

Multnomah County
Employee Awards Selection Committee Charter
Updated November 2014

Purpose

Summary:

Multnomah County supports recognition of outstanding employee contributions at all organizational levels. Departments are encouraged to develop their own employee recognition programs to compliment countywide programs.

The Employee Awards Selection Committee is a committee formed to select employees to receive countywide awards for their contributions.

Purpose:

1. Serve as a committee with oversight of Multnomah County employee awards.
2. Operate from the Multnomah County Personnel Rule 3-70.
3. Select award recipients.

Membership:

1. The Employee Awards Selection Committee is comprised of two employees from each Department and represents a cross-section of bargaining unit members and management.
2. Committee members are appointed by the County Chair and volunteer to serve on the committee for two years with staggered terms.
3. The County Chair will nominate a Committee Chair to facilitate meetings.
4. A member of Central Human Resources will be assigned as a liaison to the committee to provide support and assist with coordination of the awards process.

Committee Authority:

The Selection Committee is sponsored by Marissa Madrigal, Chief Operating Officer and Travis Graves, County HR Director.

Roles & Responsibilities

Sponsors:

Marissa Madrigal, Chief Operating Officer
Travis Graves, County HR Director

Roles/responsibilities: Determine scope of authority for the Awards Selection Committee. Promote Committee projects in the organization and provide visibility to Board, County Senior Leadership Team and County Operations Team. Ensure cascading sponsorship throughout the organization. Provide official backing, resources, strategic direction and approval for projects and activities. Confirm award winner selections. Approve scope and objectives, including budget, as applicable.

Project Organizer:

Kelli Gallippi, Central HR

Roles/responsibilities: Overall management responsibility to lead project development and meet stated outcomes and provides general direction with respect to scope, time and budget. Serves as resource for subject matter information and secures approval of the HR Director and Chair’s Office at appropriate steps in process. Coordinates with the Committee Chairperson to organize committee meetings; Ensures team members are provided with information in a timely manner. Regularly measure and monitor progress to ensure the committee remains within objectives and scope.

Committee Chairperson:

Rachael DeMartini, Department of County Assets

Roles/responsibilities: Coordinates meeting agendas, facilitates meetings ensuring group interaction, and helps to guide team to consensus. Works cooperatively with the Project Organizer to ensure the committee remains within objectives and scope.

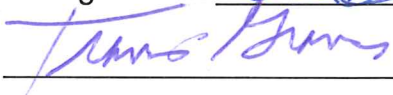
Committee Members: Both a represented employee and a management employee are invited to participate on the committee from each department/office:

- Department of Community Justice
- Department of Community Services
- Department of County Assets
- Department of County Human Services
- Department of County Management
- District Attorney’s Office
- Health Department
- Library
- Multnomah County Sheriff’s Office
- Non-Departmental

Roles/responsibilities: Attend and participate in committee meetings. Participate in committee activities including offering recommendations, planning and preparing for the annual awards ceremony, scoring nominations and make decisions regarding the Employee Award recipients. Attend and participate in the awards ceremony.

Charter Approvals:

Marissa Madrigal, Chief Operating Officer:  Date: 11/5/14

Travis Graves, HR Director  Date: 11/4/14