



County of San Mateo

Inter-Departmental Correspondence

Department: COUNTY MANAGER

File #: 16-395

Board Meeting Date: 7/25/2017

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: John L. Maltbie, County Manager
Subject: Employee of the Month for July 2017

RECOMMENDATION:

Honor Ajay Singh as Employee of the Month for July 2017 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 July 2017 is Ajay Singh, a Senior Accountant in the Public Health Policy and Planning Division of the Health System.

DISCUSSION:

Ajay Singh has worked for the County for over 18 years. He is an extremely positive and proactive employee and is dedicated to perform at the highest level of customer service. Ajay is professional and focuses on the job at hand and above all demonstrates that he is a team player.

Ajay not only continues to perform his job duties at an optimal level but has also voluntarily and without hesitation accepted multiple new roles and has assumed new responsibilities. In March, the Public Health Policy and Planning Division experienced several retirements and with Ajay's help and knowledge the division was able to keep operations moving forward. Ajay has been a reliable source of information during the training of two new hires and also during the on-boarding of his new supervisor. He goes above and beyond communicating with the team, notifying and helping ensure that there is appropriate quality assurance and processing all outstanding invoices to ensure vendors are paid in a timely manner and at the same time welcomes any questions.

Ajay is also transitioning, as he recently accepted a work-out-of-class position as Senior Accountant. He continues to maintain current operations, while training others to take on new roles, and helping prepare for year-end close. Ajay always comes to work with a positive attitude and doesn't shy away

from new challenges.

Our County is fortunate to have Ajay Singh as an outstanding employee.