

City of Pensacola

Performance Evaluation

Council Executive

PURPOSE

The purpose of the employee performance evaluation and development report is to increase communication between the City Council, the Council President and the Council Executive concerning the performance of the Council Executive in the accomplishment of his/her assigned duties and responsibilities, and the establishment of specific work-related goals and objectives.

PROCESS

1. The Council Executive prepares a memorandum to the City Council including his/her self-evaluation
2. The Council Executive will provide evaluation forms for completion at Council Member discretion
3. Completed forms will be forwarded to a member of Council Staff where the results will be tabulated and provided to the Council President
4. For each category, scores will be compiled and averaged for a composite score for that category
5. The Council President will prepare an evaluation for review with the Council Executive and presentation to the City Council along with any proposed salary increase if/when appropriate

INSTRUCTIONS

Review the employees work performance for the entire period; try to refrain from basing judgement on recent events or isolated incidents only. Disregard your general impression of the employee and concentrate on one factor at a time.

Evaluate the employee on the basis of standards you expect to be met for the job to which assigned considering the length of time in the job. Check (✓) the number which most accurately reflects the level of performance for the factor appraised using the rating scale described below.

PERFORMANCE EVALUATION

Council Executive

Date: _____

RATING SCALE DEFINITIONS (1-5)

Unsatisfactory (1) - The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.

Improvement (2) - Needed The employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance

Meets Job (3) - Standard The employee's work performance consistently meets the standards of the position

Exceeds Job (4) - Standard The employee's work performance is frequently or consistently above the level of a satisfactory employee, but has not achieved an overall level of outstanding performance

Outstanding (5) - The employee's work performance is consistently excellent when compared to the standards of the job

Not Observed (NO) The employee's work performance was not observed during this evaluation period.

I. Performance Evaluation and Achievements

<u>1. Staff Oversight</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Overseeing and coordinating work of the Office of City Council	___	___	___	___	___	___
B. Ensures staff payroll is completed and approved	___	___	___	___	___	___

- | | | | | | | |
|---|-----|-----|-----|-----|-----|-----|
| C. Ensures PTO is efficiently,
and effectively coordinated | ___ | ___ | ___ | ___ | ___ | ___ |
| D. Supervising and evaluating Office
of City Council employees | ___ | ___ | ___ | ___ | ___ | ___ |

Comments: _____

Score _____

- | 2. <u>Meeting Attendance</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>NO</u> |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| A. Attends all meetings of the
City Council | ___ | ___ | ___ | ___ | ___ | ___ |
| B. Attends meetings of other
Council Boards, Commissions
and Authorities | ___ | ___ | ___ | ___ | ___ | ___ |
| C. Provides information to Boards,
Commissions and Authorities
when requested | ___ | ___ | ___ | ___ | ___ | ___ |

Comments: _____

Score _____

- | 3. <u>Agenda Preparation</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>NO</u> |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| A. Coordinating agenda preparation,
overseeing coordination of
presentations and assembling
supporting documents for
City Council Agenda Items | ___ | ___ | ___ | ___ | ___ | ___ |

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
B. Assists Council Members in assembling information and preparation of agenda items	_____	_____	_____	_____	_____	_____
C. Works with the City Clerks Office, Administration and other departments in agenda preparation	_____	_____	_____	_____	_____	_____

Comments: _____

Score _____

4. <u>Collaboration on Initiatives</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Collaborating with members of City Council in the development of initiatives	_____	_____	_____	_____	_____	_____
B. Provide research assistance in gathering information for Council initiatives	_____	_____	_____	_____	_____	_____

Comments: _____

Score _____

5. <u>Council Assistance</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Conducts studies and collection of information on City Council operational and administrative matters, analyzing data, drawing	_____	_____	_____	_____	_____	_____

conclusions, and preparing reports and presentations

- B. Remains current with Local, State, and Federal legislation that may affect the City and submits reports to the Council containing results of analysis and proposed actions _____

- C. Schedules meetings with Council Members, City Staff, the Mayor, and citizens _____

- D. Assists citizens by conferring with those who request service information or who make complaints. Investigates such contacts, taking action or referring them to the appropriate party _____

- E. Briefs the Council President on items relevant to upcoming Council meetings, as well as providing information and guidance where appropriate _____

- F. Provides reports to the City Council Members on matters of importance to the City _____

- G. Provides input, guidance and assistance to Council Members where requested and appropriate _____

- H. Maintains confidentiality of Council Member matters and maintains adherence to the Sunshine Law _____

Comments: _____

Score _____

6. <u>Budget Oversight</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Develops, maintains and monitors Office of the City Council budget	_____	_____	_____	_____	_____	_____
B. Assists City Council in review and approval of the City Budget	_____	_____	_____	_____	_____	_____
C. Schedules yearly Budget Workshops	_____	_____	_____	_____	_____	_____

Comments: _____

Score _____

Achievements relative to goals and objectives for this evaluation period:

II. Summary Rating

Overall Performance Rating – Considering the results obtained against established performance standards, as well as overall job performance, the following rating is provided:

Unsatisfactory _____

Improvement Needed _____

Meets Job Standards _____

Exceeds Job Standards _____

Outstanding _____

Comments: _____

III. Future Goals and Objectives

Specific goals and objectives to be achieved in the next evaluation period:

Employee Comment: _____

Council Executive

Date

Council President

Date