



# CITY OF DELRAY BEACH

## EMPLOYEE OF THE MONTH NOMINATION FORM



(MUST BE SUBMITTED TO THE NOMINEE'S DEPARTMENT HEAD BY THE LAST FRIDAY OF THE MONTH)

Name of nominated employee: Oscar Dominguez

Job Classification: Technical Services Manager Dept./Division: Information Technology

Please select one or more of the following guidelines applicable to the nomination:

- ☒ Action, service, idea or method that resulted in organizational improvements (saved the City time or money by streamlining a process such as eliminating waste, significantly decreasing expenses or increasing efficiency), and/or;
- ☒ Outstanding action that brought public recognition to the City or enhanced the city or department's professional image (returned a citizen's personal property; recognized in the media for "going above and beyond" routine job responsibilities), and/or;
- ☐ Displaying overall excellent cooperation toward City goals and objectives (effectively communicating or sharing information/knowledge to other departments/co-workers to achieve a common goal), and/or;
- ☐ Going "above and beyond the call of duty" that exceeds nominee's job description (exemplary action outside of work routine that prevented a citizen or co-worker from serious injury or death), and/or;
- ☐ Other action warranting city wide recognition.

Please justify the nomination by providing **specific** details (use additional sheets if necessary):

I nominate Oscar Dominguez for multiple accomplishments. For  
example, Oscar took the initiative to lead the EOC setup  
and testing efforts at the Fairfield Inn on Atlantic. The setup and  
tests were successful. Furthermore, Oscar lead the fire departments  
certification efforts - ensuring compliance for the City. He executed  
both projects simultaneously, under time pressure, and with a smile on his  
face! Oscar demonstrated a strong work ethic, quality work, and his  
ability to lead a team to project success. He is a deserving  
candidate for employee of the month.

Alex Gamma

Submitted by : (Print Name)

[Signature]

Signature

9/30/18

Date

IT Department

Department / Division

gammaa@mydelraybeach.com

Email Address

Anonymous or self-nominations will not be accepted



# CITY OF DELRAY BEACH EMPLOYEE OF THE MONTH NOMINATION FORM



(THIS SECTION TO BE COMPLETED BY DEPARTMENT HEAD)

**Instructions:** Select yes or no after each question and provide an explanation or comment. The Department Head is responsible to ensure the form is returned to the Human Resources Department by 5:00pm on the first business day of the month.

DESCRIPTION	YES	NO
Has the employee completed all regular and special duties as required including adherence to the City's Rules and Regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Has the employee maintained a positive attitude and overall excellent spirit of cooperation toward City goals and objectives?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Has the employee been involved in any safety incident during this nomination year in which she/he was at fault?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are there any disciplinary action pending involving this employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Department Head Comments:** (use additional sheets if necessary)

Oscar successfully bridges the Technology gap at the fire department, providing deep expertise with tech as well as the knowledge of the fire and Emergency Management duties. His "can do" attitude has made him a valuable resource for the city and we appreciate his service.

Mickey Baker

Department Head

*[Signature]*

Signature

Oct. 2, 2018

Date

## This Area To Be Completed By Human Resources

Human Resources will review the employee's file to verify eligibility

☒ Approved

☐ Disapproved

*[Signature]*

Human Resources Director

Sharon Liebowitz

Signature

10/9/18

Date