of the Substance Abuse Testing Program Manager, has served as the subject-matter expert for state and federal substance testing programs as a Program Technician III for 20 years. Through initiative and great personal effort, has ensured that all departments impacted by substance abuse testing have been fully compliant with federal and state laws.

Specifically, has taken the initiative to research state and federal regulations in order to provide expert interpretation to departmental coordinators, labor relations officers, and collective bargaining representatives regarding testing processes. This expertise has provided departments with an ongoing resource to achieve and maintain compliance.

achievement is clearly above normal requirements for her position. Although monitoring changes in substance abuse testing rules is essential, the degree to which expertise has exceeded expectations for the job is far and above the standard.

By analyzing the connections between federal and state regulations, and memoranda of understanding, has been able to communicate the impact of ongoing program changes to stakeholders and customers. creative efforts were demonstrated in a variety of reports, overviews, orientations, and consultations with departments undergoing program audits.

In the last two years, has worked tirelessly to manage and coordinate over 12,000 tests, and has ensured that all 41 state departments in the testing programs complied with federal and state rules. In addition, also managed to update contracts, reconciled testing records, prepared invoices, monitored contract funds, and on any given day could account for all program expenditures and costs.

was steadfast in developing and maintaining collaborative relationships with outside contractors and state coordinators, and her professionalism was appreciated by those who worked with her. determination and performance as a dedicated employee was always made evident by her tremendous work ethic. As manager, I never had to worry about the operations of the substance testing programs. was so highly trusted and respected, earned everyone's admiration.

accomplishments extend far beyond CalHR. When Governor Deukmejian signed an executive order in 1986 to achieve a drug-free workplace for the State of California, he recognized the importance of ensuring that over 60,000 state employees serving in sensitive positions would be held accountable to the citizens of this state. What he didn't know was that was going to make sure it all happened as planned.

It is with great pleasure I nominate for the "superior accomplishment award" for sustained service and outstanding performance.