

EMPLOYEE RECOGNITION AWARD

June 2025

EMPLOYEE: Natalie Petzak
UNIT: Confined Animal Facilities
TITLE: Scientific Aid
SUPERVISOR/TITLE: Dan Gamon, Unit Chief

Natalie has been the Unit's Scientific Aid since June of 2023 and has excelled at her position. Natalie quickly learned all the administrative aspects of her position and has dramatically improved our document management system by creating a digital Unit Chronological Filing system and maintaining the Unit's Team collaborative workspace platform as needed. She has streamlined our digital intake process for CAF Annual Reports and assisted in creating a better data repository system for annual report reviews and data entry processing. These digital data management platforms have added efficiency to our document tracking, data entry and project file storage while reducing paper clutter in our workspaces.

Natalie has also spent hours in the Rancho Cordova Office's Library combing through historical CAF-related project folders and sorting out what files can be destroyed and what project files still need to be retained. She has inventoried many project files and removed CAF files for facilities that have been terminated or closed out of their permits and no longer need to have their files retained.

She has also learned database management skills and is a vital resource for uploading regulatory documents to our official platforms, such as GeoTracker and CIWQS, and ensures records are processed in a timely manner as per expectations and procedures.

Natalie has also assisted and supported CAF inspectors with field inspections, which has added depth to our field presence and helped the CAF Unit meet its inspection goals for FY 24/25!

For all these reasons we would like to express our sincere appreciation and gratitude for Natalie's efforts over the years. Thank you and well done!