



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN RESOURCES

**File #:** 18-378

Board Meeting Date: 5/22/2018

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**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 2018

**RECOMMENDATION:**

Honor Sukhjit Kaur as Employee of the Month for May 2018 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 2018 is Sukhjit Kaur, an IS Business Analyst II in the Health System.

**DISCUSSION:**

Sukhi has been a County employee for over 4 years. Sukhi's job title of IS Business Analyst II does not do justice to her outstanding contributions that further the Health System's mission of helping everyone within San Mateo County live longer, better lives. Sukhi provides excellent customer service and solves problems with a smile and a can-do attitude.

Sukhi is the rare individual who can translate complex IT needs and requirements to finance managers and with equal ease develop budgets and meet deadlines. She consistently provides numbers that help divisions and the Health System overall build accurate cost and timeline targets. Moreover, Sukhi's unique abilities have allowed her to build strong relationships outside of the Health System. She works closely with the Information Services Department for data requests and analysis. Having an internal subject matter expert understand the needs of the Health System and then work with colleagues across departments to find answers and solutions is invaluable.

Sukhi has also recently developed quarterly monitoring reports that allow the Health System's IT Governance Board to fully understand the status of projects and help plan the work of the Health IT team. Sukhi is always willing to participate in problem solving improvement efforts that make the

Health System a better place for everyone to work and receive services.

Our County is fortunate to have Sukhjit Kaur as an outstanding employee.