

Employee of the Month



(L-R Steve Stricklin, Director Sharkey, Barney, Terrel Chesson, Jackson Gilman-Forlini and Conor Snow)

Congrats to Garwyn "Barney" Sluder, the January 2016 Employee of the Month!

Barney provides maintenance of the War Memorial Building, ensuring it is clean and set up for those using this beautiful historic building. He has worked for the City for 24 years and said that he enjoys the experience that each day is different. He also appreciates that there are a lot of nice people who come to the War Memorial. One of Barney's fondest memories was when President Obama spoke on the steps of the War Memorial.

Barney's supervisors and co-workers say that his institutional knowledge regarding the War Memorial is unmatched, his dedication is flawless, and he is a great team player and valuable employee.

Barney believes that by preserving the honor of the building honors those that the building represents: those brave warriors who have fought and died for our nation.

All Employee of the Month winners receive a certificate and a surprise gift.

#Get2Know: Babila Lima

Written by: Radazjah Davis

Mr. Babila Lima, DGS's Senior Business Process Improvement Manager, served in the Peace Corps from June 2010 through October 2012. Within this time he traveled to Mongolia which is in central Asia. Mongolia is a cold but beautiful country with warm hearted people. The most difficult thing Babila encountered was learning a new language and adjusting to the frigid weather. Average temperature in most of the country is below zero from November to March and close to it in April and October. Winter nights of -40°C are common most years. Babila realized that though the language was difficult it was also interesting to experience and learn.

Mongolian living conditions are very different than ours; they don't live in one place but have houses that are called *yurts* (Ger). Mongolians have temporary housing which they pack up and carry with them.

Babila's main focus was economic development which was accomplished through writing and developing grants, training and fundraising.

HAPPY NEW YEAR

BE THE NEXT EMPLOYEE OF THE MONTH

The DGS Employee of the Month nominations may be submitted in person using the handy ballot boxes placed throughout DGS locations or via electronic submission at DGS_HR@baltimorecity.gov.

ANYONE CAN NOMINATE A CO-WORKER!

A Customer Service Committee representing each of the DGS divisions selects recipients. In addition to new nominees, all nominations not selected during the current month are retained and subsequently entered for future consideration.

Should you have questions regarding the Employee of the Month process please call Laurie Blumberg at (410) 396-4600.

Reminder to all supervisors

If you have employees who are working after hours with vendors currently under contract or are negotiating a contract with the City, it is prohibited under the City's Ethics Policy 6-11 which states, in pertinent part, that a City employee may not work for a contractor or a subcontractor, this includes when negotiations are occurring or once a contract is awarded for City work.

If you have any questions about this ethics, or any other, policy please contact our HR Office at 410-396-7258.

Follow DGS on Twitter, Youtube, Instagram and "like" us on Facebook.



Customer Service Committee

DGS created a customer service committee to address concerns and employee related requests that arise from working in a stressful environment. The Committee sponsors morale boosting events such as recognizing nominated "Employees of the Month" while providing support for external branding of the DGS vision and mission.

The committee has been in existence for 3 years. The members sponsored Red Carpet Customer Service Training to all DGS employees, initiated a customer survey resulting in positive customer feedback and kudos to employees on the front line. The committee also generated low cost directional "way finding" signage in the lobby and on floors 2 & 8 in the Abel Wolman Building, developed a department-wide dress code, formalized and standardized DGS web pages, customer greetings, email signatures and phone protocols, planned and executed a departmental "Meet and Greet" to send our message to all other departments, developed an informational video depicting services provided by the four DGS divisions, and re-instituted an "Employee of the Month" recognition program.

In 2016 the committee plans to increase turnout at the 2nd Annual DGS Open House, conduct semi-annual SRL meetings, and complete a maintenance request of producing a how to video to assist SRLs and City staff with an understanding of the maintenance request procedure.

DGS wants information and feedback from you as to how the Customer Service Committee can continue with new initiatives and improve existing conditions to benefit clients and employees. Please email or call Laurie Blumberg @ 410-396-4600 if you would like to join the committee or if you have any comments and suggestions.

How to be a DGS Leader

Submitted by: Nick Fontanez

Do you have dreams and aspirations for a higher position? Would you be interested in being a supervisor? Do you have visions of making it around the leadership table to try and make a difference in the City?

If you said yes to any of the above questions H.R. is looking for you to submit a copy of your resume. There are two steps in the succession planning process.

Step 1: Employees submit resumes to H.R.

Step 2: H.R. conducts a stay interview.

Once these steps are completed H.R. can develop a career ladder and succession plan for you so that you pursue education, training, or experience as a precursor of moving to the next level.

The Society of Human Resource Management (SHRM) defines succession planning as "...a means for an organization to ensure its continued effective performance through leadership continuity. For an organization to plan for the replacement of key leaders, potential leaders must first be identified and prepared to take on those roles. It is not enough to select people in the organization who seem 'right' for the job. Not only should the experience and duties be considered, but also the personality, the leadership skills, and the readiness for taking on a key leadership role."

The Department General Services wants to promote those individuals who display the ability to think strategically and become the next generation of leadership.

DGS: "Giving Our Best to Baltimore!"

DGS New Hires and Promotions

New Hires		
Division	Employee	Title
Major Projects	Ezekiel Abiodun	Engineer II
Promotions		
Division	Employee	New Title
Fleet	Latrice Thomas	Accounting Assistant I
Fleet	Shenita Cole	Community Aide

To apply for a position create an account on www.governmentjobs.com. Keep the application updates as the Human Resources Office periodically reviews them. The more information you provide, the better your chances to receive the highest consideration for the job or promotion. Using this process you can scan and add information to your account. Things you may want to scan include but are not limited to: résumé, cover letter, certifications, and any licenses you hold.

The website also has a Job Notification section that sends reminders when positions are posted with application deadlines.

2016 Training Calendars

January

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Holiday	2
3	4	5 How to Conduct an Investigation -AW Supervisors 2 nd Floor Conference Room 9-10am	6	7 New Employee Orientation- HR Office 8 th Floor	8	9
10	11	12	13	14	15	16
17	18 Holiday	19 How to Conduct an Investigation -AW Supervisors 2 nd Floor Conference Room 9-10am	20	21 New Employee Orientation- HR Office 8 th Floor	22	23
24	25	26	27	28	29	30
31						

February

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 New Employee Orientation- HR Office 8 th Floor	5	6
7	8	9 Outlook Training-AW 2 nd Floor Conference Room 9-10am	10	11 Outlook Training-AW 2 nd Floor Conference Room 11am-12pm	12	13
14	15 Holiday	16	17	18 New Employee Orientation- HR Office 8 th Floor	19	20
21	22	23 Out-of-Title Training-AW Supervisors-AW 2 nd Floor Conference Room 9-10am	24	25 Out-of-Title Training-AW Supervisors-AW 2 nd Floor Conference Room 11am-12pm	26	27
28	29					

City Buildings Public Safety Advisory

The safety of our employees, general public, and visitors to city buildings is a primary concern of city management. Emergencies that may require evacuation, relocation, or sheltering in place of personnel in the building may occur at any time.

Under the direction of the Office of Emergency Management, Baltimore City Fire Department, Department of General Services, and the Division of Occupational Safety, emergency plans were developed for all City-owned buildings. The plans encompass fire, storm, flooding, civil disturbance, active shooter, and other unforeseen emergency events.

Your role as an occupant in or visitor to this building is to:

1. **"If you see something, say something"** Please report any suspicious activity or packages in and/or around City facilities to the on-duty security officer, and
2. **Follow the instructions of the Emergency Response Coordinator (ERC) or supervisor in the event of an emergency that may require evacuation, relocation, or sheltering in place of personnel.**

The Department of General Services is committed to providing safe, healthy work environments and reliable vehicles for City employees by delivering high quality and cost-effective support services to City agencies who serve Baltimore's citizens and stakeholders.