

The Hundred Year Association of New York 2023 Isaac Liberman Public Service Awards

The Isaac Liberman Public Service Awards (PSA) sponsored by the Hundred Year Association of New York recognizes outstanding New York City career civil service employees who have distinguished themselves at work and/or in their communities. Agencies are encouraged to consider employees at all levels whose performance has been outstanding, but who may not have been recognized previously.

Eligibility: Full-time civil service employees of New York City who are in positions with a current salary that does not exceed \$90,000 per annum.

I. Nominee Background Information

Name (Last, First): _____

Agency: _____

Agency Address: _____

Home Address: _____

Telephone: Work: _____ Home: _____ Cell: _____

E-mail: Work: _____ Home: _____

Current Office Title: _____

Current Salary (Required to confirm award eligibility): \$ _____

Date Entered City Service: ____ / ____ / ____

Social Security Number (SSN)* or Employee Reference ID: _____

***Please do not leave blank. If preferred, candidates may insert their Employee Reference ID Number in the space on this nomination form only. SSNs must be provided upon request by all nominees who become finalists.**

II. Person and Agency Making Nomination

Name (Last, First): _____

Title: _____

Agency: _____

Relationship to Nominee: _____

Length of Relationship: _____ Work phone: _____ Email: _____

Select an Awards Category (Required): Select one category below that best fits the employee's performance outcomes that are the basis of their nomination.

Category A: ____ Category B: ____ Category C: ____

Category A	Category B	Category C
Measurably improved the efficiency and quality of service to New York City residents and/or workers	Significantly enhanced the prestige of the city in the eyes of the public	Improved the lives of others by going <i>significantly</i> above and beyond what should be expected of anyone with the candidate's current job title or duties/responsibilities

III. Representative Of Nominee's Agency / Office to Be Contacted As Needed

Name (Last, First): _____

Title: _____

Agency: _____

Address: _____

Telephone Number: _____

Work Email: _____

IV. Nominee's Agency Commissioner or Agency Head Endorsement

(Surrogate signatures are not permissible)

Name (Last, First): _____

Title: _____

Telephone: _____

Signature: _____

Date: _____

Nomination Deadline and Submission

Completed PSA nomination forms are due **Wednesday, July 12, 2023**, and can be submitted via e-mail to executivedevelopment@dcas.nyc.gov, or interoffice mail to: The Hundred Year Association Awards Programs, Public Service Awards, 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.

Important Note

PSA nomination forms are not complete unless:

1. They are endorsed by the agency head or commissioner and include their signature.
2. All information requested on the nomination form is provided.
3. The form includes a completed *Public Service Award Essay Form Package* that describes the nominee's accomplishments in one of the above awards categories.

Submitting incomplete nominations will delay the selection process and may result in candidates being removed from consideration.

Nomination Instructions and Additional Award Information

I. Award Categories

Nominations for a Public Service Award should be based on one of 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.

Nominations will be judged based on how well assertions made about a nominee's performance are supported with examples and evidence in the nomination essay.

II. Essay Form Package To Be Submitted With Nomination

Essay packages in support of a City 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 essay¹ about the nominee's accomplishments in one of the above award categories (A, B or C).**
4. **A brief description of previous awards (work or community) or other forms of recognition that the nominee has received.**
5. **An up-to-date nominee's resume.**

III. Agency Commissioner or Agency Head Endorsement

All nominations must be signed off by the nominee's commissioner or agency head to be considered for a citywide public service award. Surrogate signatures/endorsements are not permissible.

IV. How Nominations Will Be Judged

All nominations are carefully screened and verified for eligibility by the Department of Citywide Administrative Services (DCAS) prior to the Hundred Year Association Awards Committee's selection of winners. After screening, the evaluation process will take place over two main stages: First, nominations are evaluated, and finalists chosen by an ad hoc awards committee made up of DCAS and select agency managers and supervisors. Next, the finalists will be interviewed² by the Hundred Year Association Awards Selection Committee that consists of Hundred Year Association board members, DCAS senior executives, and other senior executives from the City of New York.

Notes:

¹The *PSA Essay Form Package* is located 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 included with the nomination, as needed.)

²Depending on circumstances, interviews with the Awards Selection Committee may be in person or online.

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Public Service Award Essay Form Package

For Office Use Only

Nominee: _____ Agency: _____

Instructions: Please complete the following four sections of the essay form. Feel free to attach any additional documentation or support material you believe will bolster a nominee's chances of receiving a public service award for their work.

1. **Describe the nominee's current job responsibilities in detail.** (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 understood by someone not affiliated with city government and who may be unfamiliar with your agency or the nominee's position.)

Nominee's Current Job Responsibilities

2. Explain why the Isaac Liberman Public Service Award is appropriate for this nominee.

In this section:

- Briefly describe your relationship to the nominee, and
- Provide a detailed explanation of why the Isaac Liberman Public Service Award is more appropriate than other available forms of recognition for this nominee.

As you respond, keep in mind this is not the section to describe what the nominee has done to be recognized; rather, you should explain below why the Isaac Liberman Public Service Award is the best recognition choice for this nominee at this time.

Explain Why the Public Service Award Is the Appropriate Recognition

3) Thoroughly describe what the nominee has done to warrant the recognition.

All essays should be persuasive and compelling and include specific examples that highlight the:

- a) Value of the nominee's contributions to the department, agency, and/or city.
- b) Impact of the nominee's accomplishments.
- c) Nominee's leadership abilities.
- 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)

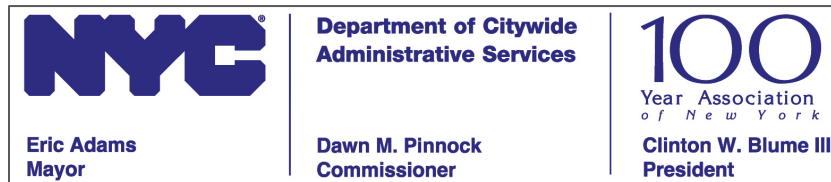
Nominee's Performance That Deserves Recognition in the Award Category

Continue your answer on the next page, if desired.

Additional pages may be included as desired.

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 Nominee Received



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Nomination Package Checklist

Please check (☒) that you have gathered all the required items before submitting the nomination:

- ☐ Part 1: Nomination Form (two pages)
- ☐ Part 2: Signed Nominee's Commissioner/Agency Head Endorsement
- ☐ Part 3: Public Service Award Essay Form Package, including nominee's resume

Submission Details

Completed nomination forms will be accepted until **Wednesday, July 12, 2023**, and should be submitted to:

Postal Service

Department Of Citywide Administrative Services | Human Capital
The David N. Dinkins Municipal Building
1 Centre Street, 24th Floor South
Room 2445
New York, NY 10007

Or

Email (Recommended Method)

Send one email with all application materials included in PDF format to:

executivedevelopment@dcas.nyc.gov

Subject Line: Public Service Awards

DCAS Citywide Awards Program Inquiries Should Be Directed To:

Citywide Organizational & Executive Development Programs
212-386-0004
www.nyc.gov/executivedevelopment

FAQs for Writing a Successful Awards Nomination

Who should be nominated for an award?

The Isaac Liberman Public Service Award recognizes and celebrates outstanding citywide achievements. The award focuses on achievements that demonstrate the nominee's adaptability and program resilience, remarkable innovation, and/or developing effective community partnerships and collaboration.

Public Service Awards should be reserved for employees whose solid, measurable achievements and dedication have:

- Measurably improved the efficiency and quality of service for New York City residents and workers,
- Significantly enhanced the prestige of the city in the eyes of the public, or
- 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 of the above accomplishments and that their contributions stand-out from other City employees, please consider nominating them for a public service award.

Should satisfactory-level performance receive an award?

All employees should be expected to perform their jobs each day at least to a *satisfactory-level* based on approved tasks and standards or position descriptions. The Isaac Liberman Award is reserved for achievement(s) above and beyond what is expected.

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 examples of what you say nominees have done and how they have made a positive impact.

Every nomination is different and is treated as such upon evaluation.

Give examples of how the nominees have demonstrated outstanding quality.

In every available award 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. Your nomination should describe what is special about the candidate's achievements.

- **Has Had a Measurable Impact**

How has the nominee's efforts helped create influence and positive change?

- **Shows Leadership**

What sets your nominee apart from others that may be doing similar work?

How has the nominee become a role model to those around them?

- **Is Unique or Innovative**

How has your nominee utilized innovative methods to overcome adversity and achieve their goals?

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?

It should be remembered that the *Awards Committee* judges a candidate's merit on the information about the nominee's performance as described in the nomination package. Therefore, only the strongest candidates should be put forth for nomination by your agency.

Ultimately, 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.
- Rewarding employees for merely *doing the job for which they were hired*. 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.

In Conclusion:

Since the nomination form may be the only contact the Awards Selection Committee has with a nominee, it is crucial that it be thoughtful, well written, and – most of all – persuasive. Public Service Awards nominations are best written by people who know the nominee, their performance on the job or in the community, and who can invest in writing about the nominee's performance in an evidence-based, compelling, and persuasive manner.

[Please do not include the FAQ pages when submitting your completed nomination form for review.]