



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: STEPHANIE CRANEY

Job Classification: FIRE FIGHTER Dept./Division: FIRE

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):

STEPHANIE CRANEY WAS THE LEAD FIRE RESCUE PROJECT MANAGER COORDINATING THE 2019 ST. PATRICK'S DAY PARADE. THIS PROJECT WAS STARTED LATE IN THE PLANNING YEAR AND WAS RUSHED TO COMPLETION DUE TO TIME CONSTRAINTS AND SHE HANDLED THE ENTIRE PROCESS WITH EASE AND EFFICIENCY. SHE COORDINATED WITH WELL OVER 20 DIFFERENT FIRE RESCUE DEPARTMENTS FROM AS FAR AWAY AS MIAMI AS WELL AS PARTICIPATES FROM BELGIUM. STEPHANIE DEALT WITH NUMEROUS OTHER COMPANIES, CITY DEPTS AND STAFF TO LEAD THIS PROJECT TO SUCCESS. THE 2019 PARADE WAS A HUGE SUCCESS IN A LARGE PART FROM HER SKILLS IN COORDINATING THE PROJECT. THIS PROJECT BROUGHT THOUSANDS OF CITIZENS, VISITORS AND GUESTS TO DELRAY BEACH.

S.R. Beckowitz

Submitted by: (Print Name)

S.R. Beckowitz

Signature

04-03-19

Date

FIRE

Department / Division

Beckowitz@mydelraybeach.com

Email Address

Anonymous or self-nominations will not be accepted



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(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)

To put this bluntly, the Parade would not have been the success that it was without Stephanie. She willingly came to days and worked literally night + day to make sure our First attempt at a St. Patrick's DAY Parade was a success! I whole heartedly agree with this nomination.

L. Keith Tomey
Department Head

L. Keith Tomey
Signature

4/5/19
Date

This Area To Be Completed By Human Resources

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

☒ Approved

☐ Disapproved

Dave J. Archer
Human Resources Director

[Signature]
Signature

Date