

Board of County Commissioners

INTER-OFFICE MEMORANDUM

DATE: September 1, 1992
TO:
FROM: Parwez Alam, County Administrator *PA*

SUBJECT: Performance Evaluations For Senior Management Staff
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Effective October 1, 1992 Executive Service will consist of eight(8) positions:

- Assistant County Administrator
- Senior Assistant County Attorney
- Director of Growth & Environmental Management
- Director of JTPA
- Director of Library
- Director of Management Information System
- Director of Management & Budget
- Director of Public Works

The incumbents in these positions have the primary duty of managing the County or managing a County Department.

The category of Senior Management Service will consist of 52 classifications:

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|---------------------------------------|---------------------------------------|
| Admin Asst to County Administrator | Director of Environmental Enforcement |
| Administrative Supervisor | Director of Environmental Permitting |
| Affirmative Action Officer | Director of Engineering Services |
| Applications Programming Manager | Director of Facilities Management |
| Assistant County Attorney | Director of Fleet Management |
| Assistant JTPA Director | Director of Mosquito Control |
| Assistant Library Director | Director of Operations |
| Assistant to the County Administrator | Director of Personnel |
| Chief of Construction Management | Director of Probation |
| Chief of Engineering Design | Director of Purchasing |
| Chief of Right-of-Way & Surveys | Director of Solid Waste |
| CJIS Coordinator | Drain/Fac Super/Asst. Director |
| Computer Operations Manager | E-911 Systems & Address Manager |
| Construction Manager | Emergency Management Director |
| Construction Superintendent | GIS Coordinator |
| Development Process Coordinator | Library Services Supervisor |
| Director of Animal Control | Library Projects Supervisor |
| Director of Building Inspection | Management & Budget Analyst |
| Director of Development Review | MBE Coordinator |

Senior Management Performance Evaluations
September 1, 1992
Page 2

Pre-Trial Supervisor
Probation Supervisor
Recycling Coordinator
Risk Manager
Roadway Superintendent
Social Services Officer
Solid Waste Superintendent

Senior Design Engineer
Senior Environmental Engineer
Senior Management & Budget Analyst
Technical Support Manager
Training Coordinator
Veterans Services Officer
Volunteer Services Coordinator

The incumbents in these positions have primary duties of managing a division or planning and administering a County program activity or major capital improvement project. They have authority to use discretion and judgement in administering program(s). They may act on behalf of the Department or Division Director; may have the responsibility to hire and fire; and/or may execute special assignments of a sensitive nature.

Prior to October 1, 1992, some employees in this category who were formerly career service employees have been evaluated on anniversary dates. All senior management employees who were listed as executive staff were evaluated for October 1st. Our goal is to move all Senior Management Staff evaluations to be completed by October 1st.

Attached you will find a new evaluation form to be completed for all senior management staff. In some cases you will find, also attached, the evaluation form you completed on your staff member(s) while he/she was considered career service. The career service form will guide you in your assessments as you apply the factors on the "Executive/Senior Management Employee Performance Evaluation Form". Your performance standards should be consistent in so much as these positions nor the responsibilities of these positions have had any changes.

Personnel has supplied a copy of the procedure instructions to help you in this project. Should further assistance be needed Brenda Trimble, Personnel Director, will be available.

Please submit all forms to me by September 18, 1992 prior to any discussion with the staff member.

Thank you.

/bt