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Administrative Services

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THE HUNDRED YEAR ASSOCIATION OF NEW YORK

2020 ISAAC LIBERMAN PUBLIC SERVICE AWARDS NOMINATION FORM*

The Hundred Year Association of New York is comprised of companies, religious institutions, and not-for-profit organizations over 100 years old. The Association recognizes outstanding New York City career civil service employees who have distinguished themselves in performing their day-to-day work for the City.

ELIGIBILITY: All permanent civil service employees of the City of New York who are currently in a position with a current salary that does not exceed \$90,000 per annum.

I. NOMINEE INFORMATION

Last Name _____ First Name _____ Agency _____
 Agency Address _____ Zip Code _____
 Home Address _____ Zip Code _____
 Telephone: Work _____ Home _____ Cell _____
 E-mail Address: Work _____ Home _____
 Current Job Title _____ Salary (to confirm eligibility) _____
 Date Entered City Service _____ Social Security Number (SSN): _____

[IMPORTANT: Nominees may replace SSN#'s with Employee Reference or ID Numbers for the nomination ONLY. SSN#'s must be provided upon request if the nominee becomes a finalist.]

II. PERSON AND AGENCY MAKING NOMINATION

Name (Last, First) _____ Title _____ Agency Abbrev _____
 Agency Address _____ Relationship to Nominee _____
 Length of Relationship _____ Telephone # _____ Email _____

Award Category (required): Please select one category below that best fits the employee's performance outcomes that serve as the basis of your nomination. (Category descriptions are provided on the next page.)

Category A: ___ Category B: ___ Category C: ___

III. REPRESENTATIVE OF NOMINEE'S AGENCY / ORGANIZATION TO BE CONTACTED, IF NEEDED

Name (Last, First) _____ Title _____ Agency Abbrev _____
 Address _____ Telephone # _____ Email _____

IV. COMMISSIONER OR AGENCY HEAD ENDORSEMENT

Last Name _____ First Name _____
 Title _____ Telephone # _____
 Signature _____ Date _____

***NOTE:** Nominations for this award are not complete unless: 1) they are endorsed by an Agency Commissioner or Head, 2) all information requested on the nomination form is provided, and 3) the nomination form is accompanied by an essay that describes in detail the nominee's accomplishments in one of the above award categories.

AWARD INFORMATION AND APPLICATION INSTRUCTIONS

Please send the completed application, including attachments, to: The Hundred Year Association Awards Programs, Department of Citywide Administrative Services (DCAS), The David N. Dinkins Municipal Building, 1 Centre Street, 24th Floor South, Room 2445, New York, New York 10007.

I. HOW NOMINATIONS WILL BE JUDGED

All nominations initially will be screened and evaluated for eligibility by the Department of Citywide Administrative Services. Next, nominations will be judged and finalists chosen by a committee that includes representatives from agencies across the City. Finally, award finalists will participate in face-to-face interviews with the Hundred Year Association Awards Selection Committee.

II. AWARD CATEGORIES

Nominations for a public service award should be based the outcome categories described below. Each nomination should focus on the extent to which a nominee's performance has:

CATEGORY A: Measurably improved the efficiency and quality of service to New York City residents and/or workers; OR

CATEGORY B: Significantly enhanced the prestige of the City in the eyes of the public; OR

CATEGORY C: Improved the lives of others by going *significantly* above and beyond what should be expected of anyone with the candidate's current job title or duties/responsibilities.

Judges will be looking for how well assertions made about a nominee's performance are "backed-up" or proven by examples and evidence in the nomination essay.

III. ESSAY TO BE SUBMITTED WITH NOMINATION

Essays in support of an employee's nomination for a Public Service Award must include the following:

1. **Description of nominee's current job duties and responsibilities.**
2. **A statement of support for the employee's nomination.**
3. **An essay* about the nominee's accomplishments in one of the above award categories (A, B or C).**
4. **A description of previous awards (work or community) or other forms of recognition that the nominee has received.**
5. **A nominee's most up-to-date resume.**

***NOTE:** Each section of the required essay is included as part of the *Public Service Award Essay Form* on the next several pages. This form must be completed and submitted with the nomination. (Additional pages and support materials [e.g., video links, handouts, etc.] also may be attached to the nomination, as needed.)

IV. COMMISSIONER OR AGENCY HEAD ENDORSEMENT

Although a narrative/written endorsement from the nominee's Commissioner or Agency Head is optional, all nominations must be signed by the nominee's Commissioner or Agency Head to be considered for a Citywide public service award.

THE HUNDRED YEAR ASSOCIATION OF NEW YORK: ISAAC LIBERMAN PUBLIC SERVICE AWARD

PUBLIC SERVICE AWARD NOMINATION ESSAY FORM

FOR OFFICE USE ONLY

Last Name:

First Name:

Agency:

INSTRUCTIONS: The purpose of an award essay is to provide an explanation of the candidate's contributions and behaviors that support their nomination in one of the award categories. Please respond to each of the following four sections of the essay form, and feel free to attach any additional documentation or support material you believe will bolster a nominee's chances to receive a Public Service Award.

1. **A description of the nominee's current job responsibilities.** (A general "rule-of-thumb" is to provide enough detail in your explanation of the nominee's job to make their current duties and responsibilities thoroughly understood by someone who may be unfamiliar with your agency and the nominee's position in the agency.)

NOMINEE'S CURRENT JOB RESPONSIBILITIES

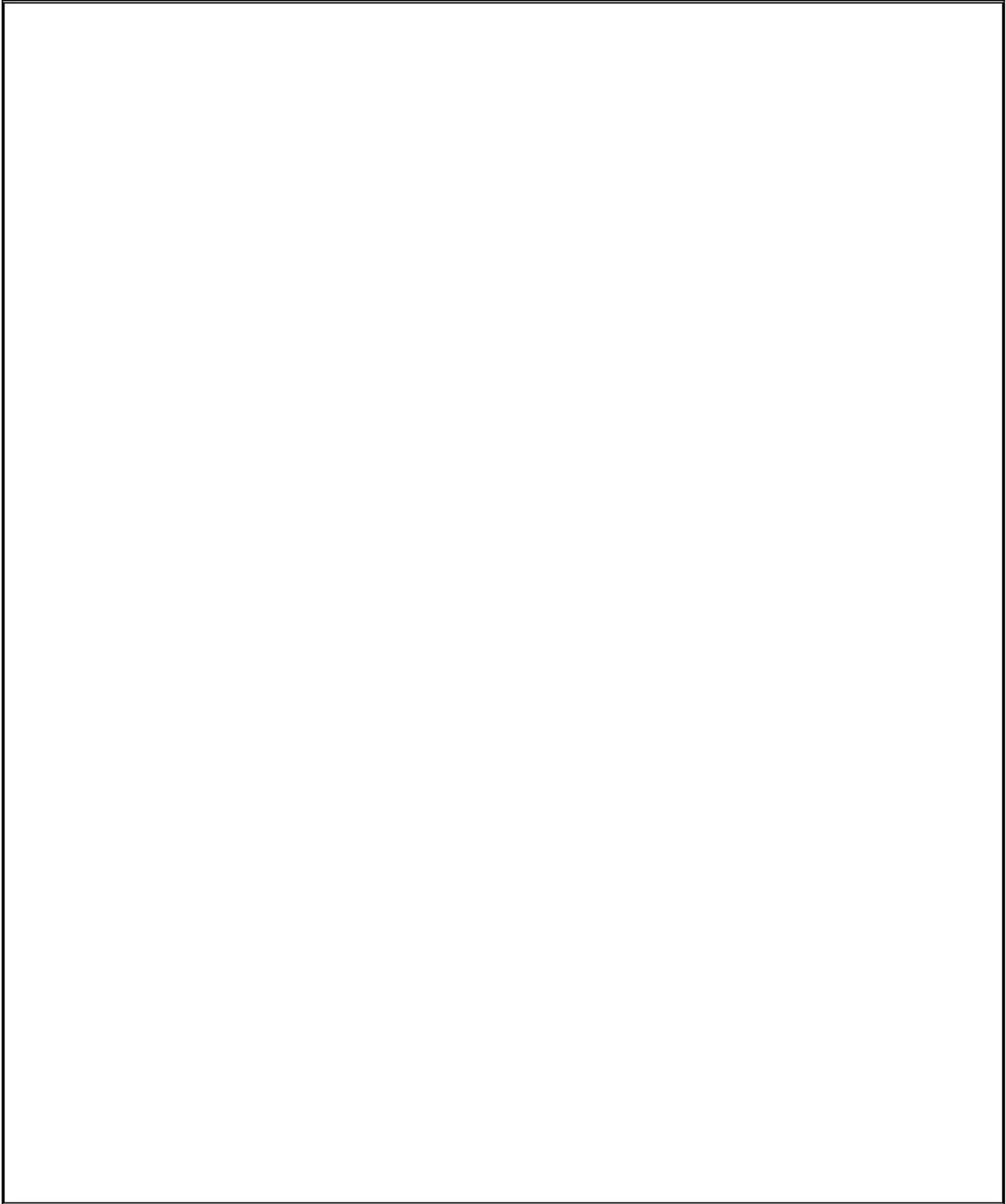
2. **A declaration of support for the employee’s nomination.** Please include: 1) a brief explanation of who you are and your relationship to the nominee, and 2) a detailed description of why you believe the Isaac Liberman Public Service Award is the best and/or most appropriate way to recognize the employee’s contributions.

DECLARATION OF SUPPORT FOR THE EMPLOYEE’S NOMINATION

3. **Identify the award category chosen for the candidate’s nomination (A, B or C). Then, describe in detail what the nominee has done in the selected category that deserves recognition.** NOTE: All essays should be persuasive and compelling, and include specific examples that highlight the: a) value the nominee’s contributions to the department, agency, and/or City; b) impact the nominee’s accomplishments; c) nominee’s leadership abilities, and d) nominee’s ability to think creatively or innovatively to solve problems. Depending on the selected award category, your essay may also focus on work the nominee has done in their community that has made a difference for City residents and workers. (Additional pages may be included, if necessary)

DESCRIPTION OF PERFORMANCE IN AWARD CATEGORY

CONTINUE YOUR ANSWER ON THE NEXT PAGE, IF NEEDED



ADDITIONAL PAGES MAY BE INCLUDED AS NEEDED

4. **Finally, describe previous awards or other forms of recognition (work or community) that the nominee has received that reflect a commitment to public service.** (Additional documents may be attached, including local newspaper articles and other forms of recognition received.)

PREVIOUS AWARDS OR RECOGNITION RECEIVED

PRIMER FOR WRITING AN AWARD NOMINATION

Who Deserves an Award?

The Isaac Liberman Public Service Award recognizes and celebrates outstanding Citywide achievements. There are always fewer awards than employees who deserve them and because they are rare, Public Service Awards should be reserved for employees whose solid, measurable achievements and dedication have:

- Measurably improved the efficiency and quality of service to New York City residents and workers
- Significantly enhanced the prestige of the City in the eyes of the public
- Made things better by going *significantly* beyond what is expected based on the candidate's current job description.

If you think your nominee demonstrates one (1) of the above accomplishments and that their contributions stand-out from other City employee's, please consider nominating them for a Public Service Award.

Should satisfactory-level performance receive an award?

All employees should be expected perform their jobs each day at least to a "satisfactory-level" based on approved Tasks and Standards or position descriptions. The Isaac Liberman Award, however, is reserved for achievement(s) above and beyond what is expected. So, regardless of Liberman Award category (A, B, or C), those who make nominations must prove in their essays that a nominee has done something – other than perform their jobs as should be expected – for their nomination to be taken seriously. (A detailed description of the nominee's current job responsibilities must be submitted with the application.)

Put another way, when considering an employee for the Isaac Liberman Public Service Award, you acknowledge that the employee's job is the vehicle that has allowed him/her to make achievements that are worthy of recognition. The award is for the achievement(s) – not the job.

Can someone be nominated solely for work in the community?

Absolutely. The achievements for which the employee is being nominated, however, still must be connected to one of the designated performance outcome categories (A, B or C), and must make a persuasive and compelling case in writing according to the guidelines that support the nomination.

How do I write a nomination?

The most important thing to remember about writing an effective awards nomination is to provide evidence (examples) of what you say nominees have done and how they have made things better.

There isn't a 'right way' or a 'wrong way' to write a nomination, and there also is no 'right length'. Every nomination is different and is treated as such upon evaluation. But, your nomination, at the very least, must tell the story of what your candidate has done.

Give examples of how the nominees have demonstrated outstanding quality. In every available awards Category (A, B or C), show that whatever your candidate has done:

- **Is Valuable/Significant**

A good nomination should describe as vividly and precisely as possible the difference the nominee's contribution has made to the work unit, the agency and/or the City. A frequent complaint is that the person recommended is "doing no more than their job" or "doing nothing that stands out". Your nomination should describe what is special about the candidate's achievements.

- **Has had an Impact**

Try to answer the questions: 1) How were things before? 2) How are they now?

- **Shows Leadership**

Try to answer the questions: 1) What makes your candidate different from others doing the same thing? 2) How has the candidate earned the respect of peers and become a role model?

- **Is Unique or Innovative**

Try to answer the question: How has the candidate's creative problem-solving and unique skills, perhaps against the odds, sustained achievement which required vision or the ability to make tough choices or determined application and hard work.

Finally, do not be afraid of using superlatives - awards exist specifically to recognize superlative achievement. But, remember that superlatives without explanation are just 'hot air'. Take care always to support any assertions with specific, descriptive evidence or examples. Do not just say that an achievement has had a widespread effect; rather, describe what that effect has been along with how and why it has been important.

What Should I Avoid?

As previously stated, there is no 'wrong' way to write a nomination for an Isaac Liberman Public Service Award. But, it should be remembered that the *Awards Committee* judges a candidate's merit on the information about the nominee's performance contained within the nomination package. Therefore, only the strongest candidates should be put forth for nomination from your agency.

A good nomination makes a good case for recognizing an employee's accomplishments. Nominations for an award should not be:

- Substitutes or replacements for an inability to reward an employee financially.
- Reward employees for merely "doing the job for which they were hired". At the end of the day, every employee should provide excellent customer service. However, nominees for awards should consistently go 'above and beyond' what is required on their job.
- Rewards for tenure or length of service. It is better to seek out more appropriate ways to recognize these types of milestones.

Public Service Awards nominations are best written by people who know the nominee and his/her performance on the job and/or in the community. In addition, those who nominate employees must be able to talk about what the candidate has done from first-hand experience.