

**JAY INSLEE**  
Governor



**STATE OF WASHINGTON**  
Office of the Governor

January 10, 2020

**TO:** Statewide Elected Officials  
Directors, Cabinet Agencies  
Small Agency Cabinet

**FROM:** Jay Inslee, Governor

**SUBJECT: 2020 GOVERNOR'S AWARDS FOR LEADERSHIP IN MANAGEMENT**

It is my pleasure to announce the nomination process for the 2020 Governor's Award for Leadership in Management. Please join me by nominating managers in your organization who demonstrated extraordinary leadership through performance results in 2019.

I am seeking nominees who have achieved results, demonstrated leadership competencies, and made a priority of cultivating an innovative and inclusive work environment. Please note that the criterion maintains a focus on utilizing continuous process improvement principles, a priority of my administration. The attached information provides more details on the nomination process. All nominations are due by Monday, March 9, 2020.

Please take this opportunity to recognize excellence in management by nominating our most effective state managers.

Attachments (2)



# 2020 Governor's Award for Leadership in Management Instructions and Timeline

## Background

The Governor's Award for Leadership in Management recognizes managers in state government who exemplify performance in what they accomplish, as well as how they have done it. In soliciting nominations, we seek candidates who have delivered measurable, significant, sustainable improvements and who model the values and behaviors integral to a performance-driven culture. The award continues a tradition in recognizing excellence in management.

## Timeline

January 2020	2020 Nomination process opens
March 9, 2020	Nomination Deadline
April 2020	Selection Committee meets
By May 15, 2020	Agencies recognize their nominees
June 2020	Winners Announced & Awards Luncheon for winners

## Criteria

This criterion relates to the business results obtained by the manager and how the manager organizes resources and leads staff in order to achieve goals. Successful candidates will be those who meet the following criteria as outlined:

- 1. Performance Results** – An effective manager is one who can clearly deliver results by inspiring others to do their best work. To be considered for an award, a candidate must have delivered significant, measurable, sustainable improvements in two or more of the following dimensions of a program or support service function:
  - Results for the public: quality, delivery time, cost
  - Organizational and employee performance: productivity, morale
  - Risk management: safety, cost-avoidance, compliance.
- 2. Leadership Competencies** - Good managers set the example for others. To be considered for an award a candidate must demonstrate or be focused on developing the statewide leadership competencies (see page 2 of nomination form):

**Models and Champions our Culture and Values**

**Develops People**

**Fosters Learning**

**Fosters Teamwork and Collaboration**

**Makes Things Happen as a Public Servant**

**Embraces and Embeds Inclusion in Decision-making**

**Cultivates a Shared Strategic Vision**

**Drives Results**

**Builds Relationships**

**Communicates Effectively**

**Leads and Navigates Change**

## Nomination Process

- Nomination forms are due in electronic (Word version) *and* signed copy format (PDF) to Leslie McGuire at [Leslie.McGuire@ofm.wa.gov](mailto:Leslie.McGuire@ofm.wa.gov) or campus mail, MS: 47500 on or before Monday, **March 9, 2020**.
- The nomination form must be signed by the agency director.
- It is requested agencies recognize all their nominees by mid May.

**Selection Process**

- There is one award, with multiple winners. Winners will be selected from across the spectrum of government services and programs, including technical, professional and support services, regional and headquarters, etc.
- The Assistant Director of State Human Resources will Chair a Selection Committee, comprised of agency directors and Executive Staff from a cross-section of government functions, including service and regulatory missions, large and small agencies.
- Winners will be those who represent the cream of the crop of nominees, meeting the criteria outlined.
- Decision letters will be sent to agency directors for delivery to nominees and winners.

**Award Ceremony**

The Governor will host the Award ceremony in June, which will be staged at the executive residence or similarly meaningful venue.

**Staff Contact:** Leslie McGuire, State HR, OFM, 360-407-4105