



Administrative Services Committee Commission Chamber- 8/8/2011- 1:00 PM
Meeting

ADMINISTRATIVE SERVICES

1. Ascertain status of and effective date of any pay increases or projected pay increases for department directors, to include justification, amount of such pay increases, and projected or current salary. Discuss rationale utilized to determine which department directors would/will be required to reapply for their jobs as opposed to those directors that will not have to reapply. Explain the possible appearance of disparate treatment. (Requested by Commissioner Lockett) ☐ [Attachments](#)

2. Approve SES Performance Evaluation Form for SES level employees who report directly to the Commission. ☐ [Attachments](#)

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**Administrative Services Committee Meeting
8/8/2011 1:00 PM
Projected Pay Increases for Department Directors**

Department: Clerk of Commission

Caption: Ascertain status of and effective date of any pay increases or projected pay increases for department directors, to include justification, amount of such pay increases, and projected or current salary. Discuss rationale utilized to determine which department directors would/will be required to reapply for their jobs as opposed to those directors that will not have to reapply. Explain the possible appearance of disparate treatment.
(Requested by Commissioner Lockett)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
8/8/2011 1:00 PM
SES Performance Evaluation Form**

Department: Human Resources

Caption: Approve SES Performance Evaluation Form for SES level employees who report directly to the Commission.

Background: The Human Resources Director and Administrator were instructed to produce a Performance Evaluation form for SES Level Employees who report directly to the Commission. Previously there was no tool to be used by the Commission to evaluate employees reporting to them directly.

Analysis: Since there is currently no tool to evaluate the direct reports to the Commission, this process is being proposed to be implemented in two phases. Phase one The FY11 form will allow the Commission to EVALUATE ALL DIRECT REPORTS ON PERFORMANCE at the end of this year based on subjective rating factors. Each direct report will submit proposed performance measures for each of the nine areas listed in Goals and Objectives section. Phase two These goals will be used to evaluate specific performance in phase two at the end of FY-2012.

Financial Impact:

Alternatives: Do not approve SES Performance Evaluation Form.

Recommendation: Approve SES Performance Evaluation Form.

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:

Finance.

Cover Memo

Item # 2

Law.
Administrator.
Clerk of Commission

SES PERFORMANCE EVALUATION**BOARD OF COMMISSIONERS DIRECT REPORTS
CITY OF AUGUSTA, GA
FY-11**

Name	EMP#	Date:
SES Class	Dept/Office	

Annual	Special	Explain:
Hire Date	Evaluation Period	Date of Last Evaluation:

I. General KnowledgeSkills & Traits (FY-11)	Weight	Does not meet expectations (1)	Meets Expectations (2)	Exceeds Expectations (3)	TOTAL	
					Actual	Poss.
1. Leadership & Professionalism	2				0	6
2. Teamwork & Interpersonal Relations	2				0	6
3. Communications-Written/Oral	2				0	6
4. Execution of Policy	2				0	6
5. Efficiency & Productivity	2				0	6
TOTALS					0	30
SUMMARY SCORE A (Weighted Average) = Total Actual divided by Total Possible X 3					0.0	
(1) Does Not Meet Expectations		(2) Meets Expectations			(3) Exceeds Expectations	
Mandatory Management Plan. Recommended Performance		Meets Job and County Standards of a Good Employee			Consistently Exceeds; Far Exceeds	
Summary Comments:						

Rater:

Signature

Date

Rater:

Signature

Date

EMPLOYEE SIGNATURE AND DATE:

4. Signature acknowledges receipt of this report:

Signature

Date

5. Employee comments:

SES PERFORMANCE EVALUATION

Board of Commissioners-Direct Reports

CITY OF AUGUSTA, GA

FY-12

SES Class	EMP#	Date:
	Dept/Office	

Annual	Special	Explain:
Hire Date	Evaluation Period	Date of Last Evaluation:

I. General Knowledge Skills & Traits	Weight	Does not meet expectations (1)	Meets Expectations (2)	Exceeds Expectations (3)	TOTAL Actual	Poss.
1. Leadership & Professionalism	2				0	6
2. Teamwork & Interpersonal Relations	2				0	6
3. Communications-Written/Oral	2				0	6
4. Execution of Policy	2				0	6
5. Efficiency & Productivity	2				0	6
TOTALS					0	30
SCORE A (Weighted Average) = Total Actual divided by Total Possible X 3					0.0	

II. Goals and Objectives (FY-12)	Weight	Does not	Meets	Exceeds	TOTAL Actual	Poss.
Service- Customer Satisfaction	2				0	6
Service- Decrease Complaints	2				0	6
People- Reduce turnover	2				0	6
People- Increase Employee Satisfaction	2				0	6
Quality- Improve Mgmt Accountability	2				0	6
Finance- Reduce Operating Margins	2				0	6
Finance- Improve Efficiency	2				0	6
Growth- Learning and Growth	2				0	6
Growth- Improve Quality of Life	2				0	6
					0	54
SCORE B (Weighted Average) = Total Actual divided by Total Possible X 3					0.0	

GUIDE TO INDIVIDUAL RATINGS

Does not meet expectations (1)	Meets Expectations (2)	Exceeds Expectations (3)
Mandatory management plan. Recommended Performance	Meets job and County standards of a good employee	Consistently excels; far exceeds

III. OVERALL PERFORMANCE RATING ((A+B) Actual / (A+B) Possible) X 3	0.0
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V. NARRATIVE:

1. EMPLOYEE'S STRENGTHS/ SPECIAL ACHIEVEMENTS:

SES PERFORMANCE EVALUATION

Board of Commissioners-Direct Reports

2.. STRATEGY FOR PERFORMANCE IMPROVEMENT:

3. ANNUAL PERFORMANCE GOALS IN EACH OF NINE (9) CATAGORIES (BASED ON COMMISSION GUIDELINES):

See Attached>

4. GENERAL COMMENTS:

SIGNATURES/ DATES:

Reviewing:

Signature

Date

Reviewing:

Signature

Date

EMPLOYEE SIGNATURE AND DATE:
