

LOUISIANA CIVIL SERVICE LEAGUE

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May 2015

MEMORANDUM

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**TO: ALL DEPARTMENT HEADS, ASSISTANTS, AND PERSONNEL
DIRECTORS IN LOUISIANA AND ITS POLITICAL
SUBDIVISIONS**

FROM: DANIEL E. SULLIVAN, EXECUTIVE VICE PRESIDENT

**RE: NOMINATION FORMS, 2015 CHARLES E. DUNBAR, JR. CAREER
SERVICE AWARDS**

Enclosed is a nomination form for the 2015 Charles E. Dunbar, Jr. Career Service Awards Program, sponsored annually by the Louisiana Civil Service League. This is the 57th year of this program which has recognized over 800 classified public employees in Louisiana since its inception. The Louisiana Civil Service System in large part owes its existence to Mr. Dunbar, who wrote the 1940 and 1952 civil service basic laws and founded the League.

The nomination form consists of the following five parts, each of which must be completed.

Part I -Nomination Information	not rated
Part II -Commitment to the Classified Service	10%
Part III-Contributions toward Work or -Workplace Improvement	40%
Part IV-Personal Initiative	40%
Part V -Volunteer Community Service	10%

The four-page nomination form should be filled out as completely as possible. If sent by mail, please submit six-copies of each nomination on or before Friday, September 11, 2015. Please limit any narrative information to the space provided. Attachments will not be accepted. The nominee's full name should be repeated in the space provided on the upper right of each page of the nomination form. You may also file it online at our Dunbar Awards webpage:

<http://www.civilservice.louisiana.gov/StateEmployees/Dunbar/default.aspx>

Nominate as many employees as you wish. You are not limited as to number. An employee who retires during the year for which the award is made is eligible to be nominated. Frequently asked questions or additional forms are available at the website. If you have any questions, please call (504) 522-3875.

Name of Nominee _____

CHARLES E. DUNBAR, JR. CAREER SERVICE AWARD

2015

PART I - NOMINATION INFORMATION

Nominee's Name _____

Job Title _____

Home Address _____ **Home Phone** _____

Email Address _____

Dept/Agency _____

Office Address _____ **Office Phone** _____

Marital Status _____ **Spouse (optional)** _____

Number of Children (optional) _____

Nominated By _____

Title _____

Dept/Agency _____

Office Address _____ **Office Phone** _____

Email Address _____

Nominator's Signature

Approved:

Appointing Authority _____ **Office Phone** _____

Signature of Appointing Authority (or Designee)

Dept/Agency HR Director _____

Email Address _____ **Office Phone** _____

Name of Nominee _____

PART II - COMMITMENT TO THE CLASSIFIED SERVICE (Maximum 10 Points)

This part is designed to obtain the following information (a) length of service, and (b) progression of responsibility as a career civil servant.

Total Length of Classified Service _____

Summary of Classified Service

THREE MOST RECENT POSITIONS

Title _____

Name of employer and Agency _____

Dates of Employment: Start _____ End _____

Title _____

Name of employer and Agency _____

Dates of Employment: Start _____ End _____

Title _____

Name of employer and Agency _____

Dates of Employment: Start _____ End _____

Name of Nominee _____

PART III – CONTRIBUTIONS TOWARD WORK OR WORKPLACE IMPROVEMENT (Maximum 40 Points)

Describe specific activities or contributions which you feel should be evaluated. Points you should address in the narrative are (a) contributions to improving the classified service, (b) permanency of impact, (c) quality of work that demonstrate the employee's integrity and ethical conduct, and (d) activities that have improved the image of public employment.

PART IV - PERSONAL INITIATIVE (Maximum 40 Points)

Give specific examples of results of the nominee's performance and whether the task was completed on the nominee's own initiative or was a job assignment. The judges are looking for situations which show how the nominee went the "extra mile" for the classified service.

Name of Nominee _____

PART V - VOLUNTEER COMMUNITY SERVICE (Maximum 10 Points)

Describe any work with committees, task forces, organizations which have provided a community service. Include information about civic and charitable organizations, church work, school or youth-related activities.

For use by judges only:

		POINTS
Part II	Commitment to the Classified Service (Max 10 Points)	
Part III	Contributions toward Work or Workplace Improvement (Max 40 points)	
Part IV	Personal Initiative (Max 40 points)	
Part V	Volunteer Community Service (Max 10 points)	
	TOTAL (Max 100 points)	