

# LOUISIANA CIVIL SERVICE LEAGUE

RECEIVED  
CIVIL SERVICE DEPT  
MAY 23 2016

May 2016

810 Union Street, Suite 305  
New Orleans, Louisiana 70112  
Phone (504) 522-3875  
Fax (504) 522-3875  
e-mail [lacsl@bellsouth.net](mailto:lacsl@bellsouth.net)  
[www.lacsl.com](http://www.lacsl.com)

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## 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, 2016 CHARLES E. DUNBAR, JR. CAREER  
SERVICE AWARDS**

Enclosed is a nomination form for the 2016 Charles E. Dunbar, Jr. Career Service Awards Program, sponsored annually by the Louisiana Civil Service League. This is the 58<sup>th</sup> 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 16, 2016. 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**

**2016**

**PART I - NOMINATION INFORMATION**

Nominee's Name \_\_\_\_\_

Job Title \_\_\_\_\_

Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Dept/Agency \_\_\_\_\_

Office Address \_\_\_\_\_ Office Phone \_\_\_\_\_

Marital Status \_\_\_\_\_ Spouse \_\_\_\_\_

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.

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**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)	