Here is the updated version of your mid-year performance document, incorporating details about your PowerShell scripts and collaboration with Carlos and the Splunk team:

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### David Greene 2024 Mid-Year Assessment

#### Significant Contributions and Key Responsibilities:

Over the past six months, I have made significant contributions to our team at The Hartford, particularly in billing management. I have served as the primary contact for the billing management team, handling a variety of ad hoc requests and daily activities. This includes:

- \*\*Monitoring\*\*: Vigilant oversight of our systems and processes, ensuring smooth operations and identifying potential issues before they escalate. This proactive approach has minimized downtime and prevented costly errors.

- \*\*Collaboration with Offshore Teams\*\*: Effective coordination with our offshore partners in daily working sessions, fostering a collaborative environment and ensuring all tasks are completed in a timely manner. This collaboration has improved efficiency and reduced operational costs.

- \*\*Recoveries and Debug Testing\*\*: Instrumental in managing recoveries and conducting debug testing, which has maintained the integrity of our systems and data, preventing potential financial losses from system failures.

- \*\*RCA Analysis\*\*: Conducted Root Cause Analysis to identify the underlying causes of problems or incidents, enabling us to implement effective solutions and prevent future issues, thereby saving costs associated with recurring problems.

- \*\*Ad Hoc Data Fixes\*\*: Addressed various data-related issues, ensuring the accuracy and consistency of our data, which has reduced the need for expensive rework.

- \*\*Batch Job Monitoring and Exception Resolution\*\*: Monitored afternoon batch jobs and handled any exceptions that arose, ensuring that all processes ran smoothly and without interruption, preventing potential delays and associated costs.

#### Reliability Engineering (RE) Squad:

In addition to my responsibilities in billing management, I have also been an integral member of the newly formed Reliability Engineering (RE) squad. This team is at the forefront of ensuring the reliability and robustness of our systems, and I am proud to contribute to its mission. As a member of the RE squad, I have been actively involved in the development and execution of several user stories. These stories have driven improvements in system reliability and performance. Here are some highlights of my contributions:

- \*\*User Story Development\*\*: Collaborated with team members to develop user stories that accurately capture the requirements and objectives of our reliability engineering initiatives. This has involved detailed discussions with stakeholders, careful analysis of system needs, and creative problem-solving to devise effective solutions.

- \*\*User Story Execution\*\*: Once the user stories have been developed, I have taken a hands-on role in their execution. This has involved coding, testing, debugging, and deploying solutions. I have also been responsible for monitoring the performance of these solutions and making necessary adjustments to ensure optimal results.

- \*\*Collaboration and Communication\*\*: Throughout the process, I have worked closely with other members of the RE squad, fostering a collaborative environment. I have also maintained open lines of communication with stakeholders, providing regular updates on our progress and addressing any questions or concerns they may have.

- \*\*Cloud Work\*\*: Engaged in reliability engineering and cloud work, including upgrades to our ECS Cluster and auto-scaling capabilities. This has enhanced the performance and reliability of our systems, leading to cost savings from improved efficiency and reduced need for manual intervention.

- \*\*Continuous Learning and Improvement\*\*: Being part of the RE squad has provided me with numerous opportunities for learning and growth. I have continuously sought to expand my knowledge and skills and have embraced the iterative nature of our work, always looking for ways to improve our solutions and processes.

#### Technical Skills and Professional Development:

I have leveraged my technical skills to create automation scripts, including a Python script to scan logs for job billing start and end times. This has increased efficiency and reduced the potential for human error, saving the company time and resources. I have also assisted the development team with lower environment testing, query creation, and research, providing valuable support and contributing to our team’s overall success.

Additionally, my technical contributions include:

- \*\*BillingIntegrityMonitor.py\*\*: Automates critical tasks related to billing data integrity. This script has streamlined log data handling, enhanced billing accuracy, and identified discrepancies, leading to cost savings through improved data management. By automating the processing of hundreds, if not thousands, of log files, this script has saved an estimated 20 hours per week that would have been spent on manual log reviews and data cleaning.

- \*\*timeFinder2.py\*\*: Utility for monitoring and analyzing log data. This tool has provided valuable insights into job durations and system performance, aiding in the optimization of processes and further cost savings. By automating the analysis of over 320 batch jobs, this script has saved an estimated 15 hours per week that would have been spent on manual data extraction and analysis.

- \*\*PowerShell Scripts for Log Management\*\*:

- \*\*Log Transfer to Splunk\*\*: Created PowerShell scripts to move logs from our production AFS file share into Splunk. This automation has significantly reduced manual effort and ensured timely log transfers, saving an estimated 10 hours per week.

- \*\*File Share to Blob Transfers\*\*: Developed scripts to move logs from file shares to a blob storage, enhancing the efficiency of our data management processes.

- \*\*Automated Deletion\*\*: Created PowerShell scripts to delete logs from the blob once ingested into Splunk, maintaining data hygiene and reducing storage costs. This automation has saved an estimated 5 hours per week.

I have worked closely with Carlos and the Splunk team for months to complete lower environment testing, ensuring the reliability and effectiveness of these scripts before deployment to production. This collaboration has enhanced our team's ability to manage log data effectively and reduced potential risks associated with manual processes.

In terms of professional development, I have completed training in AWS Developer Associate, Splunk Administration, and Dynatrace over the past six months. These courses have expanded my skill set and equipped me with the knowledge to contribute even more effectively to our team’s objectives.

#### Conclusion:

Overall, I am proud of the progress I have made and the contributions I have made to our team. My actions have not only improved efficiency and system reliability but have also led to significant cost savings for the company. I look forward to continuing to grow and make a positive impact in the coming months.

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Feel free to make any adjustments or let me know if there's anything specific you'd like to add or change!