

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

422



FROM: Human Resources Department

SUBMITTAL DATE:
July 13, 2004

SUBJECT: Performance Evaluation Reports, Appointed Department Heads
Board Policy C-1 Proposed Revision

RECOMMENDED MOTION: That the Board of Supervisors adopt suggested revisions to Board Policy C-1

BACKGROUND: Board Policy C-1 was originally adopted in 1983 when department heads were not at-will and the organizational structure of the County was different. We propose changes to Board Policy C-1 to bring it into conformance with current law, organizational realities, and present practice.

Departmental Concurrence

Ronald W. Komers

Ronald W. Komers
Asst. County Executive Officer/Human Resources Dir.

FINANCIAL DATA	Current F.Y. Total Cost:	\$ N/A	In Current Year Budget:	
	Current F.Y. Net County Cost:	\$ N/A	Budget Adjustment:	No
	Annual Net County Cost:	\$ N/A	For Fiscal Year:	2004/05

SOURCE OF FUNDS:	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:
APPROVE

County Executive Office Signature *Mary M. Christmas*

- Dep't Recomm.: Consent Policy
- Per Exec. Ofc.: Consent Policy

Prev. Agn. Ref.: _____ **District:** _____ **Agenda Number:** _____

3.38

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

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PERFORMANCE EVALUATIONS REPORTS APPOINTED DEPARTMENT HEADS	C-1	1 of 2

Policy:

1. It is the intent of this policy to provide the Board of Supervisors members with methods and procedures to effectively evaluate the performance of all appointed County Department Heads.

The purposes of this policy include the following:

- a. To ensure effective communications between the Board and the Department Head regarding the Board's expectations and priorities.
 - b. To assist the Department Heads in their assessment of goals, objectives, evaluation criteria and needs.
 - c. To assist in the Board's consideration of the Department Head's compensation.
 - d. To provide a basis for recognition of meritorious performance on the part of the Department Head.
 - e. To assist the Department Head in the assessment and improvement of his/her performance.
2. ~~There are hereby establishing Department Head Performance Evaluation Committees consisting of two members of the Board of Supervisors and the County Administrative Officer.~~
 3. The County Executive ~~Administrative~~ Officer shall conduct a ~~prepare a confidential~~ performance evaluation ~~report~~ concerning each County Department Head appointed by the County Executive Officer or the Board of Supervisors. ~~For purposes of clarification, non-Board appointed Department Heads are:~~
 - a. ~~Elected officials~~
 - b. ~~Clerks of the Municipal Court~~
 - e. ~~Marshals~~
 - d. ~~Executive Officer of the Superior Court~~
 - e. ~~Law Librarian~~
 - f. ~~Cooperative Extension Director~~
 - g. ~~Fire Warden~~
 - h. ~~Probation Officer~~
 4. The Chairman of the Board of Supervisors shall cause to have prepared the performance evaluation ~~report~~ concerning the County Executive ~~Administrative~~ Officer.

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5. The performance evaluations reports shall be prepared in accordance with the following schedule:
 - a. **Department Heads not on top step of Salary Range:** The evaluation report shall be prepared at least two pay periods prior to the anniversary date upon which such appointed Department Head is to be considered for a salary increase in accordance with Section 5.B. County Ordinance 440. The evaluation report shall also contain a recommendation concerning the allowance or disallowance of the step advance.
 - b. **Department Heads on top step of Salary Range:** The evaluation report shall be prepared prior to January 31 of each year.
 - c. **Newly Appointed Department Heads:** Upon completion of three (3) months in office, each newly appointed Department Head shall file with the Board of Supervisors a written assessment of his/her department's strengths, weaknesses, goals and objectives.

Upon completion of six (6) months in office, the County Executive Administrative Officer shall prepare a confidential performance evaluation report concerning such newly appointed Department Head.
6. Before discussing ~~submitting~~ a performance evaluation with ~~report to~~ the Board of Supervisors, the County Executive Administrative Officer shall review such evaluations ~~report~~ with the Department Head subject to the evaluation.
7. ~~Upon receipt of each Department Head's performance evaluation report, the Chairman of the Board of Supervisors shall distribute a copy to each member of the Board for review and comment. The Chairman shall within 15 days assign each report together with any comments from Board members to one or more Department Heads Performance Evaluation Committees as established in paragraph 2 of this policy.~~
8. ~~The Committee's findings and recommendations shall be forwarded to the Chairman of the Board of Supervisors who shall convene the Board in closed session for consideration of any recommendation of the Committee.~~
9. All performance evaluations reports ~~together with any written documentary related to such reports are to be~~ are regarded as private and confidential. They are delivered verbally to the affected Department Head. ~~and shall be filed in a secured file in the County Administrative Office.~~

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- a. To ensure effective communications between the Board and the Department Head regarding the Board's expectations and priorities.
 - b. To assist the Department Heads in their assessment of goals, objectives, evaluation criteria and needs.
 - c. To assist in the Board's consideration of the Department Head's compensation.
 - d. To provide a basis for recognition of meritorious performance on the part of the Department Head.
 - e. To assist the Department Head in the assessment and improvement of his/her performance.
2. The County Executive Officer shall conduct a performance evaluation concerning each County Department Head appointed by the County Executive Officer or the Board of Supervisors
 3. The Chairman of the Board of Supervisors shall cause to have prepared the performance evaluation concerning the County Executive Officer.
 4. The performance evaluations shall be prepared in accordance with the following schedule:
 - a. **Department Heads not on top step of Salary Range:** The evaluation shall be prepared at least two pay periods prior to the anniversary date upon which such appointed Department Head is to be considered for a salary increase in accordance with Section 5.B. County Ordinance 440. The evaluation shall also contain a recommendation concerning the allowance or disallowance of the step advance.
 - b. **Department Heads on top step of Salary Range:** The evaluation shall be prepared prior to January 31 of each year.
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5. Before discussing a performance evaluation with the Board of Supervisors, the County Executive Officer shall review such evaluations with the Department Head subject to the evaluation.
6. All performance evaluations are regarded as private and confidential. They are delivered verbally to the affected Department Head.

Reference:

Minute Order 3.8 dated 9-6-83