

Warren County Board of Supervisors

RESOLUTION NO. 597 OF 2019

RESOLUTION INTRODUCED BY SUPERVISORS GERAGHTY, FRASIER, MCDEVITT, LEGGETT, BRAYMER, SIMPSON, HYDE, DIAMOND, LOEB, MERLINO AND SOKOL

ADOPTING AMENDED DEPARTMENT HEAD EVALUATION POLICY AND RELATED FORMS

WHEREAS, the Warren County Board of Supervisors adopted a Department Head Evaluation Policy including Goal Setting and Performance Evaluation Forms by Resolution No. 536 of 2016, which was later amended by Resolution No. 81 of 2017, and

WHEREAS, the County Administrator has updated and clarified the Department Head Evaluation Policy, as provided in the Schedule “A” and appendices annexed hereto, and the Personnel & Higher Education Committee has recommended that the same be advanced to the full Board of Supervisors for consideration, now, therefore, be it

RESOLVED, that the attached Department Head Evaluation Policy for Warren County be, and the same hereby is, adopted as the official policy for Warren County, and be it further

RESOLVED, that any and all prior Department Head Evaluation Policies or parts thereof inconsistent with the annexed are hereby repealed effective December 20, 2019.

SCHEDULE “A”

DEPARTMENT HEAD EVALUATION POLICY

The County has developed a department head evaluation policy program to be used as a tool in determining the appropriateness of salary increases and to promote good management.

Department Heads will be evaluated each year in conjunction with the annual budget process. All Department Heads will be evaluated by the County Administrator with such input as may be offered by the Chairperson of their oversight committee, the Personnel Chair, the Budget Officer, and the Chair of the Board or his/her designee. The attached Department Head Evaluation Form (Appendix B) will be utilized in memorializing this evaluation, and the following procedure will be used:

1. Each Department Head shall communicate departmental goals by submitting a goal setting report of projects completed during the previous year, their goals for the current year, and any other pertinent data (Appendix A). This report will be provided to the Director of Human Resources by January 10th. In cases where State and Federal actions may make it impossible for a Department Head to set realistic goals by January 10, the County Administrator shall have the authority to set a more appropriate date for the formulation of such departmental goals. The County Administrator will meet with Department Heads to discuss these submissions.
2. Department Heads will be evaluated in conjunction with the annual budget process. Performance will be measured in the context of the goals set at the beginning of each year and other such factors as deemed appropriate by County leadership.
3. The County Administrator shall personally present and review the evaluation with each Department Head and shall include any such Supervisor listed above as may desire to attend such meeting.

A copy of all Department Head evaluations will be maintained in the individual's personnel folder on file in the Human Resources Office.

WARREN COUNTY DEPARTMENT OF HUMAN RESOURCES

**GOAL SETTING FOR DEPARTMENT HEADS**

Name:		Date Completed:	
Position/Title:		Goal Setting Period:	

Please complete this sheet in accordance with the Warren County policy on Department Head Evaluations. Please note that goals are statements of end results expected within a specified period of time. For each goal, describe the end result and indicate quantity, quality, time frame, percentages or other specific measures. Each goal should fit into and support the overall strategy of your department as well as the County as a whole.

I. SELF ASSESSMENT

- 1) Provide some specific examples of goals that you accomplished in the current year.
- 2) Identify your uncompleted projects. Discuss barriers and challenges.

II. GOALS

What are the 3 most important goals and tasks in the next year? What challenges or barriers do you anticipate? Projected timeline?

III. DEVELOPMENT

- 1) What action(s) could be taken to enhance your performance in your current position?
- 2) What type of training or on the job experiences would benefit your performance the most in the next year?

APPENDIX "B"

Non-Bargaining Employee Evaluation Form

Employee Name: _____
Title: _____

Distinguished (5)	Outstanding performance that results in extraordinary and exceptional accomplishments with significant contributions to objectives of the department.
Commendable (4)	Consistently generates results above those expected of the position.
Fully Satisfactory (3)	Good performance, with all position requirements fulfilled.
Needs Improvement (2)	Performance leaves room for improvement, which may be attributable to being new on the job, not responding favorably to instruction, or other factors.
Marginal (1)	Performance is clearly less than acceptable and well below minimum requirements.

CATEGORY	RATING (1-5)	COMMENTS (OPTIONAL)
<u>Job Knowledge</u> Displays the technical knowledge necessary to successfully perform the functions of the position; demonstrates interest in learning new or additional skills and techniques; maintains sufficient knowledge of services.		
<u>Organization & Effectiveness</u> Ability to analyze work, set realistic goals, develop plans of action and utilize time; ability to make good decisions in a timely manner.		
<u>Contribution to Morale</u> Ability to work harmoniously with other staff, train and develop staff if applicable, effectively supervise and discipline if applicable, motivate others, and respond positively to instructions and corrective actions.		

APPENDIX "B"

CATEGORY	RATING (1-5)	COMMENTS (OPTIONAL)
<u>Initiative & Creativity</u> Ability to take self-directed action; proactively requests opportunities for self-development; proposes new methods, procedures, efficiencies.		
<u>Judgment</u> Able to arrive at sound decisions after receiving information and weighing facts objectively and without emotion.		
<u>Quality of Work</u> Produces accurate work product free from errors; completes tasks in a thorough and timely manner; demonstrates a positive attitude toward tasks; professional interactions with superiors, subordinates, colleagues and members of the public.		
<u>Reliability</u> Extent to which the employee can be depended upon to be available for work, do it properly, and complete it on time; the degree to which the employee is trustworthy and persistent.		

COMPREHENSIVE SCORE: _____ (calculate by averaging the scores above)

Evaluated by:

signed

printed

date