



## Agenda Submittal

**Agenda #:** 3 **Status:** Presentation  
**Type:** Presentation **Department:** Human Resources  
**File #:** 17-577 **Contact:** Marc Fox, 784-2552  
**Agenda date:** 8/22/2017 **Final action:** 8/22/2017  
**Title:** Receive a presentation by the Human Resources Department on the selection of Carlise Mickens as "Employee of the Month" for September 2017

**Governing body:** Board of Supervisors  
**District:** All  
**Attachments:** 1. Minute Order

Date	Ver.	Action By	Action	Result
8/22/2017	1	Board of Supervisors	Received	

Published Notice Required? Yes ☐ No ☒  
Public Hearing Required? Yes ☐ No ☒

### **DEPARTMENTAL RECOMMENDATION:**

It is recommended that the Board receive a presentation by the Human Resources Department on the selection of Carlise Mickens as the September 2017 "Employee of the Month" making her eligible to use the parking space designated for this program.

### **SUMMARY:**

On September 13, 2005, the Board of Supervisors established the County Government Center "Employee of the Month" parking program for County employees. Each month a County department is designated to select one of its employees as "Employee of the Month." The Human Resources Department has been designated to select an employee for September 2017.

### **FINANCIAL IMPACT:**

There is no financial impact associated with this item.

### **DISCUSSION:**

To bestow the Board's "Employee of the Month" parking award, the Human Resources staff was asked to nominate a member of the staff for the "Employee of the Month" designation, detailing the reason for the nomination, and to submit nominations to the Human Resources Director. The employee selected for 2017 is Carlise Mickens.

Ms. Mickens was first hired in October 1999 as a Personnel Technician and then was promoted to entry Human Resources Analyst in early 2000. She left County employment to pursue other career endeavors later in 2000, but returned to County employment as an entry Human Resources Analyst in January 2006. During these past eleven years she has promoted up to the Senior Human Resources Analyst classification. Senior Human Resources Analysts perform complex, professional level work in employee recruitment, selection,

position classification, employee relations, training, employee benefits, workplace accommodations, and conduct analytical studies in human resources issues. Ms. Mickens provides human resources' support to the departments of District Attorney's Office, Public Defender's Office, and Treasurer/Tax Collector/County Clerk and is the Human Resources' Department contact for classification studies, competency-based interviews, and the organizational charts software.

As noted by one of her colleagues, Ms. Mickens "embodies all that Human Resources stands for. She is always kind but truthful, she has the historical knowledge behind our rules, policies and procedures and is willing to share her knowledge. She takes in new employees and helps shepherd them through the on-boarding process, she has excellent customer services skills which has led to having devoted customers. She is the ultimate professional. Despite having some extraordinary personal challenges in the past several years, she still comes to work with a smile on her face and a willingness to take on the day's many obstacles."

**ALTERNATIVES:**

The Board could elect to name someone else as the Employee of the Month or dissolve the award program; however, these alternatives are not consistent with the Board's "Employee of the Month" parking program or of the process for selection used within Human Resources.

**OTHER AGENCY INVOLVEMENT:**

The County Administrator's Office concurs with the Department's recommendation.

**CAO RECOMMENDATION:**

**APPROVE DEPARTMENTAL RECOMMENDATION**