

## Employee of the Month



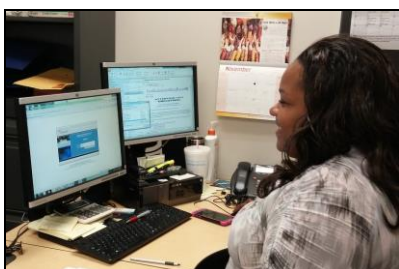
Congratulations to Tiffany Williams, the November 2015 Employee of the Month!

Tiffany is an HR Assistant II, located The George L. Winfield Fleet Maintenance Facility at 3800 E. Biddle Street. She has worked with DGS for 10 years, recently moving from the 8<sup>th</sup> Floor in the Abel Wolman Building to Fleet Management's Central Garage. She likes working at Fleet, and mentioned that while the work is the same, she is the only HR professional at Fleet.

Tiffany likes a lot about her job. First of all, she really enjoys the work itself. She said that "It keeps her busy" and "is never routine." She enjoys the diversity of tasks and that every day is different from the last, or the next.

Outside of work, Tiffany enjoys spending time with her two children, aged 3 and 13. She also likes to watch the latest and greatest shows on Netflix. Tiffany was hired originally as a temporary employee but was retained full-time after one year.

All Employee of the Month winners receive a certificate and a surprise gift. They are also eligible for the DGS Employee of the Year award, which is annually announced in the last quarter, by the Director.



### YOU CAN BE THE NEXT DGS 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](mailto:DGS_HR@baltimorecity.gov).

Recipients are selected by a Customer Service Committee representing each of the DGS divisions. 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

### Fleet's CCC R/C Car Race

Seven racers entered the competition but only one stood after two rounds. Congrats to Brian Doster, driver of the No. 46 car!



### CCC Bocce Tournament Results



Berke Attila and Babila Lima defended their title to win a 2<sup>nd</sup> straight DGS Director's Cup Bocce Tournament championship. Eight teams began the journey to immortalization, but only those familiar with the path were able to complete the journey. Can they win a third?



Combined Charity Campaign

### One Mission: One Baltimore: DGS has set a fundraising goal of \$10,000.00!

Pet Photo Contest	October 19 – November 13		Administration
Dinning for Charity	November 2 – November 19		Fleet
Ugly Sweater Contest	November 19, 2015	12-2 PM	2 <sup>nd</sup> Floor Conference Room

Electronic pledging is fast, easy, and secure.

- You can use credit card or payroll deduction.
- You can now text ccc2015 to 51555 to pledge.
- The website is [www.ccc.baltimorecity.gov](http://www.ccc.baltimorecity.gov) you can donate online.

**As of November 3<sup>rd</sup>, DGS has raised \$3,489!!** \$2,776 from online or pledge cards and \$713.20 from events. If you are holding pledge cards, please let Catherine Burns in HR know so that she can pick them up for our Loan Executive, Iantha McCallum.

### G & M Restaurant GIFT CARD Value \$100.00

RAFFLE TICKET - 3 FOR \$5.00  
TICKETS CAN BE PURCHASED  
UNTIL NOVEMBER 19, 2015  
WINNER ANNOUNCED NOVEMBER 20



#### For Tickets Contact

Kim 410-396-3420 -  
[Kim.steel@baltimorecity.gov](mailto:Kim.steel@baltimorecity.gov)  
Gladys 410-396-5872  
[Gladys.inman@baltimorecity.gov](mailto:Gladys.inman@baltimorecity.gov)  
Shenitta Cole – Fleet Central Garage  
410-396-1010



### Customer Service Training

All new DGS employees must attend customer service training. The next training is November 18, 2015, 8AM – 11AM at Biddle Street. If you have any questions, please contact the Human Resources Office.

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



## Future Leaders of DGS

The Department of General Services, in partnership with the City Department of Human Resources, celebrated the completion of the 2015 class of the DGS Future Leaders program on Thursday, October 29, 2015, in the Baltimore War Memorial. Prior to the ceremony the participants, assigned to three groups, presented the results of their collaboration on respective capstone projects: Improving Proactive Communication to Customers, Making Full-Cycle Non-Civil Service Recruitment a Leaner Process, and Reducing the Internal Service Procurement Process.

“My group’s challenge project was to establish a standard process for recruiting non-civil service employees,” said Erica Gee, a HR Assistant II with the Department of General Services Human Resources Office. “With our improvements, the entire process can be shortened from 60-90 days to approximately 45 days.”

The capstone projects address real problems that arise at DGS, providing the Future Leaders candidates with hands-on, real world experience, imbuing them with the knowledge of researching systems and processes, deliberating solutions, and providing specific recommendations to DGS senior staff. The findings were presented to the DGS leadership at the completion ceremony; the groups will continue to work together to implement their recommendations throughout the next year.

“We have a strong commitment to provide training to our DGS staff. The Future Leaders program is one important way to ensure all staff have the skills to step into a higher role when needed,” DGS Director Steve Sharkey said.

Thirteen DGS staff members were chosen to participate in the DGS Future Leaders program which was conceived to identify, train, and retain potential managers and supervisors by developing and advancing participant strategic decision-making capabilities, and deepening their understanding of the City of Baltimore’s operations and organizational dynamics.



**DGS CCC Ugly Sweater Contest** will be held on Thursday, November 19<sup>th</sup> in the Abel Wolman 2<sup>nd</sup> Floor Conference Room

## DGS works with group to create Food Truck Hub



DGS is working with the Mayor's Office of Economic Development, and the Department of Real Estate to reopen and revitalize the Hollywood Diner. It will become The Hollywood Diner Back Lot Food Truck Park, the new permanent home of seminal “The Gathering Project” which organizes Baltimore's food trucks around special events. The Hollywood Diner property will now serve as a daily hub for a rotating schedule of food trucks and the diner itself will be open for visitors to bring their purchases in for consumption. As part of this effort, DGS has worked tirelessly to get the building ready for use — making repairs, removing junk, patching the roof, and much more.



## Congratulations!

### Promotions

Kagesta “Kay” Cupid  
Rose Carter  
Krystal Saunders



## Welcome to DGS!

### New Hires

Terrence Abraham  
John Ward

## GREAT JOB FLEET!!!

The team at Fleet divided the preventive maintenance workload for winter vehicles in order to ensure the City of Baltimore is prepared this winter. As of November 5<sup>th</sup> the Snow PMs are 100% complete!



## DGS Job Openings

### Automotive Maintenance Worker– 12/15

An Automotive Maintenance Worker performs safety checks on vehicles and assists mechanics in performing installation, maintenance, and repair work on cars and trucks.

### Automotive Mechanic – 12/20

An Automotive Mechanic performs a wide range of diagnostic, installation, maintenance, and repair work on a variety of automotive, heavy truck, heavy equipment and other mechanical equipment.

To apply for a position create an account on [www.governmentjobs.com](http://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.

**DGS: “Giving our Best to Baltimore!”**