

City and County of San Francisco Human Services Commission



NOVEMBER 2016 EMPLOYEE OF THE MONTH



Jeannette Mok

The Human Services Commission is pleased to honor Information Technology's Procurement and Purchasing Specialist Jeannette Mok. Every member in our organization depends on Jeannette for all of our Information Technology procurement needs.

Today we procure IT goods and services worth over \$6 million. This translates to about 200 Quotes and Purchase Orders annually. Jeannette not only puts in the quotes but follows up with procurement, Department of Technology and Office of Contract Administration to ensure that orders are placed on time. She has implemented an effective system within SharePoint to track all orders that are in the pipeline, thereby considerably helping our managers and team. She also, coordinates with County Advance Planning Document Update and Advance Planning Documents to secure state funding for Family and Children's Services equipment and supports our new employee on-boarding process. In midst of all her work, Jeannette has taken the initiative to learn new techniques of Project Management and is also actively participating and supporting our Oracle Business Intelligence project.

She has a calm demeanor and works very well under pressure and is always available to help any team member. She is very modest and gentle. Jeannette takes pride in what she does and is very conscientious of her work and commitment.

Thank you, Jeannette. Your dedication and skill are highly valued and greatly appreciated. It is with gratitude and great pride that the Commission presents you as our November 2016 Employee of the Month.