



Department Head Performance Evaluations

Board Meeting

Item 10-1

September 11, 2018

Human Resources Group

Agenda

1. Process Improvements for 2018
2. Evaluation Process Timeline
3. *Closed Session Presentations*
4. How Evaluation Process Works

Process Enhancements for 2018

- Board Members will receive email confirmation when each evaluation is submitted
 - *Board members can ensure their responses were captured accurately*
- ***Inquisium by Cvent*** will finalize results for Board review in August

Extended Evaluation Timeline



How the Evaluation Process Works

- Year-End Department Head Accomplishments sent to Directors on August 15, 2018
- Confidential Email also sent August 15, 2018: *“Weblinks to Department Head Evaluations”*
- One week left to complete online evaluations
- Evaluations due *Tuesday, September 18, 2018 by 11:59 p.m.*
- *Full Board participation encouraged*
 - *Optional for new Directors on the Board less than 4 months*

Four Key Areas, 20 Core Ratings

STANDARD RATING SCALE 1-5

1 = To a Very Little Extent, to 5 = To A Very Great Extent (or N/A)

Strategic Leadership

1. Align Priorities with Mission and Board

2. Provide Proactive Insights

3. Prepare Organization for Future Challenges

4. Project Positive Image of Metropolitan

Operational Leadership

5. Ensure Department Adds Value

6. Provide Innovative Solutions

7. Meet Assigned Timeframes

8. Improve MWD Operations

Board Relationships

9. Excellent Board Working Relationships

10. Keep the Board Informed

11. Develop Strategic Plans with Board

12. Open to Constructive Suggestions

13. Communicate Well at Board Meetings

14. Available to Board Members

Results

15. Make Progress on Board Expectations

16. Achieve Expected Results

17. Ensure Compliance

18. Effectively Manage Budgets

19. Evidence a Strong Commitment to Diversity

20. Work Effectively w/ Other Departments

+ Opportunities for Specific Written Comments

Overall Rating Descriptions

- ***Exemplary Performance;***

- Consistently achieves exemplary performance that SIGNIFICANTLY CONTRIBUTES to organizational results.

- ***Highly Competent Performance;***

- Strong performer. Achieves excellent results on vast majority of assignments and all priority items.

- ***Competent Performance; or***

- Solid performer. Achieves good results on most assignments and deadlines.

- ***Unsatisfactory Performance***

- Performance does not meet the minimum expectations of this position.

Other Information to Know

- Opportunities to provide specific feedback on desired improvements
- Participation is tracked, but individual responses are anonymous to Metropolitan
- Reminder emails will be sent from Office of the Board
- For questions or support, contact Irwin Jankovic, cell (310) 497-6373 or Diane Pitman, cell (562) 810-0529



Questions