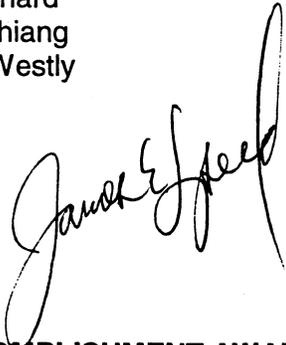


# Memorandum

To : Honorable Carole Migden, Chairwoman  
Honorable Claude Parrish, Vice Chairman  
Honorable Bill Leonard  
Honorable John Chiang  
Honorable Steve Westly

Date : April 1, 2003

From : James E. Speed  
Executive Director



Subject : **SUPERIOR ACCOMPLISHMENT AWARDS  
APRIL 23, 2003 ADMINISTRATIVE CONSENT AGENDA ITEM**

I am pleased to recommend for your approval nominees for the Board of Equalization's (BOE's) Superior Accomplishment Awards. This award is one of two awards in the Superior Accomplishment Award Program, which is identified in the State Administrative Manual (SAM) and governed by the Department of Personnel Administration (DPA) Merit Award Program regulations. The Superior Accomplishment Award is designed to allow agencies to recognize an act by employees, or groups of employees, which results in an outstanding and superior achievement and which makes an exceptional contribution to the efficiency or economy of state government or an exceptional improvement in its operations.

Under the DPA regulations for Superior Accomplishment Awards, there is no limit to the number of nominations allowed as there is for the Sustained Superior Accomplishment Awards (one award for every 100 employees annually). However, BOE policy states that, generally, an employee will be limited to one Superior Accomplishment Award in any two calendar year period. Managers submit nominations for approval as soon as is reasonable after the accomplishment of the qualifying activity. Superior Accomplishment Award ceremonies are held twice a year.

Currently, the BOE managers have submitted five nominations for a total of 49 employees – one individual gold award and four group silver awards (the first group with 16 members, two of whom received Superior Accomplishment Awards in December 2002 and are, therefore, included for Honorable Mentions only; the second group with 13 members; the third group with 16 members, one of whom received a Superior Accomplishment Award in December 2002 and is, therefore included for an Honorable Mention only; and the fourth group with three members). The silver award is recommended for those accomplishments which fully meet all of the award requirements. The gold award is recommended for those accomplishments which not only meet all of the requirements, but are of such an outstanding degree that they merit recognition of the highest order. The Board is the final approval authority for the awards. I recommend your approval of the five nominations.

A Nominations Review Committee, comprised of the four Department Heads and myself, has reviewed each nomination. The attachment provides you with the employees' names, classifications, and offices as of the date they qualified for the award. The documents that support the nominations are available for your review, upon request, from Barbara Dingley of the Strategic Planning and Policy Development Unit, (916) 323-0990 (Calnet 473-0990).

**ITEM #GG  
Sub-item 3  
4/23/03**

The award recipients will be recognized at the May 28, 2003, Sacramento Board Meeting for Headquarters personnel and at the district offices during May and June 2003 for field personnel. The recipient of the individual gold award will receive a gold and black engraved plaque and \$400 (less withholding) and each recipient of the group silver awards will receive a silver and black engraved plaque and \$200 (less withholding).

JES:kec

**Attachments**

PC FILE: G:/Merit Award Program/Superior Accompl. Award/Superior May 03/nominations to board members.doc

cc: Executive Team  
Ms. Michelle Maciel  
Ms. Barbara Dingley  
Ms. Kris Ericson-Cano