



Department Head Evaluation Process

Organization, Personnel and Technology Committee

Human Resources Group

Item 6c

May 9, 2017

Performance Evaluation Objectives

- Evaluation process that sets high standards for performance
- Captures feedback from our 38 Board Members about Department Head performance
- Board Members identify specific recommended areas for improvement
- Involves Home Committees in a year-round performance planning cycle

FY 2016-17 Evaluation Schedule

Dept Head Year-End Performance Accomplishments Sent to Board

July 5

Dept Head Presentations to Board (Closed)

July 11 Board

Submit Online Evaluations (2+ weeks) Confidential

July 11 – July 30

Evaluation Submissions Due Evening July 30, 2017

Advance Copy of Results to Board

Aug 9

Board Discusses Evaluation Results (Closed)

Aug 15 Board

Board Salary Comparisons

Aug 15 Board

Board Finalizes Compensation Determinations

Aug 15 Board

Feedback to Dept Heads

Aug 15 - 31

Draft Performance Goals Based on Evaluation Feedback Sent to Home Committees

Sept

Home Committees Review and Approve Performance Goals (Closed)

Sept

Progress Checks at Home Committees (Closed)

January 2018



Questions?

20 Key Performance Feedback Topics

STANDARD 5-POINT RATING: “To What Extent Does Department Head:”
To a Very Little Extent < --- > To a Very Great Extent + N/A

Strategic Leadership

Align Priorities with Mission and Board

Provide Proactive Insights to Board

Prepare Organization for Future Challenges

Project Positive Image of Metropolitan

Operational Leadership

Ensure Department Adds Value

Provide Innovative Solutions

Meet Assigned Timeframes

Improve MWD Operations

Board Relationships

Excellent Board Working Relationships

Keep the Board Informed

Develop Strategic Plans with Board

Remain Open to Constructive Suggestions

Communicate Well at Board Meetings

Available to Board Members

Results

Make Progress on Board Expectations

Achieve Expected Results

Ensure Compliance

Effectively Manage Budgets

Evidence a Strong Commitment to Diversity

Work Effectively with Other Departments

Specific Areas for Improvement + Overall Performance Rating