

EMPLOYEE RECOGNITION AWARD

JUNE 2023

EMPLOYEE: Ciera Collins

UNIT: Administrative Unit

TITLE: Seasonal Clerk

SUPERVISOR: Clint Snyder, Assistant Executive Officer

Ciera Collins is a Seasonal Clerk in the Redding office's Administrative Unit and has been with the Central Valley Water Board since May 2021.

Ciera has done an exceptional job at gaining a firm grasp of front office responsibilities since she joined the Water Board. Office staff rely on Ciera to assist in directing phone calls; processing correspondence, permitting actions, and Board orders including ADA formatting and certification; vehicle maintenance; in office IT assistance and countless other tasks requested of her regularly.

Ciera is always on time, trustworthy, and conscientious. She produces high quality work products and is diligent in following established processes and procedures. Her ability to look at situations from all sides has been monumental in creating positive changes in not only administrative practices, but the entire Redding office. She is patient, understanding and ambitious. Her eagerness to learn new things has led her to seek more advanced training opportunities to help further her career goals.

Ciera's contributions to the Redding office are above and beyond what is expected of a Seasonal Clerk. She is a trusted member of our team and someone that we can count on to always give 100% in everything she does. We are incredibly thankful and appreciative for her continued hard work and unwavering support to not only our Redding office, but to the Rancho Cordova and Fresno offices as well.

Thank you, Ciera, for all that you do!