



SPECIAL ORDER

SPECIAL ORDER 2016.20

Employee Recognition Project Manager Opportunity

OFFICE OF THE FIRE CHIEF

Issue Date: March 23, 2016

Expiration Date: June 30, 2016

1 OVERVIEW

2 In a joint effort with Howard County Government (County) to recognize and promote excellence in
3 government service, the Department of Fire and Rescue Services (Department) is soliciting interest from
4 full-time Department employees, uniform and non-uniform, to be the *project manager* for the
5 Department's employee recognition process, which includes serving as the *Department representative* on
6 the County Employee Recognition Committee.

7 DEFINITIONS

8 ➤ None

9 TOPIC DETAILS

10 Recognizing that its employees are its most valuable resource, the County has established guidelines that
11 prescribe the procedure, criteria, and basic principles by which the Howard County Executive can formally
12 recognize County employees who, through outstanding services, make remarkably significant
13 contributions to the County's efforts. In order to honor accordingly, the Chief Administrative Officer will
14 select an Employee Recognition Committee (Committee) consisting of one representative from each of
15 the County departments.

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17 Committee members are appointed to a two-year term commencing on May 1, 2016 and terminating on
18 April 30, 2018. Consecutive terms cannot be served. Attendance at all required Committee meetings will
19 be compensated through schedule adjustment, detail, or overtime, depending on the specific
20 circumstances. Other project required activities will also be compensated through schedule adjustment,
21 detail, or overtime, as arranged and coordinated through the assigned Office of the Fire Chief Liaison.

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23 The Fire Chief, from a list of personnel that respond to this Special Order and express their interest, will
24 select the Department's project manager and recommended County Committee representative. The Fire
25 Chief will forward the name of the recommended representative to the Chief Administrative Officer for
26 final selection. To assure the project manager has ample support, they will work with an assigned project
27 liaison from the Office of the Fire Chief for both the County and Department employee recognition
28 processes.

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31 Responsibilities of the representative include:

- 32 • Willingness to work independently to help accomplish County Committee and Department
- 33 employee recognition program goals.
- 34 • Prepare award-related documents in conjunction with the Office of the Fire Chief.
- 35 • Lead and manage the internal award nomination process and submissions for the Department.
- 36 ○ Encourage and support submissions from Department supervisors.
- 37 ○ Review and verify personnel years of service for County HR, together with ASB.
- 38 ○ Recommend personnel or programs to bureau heads for nomination.
- 39 ○ Assist supervisors and others in the preparation of Department award nominations.
- 40 ○ Review, verify, and revise submitted Department award nominations.
- 41 ○ Provide the Fire Chief with recommendations for Department internal awards, such as
- 42 Employee of the Year award.
- 43
- 44 • Participate and represent the Department on the County Awards Committee.
- 45 ○ Attend Committee meetings over the course of their two-year term (about one meeting
- 46 every 4-6 weeks).
- 47 ○ Review and understand the County Employee Recognition guidelines.
- 48 ○ Participate in the review of County Employee Recognition award nomination packets.
- 49 ○ Recommend personnel or programs to bureau heads for nomination.
- 50 ○ Assist supervisors and others in the preparation of Department award nominations.
- 51 ○ Review, verify, and revise submitted Department award nominations.
- 52 ○ Participate in the selection of Employee Recognition award winners.
- 53 ○ Participate at the annual County awards ceremony, possibly including assisting with the
- 54 presentation of the awards.
- 55
- 56 • Provide briefings to the Fire Chief and senior staff regarding the progress of the County and
- 57 Department Employee Recognition processes.
- 58

59 Employees interested in serving as the project manager must submit a written Memo of Interest to
60 Deputy Chief John Jerome with a copy to their chain of command by Monday, April 11, 2016. The Memo
61 should include:

- 62 • Why they would like to participate.
- 63 • Any specific skill set they feel they might add to the Committee.
- 64 • Why they would be a good choice to represent the Department on the County Committee.
- 65

66 Employees at all ranks and of all job classifications are encouraged to apply. By participating as a project
67 manager, you will be able to make valuable contributions to the recognition of your fellow employees,
68 have an opportunity to promote you peers, and work with a team of other County employees in the
69 recognition of your peers through the award nomination review and recommendation process.

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FORMS/ATTACHMENTS/REFERENCES

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Approved:

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A handwritten signature in black ink, reading "John S. Butler", written over a horizontal line.

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John S. Butler, Fire Chief

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Office of the Fire Chief

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Author:

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A handwritten signature in blue ink, reading "John D. Jerome", written over a horizontal line.

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John D. Jerome, Deputy Chief

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Office of the Fire Chief