



## El Dorado County Emergency Services Authority

Policy Subject Matter:       **Executive Director Performance Appraisal**  
Review Date:  
Revision Date:  
Creation Date:               **01.01.01**

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### **I. Policy:**

- A. The JPA Board of Directors shall appraise the performance of the Executive Director annually.
1. Three months prior to the Executive Director's anniversary date the JPA Chairperson shall appoint an appraisal panel consisting of as many members as the Chairperson feels is appropriate.
  2. The appraisal panel shall meet with the Executive Director to assess performance using the Performance Appraisal Form (Policy #207.1).
  3. The performance appraisal shall be reviewed and approved by the Board of Directors prior to being finalized.
- B. Prior to meeting with the appraisal panel, the Executive Director shall compile documentation of attainment of performance objectives and any major accomplishments.
- C. Within thirty (30) days of an appraisal of "below expectations" in any rating factor, the Executive Director shall prepare and submit a corrective plan of action to the Board of Directors. Performance rated "below expectations" that is not corrected to the satisfaction of the Board of Directors may be cause for dismissal.

### **II. Purpose:**

The purpose of this policy is to outline the process for appraising the performance of the Executive Director as it relates to his/her job description.



## El Dorado County Emergency Services Authority

### EXECUTIVE DIRECTOR PERFORMANCE APPRAISAL

Name: \_\_\_\_\_ Appraisal Period: \_\_\_\_\_

**PURPOSE:**

The performance appraisal process provides an opportunity for the Board of Directors to openly discuss with the Executive Director his/her job performance, major accomplishments, and management strengths. In addition, the process also facilitates a clear understanding of performance expectations and articulation of future goals for the development of the organization. In appraising performance, the following ratings are utilized:

**APPRAISAL RATINGS:**

- O = OUTSTANDING: Performance far exceeds all requirements for this position and significantly increases the effectiveness and efficiency of the organization.
  
- E = EXCEEDS EXPECTATIONS: Performance meets all requirements of the position and exceeds some of them. Activities promote the effectiveness of the organization.
  
- M = MEETS EXPECTATIONS: Performance meets the requirements of the position in a competent and satisfactory manner.
  
- B = BELOW EXPECTATIONS: Performance does not meet the major requirements of the position and improvement is required.

**PERFORMANCE APPRAISAL:**

PERFORMANCE FACTOR	COMMENTS	RATING
1. Develops annual budgets and monitors expenses. <ul style="list-style-type: none"> <li>▪ Budgets are prepared accurately within established time frames</li> <li>▪ Expense reports are prepared regularly</li> <li>▪ Variances are analyzed and appropriate recommendations are made</li> <li>▪ Financial action plans are developed and implemented in a timely manner</li> </ul>		
PERFORMANCE FACTOR	COMMENTS	RATING
2. Plans, organizes, implements, and evaluates all operations activities. <ul style="list-style-type: none"> <li>▪ Analyzes procedures and processes for effectiveness and efficiency and makes recommendations for changes as</li> </ul>		

<p>appropriate</p> <ul style="list-style-type: none"> <li>▪ Anticipates future developments and plans accordingly</li> <li>▪ Implements revisions to procedures and processes with a minimum of disruption</li> </ul>		
<p>3. Prepares strategic plans and system reports to include recommendations relative to specific system elements.</p> <ul style="list-style-type: none"> <li>▪ Provides BOD with regular system performance reports</li> <li>▪ Develops short and long term action plans to meet identified organizational goals</li> <li>▪ Develops recommendations to solve identified problems</li> </ul>		
<p>4. Participates in internal and external committees, task forces, advisory groups, and community and professional organizations.</p> <ul style="list-style-type: none"> <li>▪ Participates regularly in internal committees (example: Operations, Finance committees)</li> <li>▪ Participates regularly in external committees (example: MAC, County Chiefs Association)</li> <li>▪ Participates in community activities as appropriate to position</li> <li>▪ Participates in professional organizations as appropriate to position</li> </ul>		
<p>5. Ensures compliance with all written contracts and agreements.</p> <ul style="list-style-type: none"> <li>▪ Successfully negotiates contracts with all appropriate agencies</li> <li>▪ Monitors contract compliance for all negotiated contracts and provides periodic status reports as appropriate</li> </ul>		
<p>6. Develops and maintains collaborative relationships.</p> <ul style="list-style-type: none"> <li>▪ Maintains positive working relationships with JPA Board of Directors</li> <li>▪ Maintains positive working relationships with fire district chiefs and district board members</li> <li>▪ Maintains productive working relationships with members of the local EMS community</li> </ul>		
<b>PERFORMANCE FACTOR</b>	<b>COMMENTS</b>	<b>RATING</b>
<p>7. Develops and maintains JPA policies and procedures.</p> <ul style="list-style-type: none"> <li>▪ Develops policies as need is identified</li> <li>▪ Ensures mechanism for ongoing policy review and revision as appropriate</li> <li>▪ Ensures procedure for distribution of policy revisions throughout service area</li> </ul>		
<p>8. Successfully manages projects to their timely</p>		

<p>conclusion within budgetary guidelines.</p> <ul style="list-style-type: none"> <li>▪ Develops action plans for JPA projects and regularly reports status</li> <li>▪ Completes projects within established time frames and within budgetary limitations</li> </ul>		
<p>9. Establishes and monitors quality improvement indicators and measurements for JPA operations.</p> <ul style="list-style-type: none"> <li>▪ Prepares regular system performance reports</li> <li>▪ Identifies opportunities for improvement and develops and implements plans to address them</li> <li>▪ Responds promptly to issues of concern as identified by system participants or patient complaints</li> </ul>		
<p>10. Demonstrates behaviors that model the JPA's mission and philosophy.</p> <ul style="list-style-type: none"> <li>▪ Consistently demonstrates professional behaviors that reflect well on the JPA</li> <li>▪ Demonstrates ability to work effectively with people from multiple disciplines and organizations.</li> <li>▪ Is able to provide service oriented customer assistance in a profession and courteous manner</li> <li>▪ Demonstrates cultural/spiritual sensitivity to diverse populations</li> <li>▪ Is able to be assertive, collaborative, self-directed and accountable for outcomes.</li> </ul>		

**PERFORMANCE GOALS FOR NEXT APPRAISAL PERIOD:**

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**GENERAL/ADDITIONAL COMMENTS:**

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*The following signatures indicate that this performance appraisal has been reviewed by and discussed with the individuals indicated.*

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Chairperson, Performance Appraisal Panel

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Date

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Chairperson, JPA Board of Directors

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Date

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Executive Director, JPA

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Date