

Title:	Manager of the Year Award	
Purpose:	To recognize City managers for outstanding work accomplishment and to foster excellence in City service.	
Issued by:	Employment and Personnel Services	Date: February 15, 2005
References:	Hawaii Revised Statutes §78-29; CS Circulars 1354 (6-30-82) and 39-85 (11-25-85)	

I. POLICY

The City recognizes managers for outstanding accomplishment in their work performance.

A committee of citizens will make the final selection from among the finalists. Presentation of the CITY MANAGER OF THE YEAR AWARD will be made along with the CITY EMPLOYEE OF THE YEAR AWARD at the City's Awards Ceremony.

II. NOMINATION PROCEDURE

A. The rules governing nominations are as follows:

1. Any regular civil service employee who holds a position in the Excluded Managerial Compensation Plan in the City may be nominated. A former employee of the City may be eligible for the award if the nomination is made for the award year in which the employee worked for the City.
2. An employee previously nominated is eligible for renomination provided the employee was not selected as the "City Manager of the Year" within the last three years.

Example: An employee who receives the XX01 "City Manager of the Year" award would not be eligible for renomination until XX05.

3. Manager of the Year nominees may be selected by their department heads, by subordinate employees, or by other excluded managers (EM) in their department. Persons making a nomination should submit the nomination directly to the Employment and Personnel Services Division, Department of Human Resources (DHR). Department heads will be requested to endorse or comment on the nomination of managers from their departments.
4. A "Committee of Peers" shall be selected from among EMs, by the Director of Human Resources (Director). The purpose of this committee shall be to screen the nominations received so that a number not less than two but not more than four shall remain. Such remaining number of persons shall be considered as finalists for the award.

III. SELECTION GUIDELINES

- A. Nominations and selection shall be made on the basis of any one or a combination of the following factors:
1. Displayed outstanding and consistent program successes in planning, setting objectives, scheduling, organizing, delegating and controlling the work of the organization.
 2. Maintained a cooperative, cohesive work group and motivated and assisted subordinates as well as peers through recognizing good work and counseling and being aware of their needs and problems.
 3. Provided leadership and participated in developing and implementing innovative programs, which have contributed to improving public service.
 4. Demonstrated the ability to make decisions and perceive relationships directed toward achieving organizational goals.
 5. Provided leadership in the development of managers or future managers, through the establishment or improvement of programs, such as courses, forums, workshops, research, or other activities, that would tend to improve management's performance or knowledge.
- B. Duplication of recognition awards is not permitted within the City's Awards Program, except for the Employee Suggestion Program, Service and Retirement Awards during the award year.
- C. Form DHR-EPS-52 (revised 7/03) shall be used to submit your nominations. Additional forms are available from the DHR.

IV. AWARDS

A. Manager of the Year Finalist

1. An appropriate recognition award as determined by the Director, except if designated as the City Manager of the Year.
2. Each Manager of the Year Finalist's department shall purchase the recognition award as determined by the Director, except the department whose finalist is designated as the City Manager of the Year. This department shall forward the warrant (dollar value of the bond) to the DHR. (See B.2.a))

B. City Manager of the Year

1. \$500 U.S. Savings Bond or other appropriate recognition award as determined by the Director.
2. The DHR shall be responsible for the funding and acquisition of the following:

- a) \$500 U.S. Savings Bond or other appropriate recognition award as determined by the Director. The warrant issued by the City Manager of the Year's department shall be included in the award.
- b) Koa or monkeypod bowl for each Manager of the Year Finalist.
- c) An appropriate recognition award for the City Manager of the Year. This is separate from the award identified in 2a).
- d) Other appropriate items of recognition.
- e) Engraving of nameplate on the perpetual plaque.

CITY MANAGER OF THE YEAR AWARD

PURPOSE: To recognize City managers for outstanding work accomplishment and to foster excellence in City service.

ELIGIBILITY AND NOMINATION PROCEDURE: These procedures shall be applied for the 2008 City Manager of the Year Award.

1. Any regular civil service employee who holds a position in the Excluded Managerial (EM) Compensation Plan in the City may be nominated. If an employee moves from a SR to an EM position due to a promotion, reallocation, etc., only the period in which he/she serves as an EM shall be considered for the MOY award. A former employee of the City or an employee on leave from his/her regular position may be eligible for nomination if the nomination is made within the same award year the employee worked in the City.
2. An employee previously nominated is eligible for renomination provided the employee was not selected as the "City Manager of the Year" within the last three (3) years.

Example: An employee who received the 2006 "City Manager of the Year Award" would not be eligible for renomination until the year 2010.

3. Manager of the Year nominees may be nominated by their department heads, by subordinate employees, or by other excluded managers (EM). Persons making a nomination should submit the nomination directly to the nominee's department personnel office in accordance with the procedures and forms prescribed by the Director of Human Resources for the event year. Department heads will review and if in agreement, will authorize the nomination made and forward it to the Department of Human Resources, ATTN: EPS. Department Heads may provide comments on the nomination of managers from their departments.

If the Department Head is not in agreement with the nomination, the nomination will be returned to the nominator and will not be forwarded to the Department of Human Resources. The Department Head's decision on this matter will be final and cannot be appealed.

4. In the case of high-level employees that are not supervising managers, the nomination may focus on projects or programs in which they have played a key role. For example, the nomination may indicate that the individual has displayed outstanding and consistent success in planning, setting objectives, scheduling, organizing, delegating, and controlling the work on a project. Do not attach any letters or certificates of appreciation or commendation.
5. Complete Form CS/PR&S-5 (revised 04/08) to submit nominations. **FILLABLE** forms are available on the <http://cityfyi> under FORMS, Department of Human Resources, Employment & Personnel Services, City Manager of the Year Instructions and Form or by calling the Department of Human Resources at 768-8540.

SUMMARY OF NOMINATION:

A Summary of Nomination, 200 words or less will be used in the Awards Program Booklet. Submit your write-up in a WORD DOCUMENT via e-mail to Georgette Lau at glau@honolulu.gov. In your email with your attachment, use the following format:

MOY/DEPARTMENT NAME – NOMINEE'S NAME as your subject title:

Example: MOY/DHR – Joann Smile

2008 SELECTION GUIDELINES – BASIS OF NOMINATION:

Nomination and selection will be made on the basis of any one factor or a combination of the following factors given below. In your write-up of approximately 500 words, you may want to use these factors or complete the pertinent sections below. Make your statement brief and concise. Elaborate write-ups are neither necessary nor recommended.

1. Displayed outstanding and consistent program success in planning, setting objectives, scheduling, organizing, delegating and controlling the work of the organization.
2. Maintained a cooperative, cohesive work group and motivated and assisted subordinates as well peers through recognizing good work, and counseling and being aware of their needs and problems.
3. Provided leadership and participation in developing and implementing innovative programs which have contributed to improving public services.
4. Demonstrated the ability to make decisions and perceive relationships directed toward achieving organizational goals.
5. Provided leadership in the development of managers or future managers, through the establishment or improvement of programs, such as courses, forums, workshops, research, or other activities which improved management's performance or knowledge.

SELECTION:

A committee of citizens will make the final selection of the City's Manager of the Year from among the MOY finalists.

AWARDS:

1. The City Manager of the Year shall receive a \$500 U.S. Savings Bond and other appropriate recognition.
2. MOY nominees (other than the selected City Manager of the Year) shall each receive a \$100 U.S. Savings Bonds and other appropriate recognition.
3. Presentation of the CITY MANAGER OF THE YEAR AWARD will be made at the City's Annual Awards Program.

MANAGER OF THE YEAR NOMINATION FORM

Instructions: Please submit ORIGINAL and TEN (10) COPIES of this completed form to the Department of Human Resources, Employment & Personnel Services Division.

Please Print or Type

NOMINEE: _____
First Name Middle Initial Last Name Jr., Sr., II, III

CLASSIFIED POSITION TITLE: _____

EXCLUDED MANAGERIAL LEVEL: _____

DEPARTMENT: _____ DIVISION: _____

WORK PHONE NUMBER: _____

SUMMARY OF CITY MANAGERIAL EMPLOYMENT <i>(Begin with present job and work backwards)</i>			
DEPARTMENT	CLASSIFIED POSITION TITLE <small>(Use work title in write-up below)</small>	FROM Mo./Yr.	TO Mo./Yr.

Please Print or Type:

Nominated by: _____ Phone No.: _____
 _____ Phone No.: _____
 _____ Phone No.: _____

Reviewed by: _____
Departmental Personnel Officer Phone No. Date

Approved by: _____
Department or Agency Head Date

FOR DHR ONLY _____ Verified By
--

BASIS OF YOUR NOMINATION: Refer to the 2008 Selection Guidelines.