



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
County Manager's Office



DATE: May 7, 2012
BOARD MEETING DATE: May 22, 2012
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority

TO: Honorable Board of Supervisors
FROM: John L. Maltbie, County Manager
SUBJECT: Employee of the Month for May 2012

RECOMMENDATION:

Honor Larisa Margulis as Employee of the Month for May 2012 and authorize the President of the Board to sign the commendation.

BACKGROUND:

The Employee of the Month program was established in December 1984 to recognize and honor County employees who consistently demonstrate an outstanding level of performance.

Our Employee of the Month for May 2012 is Larisa Margulis, an Administrative Assistant II, in the Health System

DISCUSSION:

Larisa has been with the County for nearly six years. In 2006, Larisa accepted a position as Office Services Supervisor in Environmental Health and was responsible for supervising the work of 10 staff. Within her first year, Larisa earned the respect of the division staff. She led the development of Environmental Health's Injury and Illness Prevention Program (IIPP), became the Health System's expert in the Learning Management System (LMS), as well as the division's Ergonomic coordinator, all while mastering the division's immense database so she could provide primary support to her staff.

Larisa assumed many needed roles, such as payroll and personnel responsibilities, and was instrumental in the division's move from Redwood City to the Alameda Campus and in a major database upgrade project. Larisa is always the first to volunteer to take on projects and challenges. In January 2011, Larisa was promoted to Administrative Assistant II. She quickly trained on her new tasks including contracts, reimbursement billings, purchasing, and year-end close while maintaining many of her Office Services Supervisor responsibilities. In August 2011, Environmental Health appointed a new

Office Services Supervisor who was trained by Larisa.

Larisa is diligent, patient, informative and a positive leader. One staff commented that was “With Larisa involved in a project, there is no way we can fail”. She performs each task with the utmost care and follows through to ensure that processes are documented.

Despite significant demands on Larisa, she has accepted these challenges with a smile, an extraordinary amount of positive energy, and a professional attitude we could all learn from. San Mateo County and Environmental Health are incredibly fortunate and eternally grateful for Larisa’s efforts, accomplishments and her ongoing dedication.

Approval of the Employee of the Month contributes to the Shared Vision 2025 outcome of Prosperous Community by recognizing employees that foster innovation and excellence in the services provided.

Our County is fortunate to have Larisa Margulis as one of its outstanding employees.