

Sunrise Management Personnel – Performance Evaluation Criteria

ACHIEVEMENT OF OBJECTIVES: Includes productivity of the unit (the quantity and quality of output) and accomplishing unit goals.

DECISION MAKING AND JUDGMENT: Includes assigning tasks, responding to work problems in a timely and effective manner, assessing priorities, and identifying and evaluation problem areas and problem solving skills.

PERSONNEL DEVELOPMENT: Includes orienting new employees; assisting subordinates in accomplishing assigned tasks; recommending training and/or developmental programs (includes self-development); counseling and motivating employees.

PLANNING AND ORGANIZING: Includes designing realistic short and long range plans; optimizing time, personnel, equipment, and material resources; clearly defining responsibility and authority; and developing standards for the work unit.

INTERPERSONAL SKILLS: Includes encouraging participation and teamwork; fostering unit morale; working cooperatively with the public, peers, and subordinates; and accepting advice and counseling from superiors.

COMMUNICATIONS: Includes preparing clear and concise reports and correspondence; and making effective oral presentations.

ADMINISTRATIVE POLICY AND PROCEDURE: Includes understanding and implementing City Code, Administrative Orders, and department policies and procedures; complying with Personnel Rules, City Manuals, grievance procedure and safety regulations; adhering to affirmative action guidelines; and timely and effective counseling.

ADDITIONAL FACTORS: May include special skills, knowledge, and abilities; special job requirements or temporary assignments.