



MANATEE COUNTY GOVERNMENT
"EMPLOYEE RECOGNITION PROGRAM"
NOMINATION FORM

HUMAN RESOURCES

MAY 21 2014

(PLEASE PRINT)

DATE: May 8, 2014

[X] EMPLOYEE OF THE MONTH NOMINATION

NAME: James Bacon
DEPARTMENT: Public Safety DIVISION: Animal Services
JOB TITLE: Administrative Specialist DATE OF HIRE: 7/20/1998
NOMINATED BY: Renée Isrel PHONE#: 748-4501 Ext: 1649

SUBMITTED TO ERPC \_\_\_\_\_ ELIGIBLE FOR CONSIDERATION FROM \_\_\_\_\_ TO \_\_\_\_\_
Reviewed by Human Resources \_\_\_\_\_ Date: \_\_\_\_\_

[ ] TEAM NOMINATION

NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_
NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_
NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_
NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_
NOMINATED BY: \_\_\_\_\_ PHONE#: \_\_\_\_\_

Reviewed by Human Resources \_\_\_\_\_ Date: \_\_\_\_\_

[ ] SAFETY NOMINATION

NAME: \_\_\_\_\_
DEPARTMENT: \_\_\_\_\_ DIVISION: \_\_\_\_\_
JOB TITLE: \_\_\_\_\_ DATE OF HIRE: \_\_\_\_\_
NOMINATED BY: \_\_\_\_\_ PHONE#: \_\_\_\_\_

Reviewed by Human Resources \_\_\_\_\_ Date: \_\_\_\_\_

[ ] HEROISM NOMINATION

NAME: \_\_\_\_\_
DEPARTMENT: \_\_\_\_\_ DIVISION: \_\_\_\_\_
JOB TITLE: \_\_\_\_\_ DATE OF HIRE: \_\_\_\_\_
NOMINATED BY: \_\_\_\_\_ PHONE#: \_\_\_\_\_

Reviewed by Human Resources \_\_\_\_\_ Date: \_\_\_\_\_

Nominated Employee(s): James Bacon  
Type of Nomination: Employee of the Month

**EMPLOYEE OF THE MONTH NOMINATION**

1. BRIEFLY DESCRIBE THE JOB DUTIES OF THE NOMINEE:  
James duties include far more than a typical Administrative Specialist. James completes his normal day to day clerical work as well as fiscal work for our Animal Services Division. Those duties include processing all supply orders, answering & disseminating calls, processing invoices, dispatching for field officers, assisting veterinarians & customers on animal licensing, and assisting shelter staff as needed.
2. DESCRIBE THE CHARACTERISTICS AND JOB COMMITMENT/PERFORMANCE THAT MAKES THIS NOMINEE EXCEL ABOVE AND BEYOND OTHER COUNTY EMPLOYEES.  
James has a strong moral sense. He accepts assigned tasks a good attitude and a firm diligence to do a good job. James comes to work each day with a willingness to do his best and to be the best he can be personally. His work load can be overwhelming at times but he handles each task with the desire to produce quality, accurate work. He is a team player and is often called upon because of his knowledge of AS Division operations, the quality and accuracy of his work, as well as being pleasant to work with.
3. SUBSTANTIATE WHY THOSE CHARACTERISTICS JUSTIFY THIS EMPLOYEE TO BE RECOGNIZED AS A MANATEE COUNTY "EMPLOYEE OF THE MONTH". (BE AS SPECIFIC AS POSSIBLE.)  
Currently, Animal Services is transitioning into a new animal licensing program. James was assigned the task of meeting with our local Veterinarians and explaining the new program and answering questions. James learned the new program, read all the materials, asked questions that may be asked by our Veterinarians, and simply put, prepared himself for the assigned task. He methodically organized & documented the list of Vet clinics, supplies they would need, questions that arose, etc. I was with James for some of the meetings & was in awe of how well he represented himself & the County.
4. HOW DOES THIS EMPLOYEE BEST EXEMPLIFY THE COUNTY'S MISSION STATEMENT: Manatee County Government is committed to providing quality service with an emphasis on Accountability, Civility and Ethics. Manatee County Government's mission is to provide efficient, effective, responsive government that is always mindful of our sensitive natural environment while achieving the Commission's vision for the County: a premier place in which to live and work and play.  
James lives his life personally & professionally with emphasis on A.C.E. Its just who he is as a person. He is outstanding at providing quality customer service, even with sometimes angry, frustrated customers. Animal Services has gone through some challenges recently that would be rough on any employee. James has stood hard and fast, never losing site of the job at hand, always representing himself and the County with professionalism, pleasantness, honesty, and integrity.

**SAFETY NOMINATION**

Achievements considered may include, but are not limited to, the following suggestions. Check the category(ies) that best describe the safety accomplishments of the nominee.

- |                                                                     |                                                                                 |
|---------------------------------------------------------------------|---------------------------------------------------------------------------------|
| <input type="checkbox"/> Safety meeting contribution                | <input type="checkbox"/> Demonstration safety consciousness & initiative        |
| <input type="checkbox"/> Response in an emergency                   | <input type="checkbox"/> Consistent maintenance of safe work environment        |
| <input type="checkbox"/> Coaching co-workers on safe work practices | <input type="checkbox"/> Identifying, reporting and helping to correct a hazard |

1. Explain how employee(s) achieved, maintained or improved safe work environment. (BE AS SPECIFIC AS POSSIBLE. Use an additional sheet as necessary.)

Nominated Employee(s): James Bacon  
Type of Nomination: EOM

**TEAM NOMINATION**

Check the selected criteria that best describes the team's performance.

- |                                     |                    |                          |                |                                     |             |
|-------------------------------------|--------------------|--------------------------|----------------|-------------------------------------|-------------|
| <input type="checkbox"/>            | Project            | <input type="checkbox"/> | Committee Work | <input type="checkbox"/>            | Emergency   |
| <input checked="" type="checkbox"/> | Special Assignment | <input type="checkbox"/> | Cost Savings   | <input checked="" type="checkbox"/> | Promotional |
| <input type="checkbox"/>            | Community Work     | <input type="checkbox"/> | Other          |                                     |             |

1. Summarize the work efforts that justify this nomination.
  
  
  
  
  
  
  
  
  
  
2. How did the team of employees contribute to improving the quality of services to the County and its citizens? Explain how this effort was beyond the normal realm of duties and responsibilities of these individuals.

**HEROISM NOMINATION** Describe heroic act below or attach additional pages.

Nominated Employee(s): James Bacon  
Type of Nomination: EOM

ADDITIONAL COMMENTS:

NOTE: ADDITIONAL DOCUMENTATION AND/OR COMMENDATIONS MAY BE ATTACHED (UP TO 10 PAGES).

<b>EMPLOYEE'S SUPERVISOR</b>	
Approved/Disapproved <i>[Signature]</i>	Date: 05/19/14
Supervisor's Comments: See Attached	
<b>DEPARTMENT DIRECTOR</b>	
Approved/Disapproved <i>[Signature]</i>	Date: 5/19/14
Department Director's Comments: Dedicated employee... well deserved. PK	
Reviewed by Risk Management (Safety Award):	Date:

**\*DEPARTMENT DIRECTOR - NOTE:\***

**Please notify Tamie Langman, Human Resources Department of any change in status regarding the nominated employee.**

**PLEASE SUBMIT YOUR NOMINATION TO THE HUMAN RESOURCES DEPT.  
ATTN: Tamie Langman, ERC Coordinator.**



**Re: EOM - James**  
Joel Richmond to: Renee Isrel

05/14/2014 02:34 PM

	Joel Richmond	<i>I support James Bacon's nomination for employee of the month. James</i>
	Renee Isrel	<i>Thanks Joel!!!! Renée Isrel</i>

I support James Bacon's nomination for employee of the month. James has been with animal services for almost 16 years. There is no job assignment that he cannot complete. James attendance record is excellent as he can be depended upon to be at work every single day. James was recently tasked with handling the Manatee County Pet License Tag program that was taken over by an outside vendor called Pet Data. James had to go out and meet with every single veterinarian and their staff and explain the switch over process. This is a task that normally would have been handled by a division manager but James accepted the challenge and completed his task with no problems or complications. To date, the program is up and running and there have not been any problems reported back to the administration. I believe the reason for this is directly related to James' actions during this time thus proving that he is worthy of this nomination.




Joel Richmond  
Animal Services Enforcement Supervisor  
Manatee County Animal Services  
305 25 Street West  
Palmetto, FL 34221

941-742-5933x8303  
FAX 941-723-4708



Re: James Bacon   
Kris Weiskopf to: Renee Isrel


05/15/2014 10:46 AM

	Renee Isrel	<i>The nomination request came from Joel. Kris then asked if I wo</i>
	Sheri Fintel	<i>James Bacon is an awesome employee, always willing to take on a pr</i>
	Kris Weiskopf	<i>James has been with Animal Services for nearly 16 years. He started:</i>

James has been with Animal Services for nearly 16 years. He started in the shelter as a specialist, caring for the impounded animals. James moved up to the administrative section more than a decade ago, seeing a lot of changes along the way. James can be relied upon to complete any tasks thrown his way, including the most recent PetData program. PetData is our licensing program which has the ability to track pets through the required Manatee County license tag and rabies vaccination. James had been involved with our licensing program from the onset, meeting with each of the veterinary clinics in order to make sure each one understood the new program and the benefit to the veterinarian, Animal Services, the pet and pet owner. James conducted each meeting with the clinic staff with the utmost customer service and professionalism, representing Animal Services and Manatee County Government. James is a dedicated and conscientious member of our team and I am proud to know he is nominated as Employee of the Month, a recognition well deserved.

**Kristopher J. Weiskopf, Chief**  
**Manatee County Animal Services**  
305 - 25th Street West  
Palmetto, Florida 34221  
(941) 742-5933 ext. 8346  
FAX: (941) 723-4708

"Proudly serving our community with  
compassion, honor and commitment"

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