



**DOL EMPLOYEE OF THE YEAR  
ADMINISTRATIVE AWARD  
PRESENTED TO  
LISA LLOYD – OFCCP**

As an Equal Opportunity Assistant, Ms. Lisa Lloyd has completely stepped outside of her administrative duties and began working alongside Compliance Officers assisting them on supply and service cases by learning how to do more of a Compliance Officers job all the while maintaining her own duties. For the first time, Ms. Lloyd went onsite with Compliance Officers and reviewed documents that contributed to a systemic discrimination case. Ms. Lloyd volunteered to go and was excited to be given the opportunity to work with the Compliance Officers.

In FY 2013, she requested to learn more about the desk audit process of a compliance evaluation. Ms. Lloyd was trained on how to do a compensation analysis and from that point took off! As the Affirmative Action Programs would come in, she was assigned the compensation analysis and each time she was able to complete it, correctly along with her own assigned duties. Once she became comfortable with compensation, she was trained on doing the IRAs for hires. Again, she excelled. Her enthusiasm to learn more is exceptional!

Ms. Lloyd conducted training with the office to teach American Sign Language, even giving short quizzes at the end of the sessions. Because of her efforts to teach the office ASL, Ms. Lloyd has become more of an integral part of the office by challenging them to learn a new language. Additionally, this has improved her relationships with the staff in that the staff has learned to communicate better with her. Her training has enlightened the office on the needs of a person who is deaf or hard of hearing, especially when this is an enforcement area for OFCCP.

Additionally, working side-by-side with management and the U.S. DOL Public Affairs Office, she volunteered to be videotaped while translating OFCCP's frequently asked questions. This is a direct result of an event attended by the Boston Office in which the audience expressed concerns about the translation of 503 rights into ASL for easier understanding. Lisa volunteered to do the video in ASL. The result was a true success. The video has been approved on the District level and forwarded to the Regional level with the hopes of going Nation-wide. This has already been verbally approved by the Director and has given many accolades for this accomplishment. Additionally, her work with Federal Employees with Disabilities, Lisa was elected Treasurer.

Based on her work ethic and accomplishments, Ms. Lisa Lloyd is this year's DOL Administrative Employee of the Year recipient.