



MARATHON COUNTY EXECUTIVE COMMITTEE

AGENDA

Date & Time of Meeting: **Tuesday, January 8, 2019, at 4:00 p.m.**

Meeting Location: Marathon County Courthouse Assembly Room –500 Forest Street, Wausau WI

Committee Members: Kurt Gibbs Chair; Craig McEwen, Vice-Chair; Matt Bootz; Sara Guild, Jacob Langenhahn, Allen Opall, John Robinson, E J Stark, Jeff Zriny

Marathon County Mission Statement: *Marathon County Government serves people by leading, coordinating, and providing county, regional, and statewide initiatives. It directly or in cooperation with other public and private partners provides services and creates opportunities that make Marathon County and the surrounding area a preferred place to live, work, visit, and do business. (Last updated: 12-20-05)*

Executive Committee Mission Statement: *The Executive Committee of the Marathon County Board exists for the purpose of implementing the County's Strategic Plan by coordinating policy formation among the Committees, and providing leadership for all County Board policies through supervision of Administrative staff.*

1. **Call Meeting to Order**
2. **Public Comment**
3. **Approval of the December 11, 2018 Executive Committee Meeting Minutes**
4. **Policy Issues Discussion and Committee Determination**
 - A. Review Process and Format of County Administrator's Performance Evaluation
 - B. Evaluation Criteria to Rank Non-Profit Agencies
 - C. Motion to Go into Closed Session (Roll Call Vote Suggested), Pursuant to s. 19.85(1)(e), Wis. Stats., for the Purpose of Deliberating or Negotiating the Purchase of Public Properties, the Investing of Public Funds, or Conducting Other Specified Public Business, Whenever Competitive or Bargaining Reasons Require a Closed Session, to Wit: For the purpose of permitting the Committee to discuss ongoing negotiations for purchase of real property in furtherance of Westside Master Plan.

In the event a signed Offer to Purchase has been received by Marathon County prior to the Committee meeting, action to approve or disapprove purchase will occur in open session, unless a further counter-offer is being considered.
 - D. Motion to Return to Open Session (No Roll Call Vote Required)
 - E. Possible Announcements or Discussion and Possible Action, Resulting from Closed Session
5. **Operational Functions Required by Statute, Ordinance, or Resolution – None**
6. **Educational Presentations/Outcome Monitoring Reports - None**
7. **Next Meeting Date & Time, Location, Future Agenda Items**
 - Committee members are asked to bring ideas for future discussion and educational presentations for the County Board.
 - Next Meeting: Tuesday, February 12, 2019 at 4:00 p.m. in the Assembly Room
8. **Announcements**
9. **Adjournment**

*Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the County Clerk's Office at 715-261-1500 or e-mail infomarathon@mail.co.marathon.wi.us one business day before the meeting.

SIGNED /s/ Kurt Gibbs
Presiding Officer or Designee

FAXED TO: Wausau Daily Herald, City Pages, and
FAXED TO: Other Media Groups
FAXED BY: M. Palmer
FAXED DATE: _____
FAXED TIME: _____

NOTICE POSTED AT COURTHOUSE
BY: M. Palmer
DATE: _____
TIME: _____



MARATHON COUNTY EXECUTIVE COMMITTEE MINUTES

Tuesday, December 11, 2018 4:00 p.m.
Courthouse Assembly Room B-105, 500 Forest St, Wausau WI 54403

Attendance:	Present	Absent
Kurt Gibbs, Chair	X	
Craig McEwen, Vice-Chair	X	
Matt Bootz	X	
Sara Guild	X	
Jacob Langenhahn	X	
Allen Opall		EX
John Robinson		EX
E J Stark	X	
Jeff Zriny	X	

Also Present: Brad Karger, Lance Leonhard, Nan Kottke, Gary Beastrom, Mary Palmer

1. Call Meeting to Order

Meeting was called to order by Chair Kurt Gibbs at 4:00 p.m.

2. Public Comment: None

3. Approval of the October 2 and October 11, 2018 Minutes

MOTION BY STARK; SECOND BY ZRINY TO APPROVE THE OCTOBER 2 AND OCTOBER 11, 2018, EXECUTIVE COMMITTEE MINUTES. MOTION CARRIED.

4. Policy Issues Discussion and Committee Determination to the County Board for its Consideration

A. Criteria for Non-Profits – Input from Committee on what they want to see in the Policy

Discussion:

Several concerns and ideas emerged during the conversation:

- Have the funding requests tie directly to the Strategic and Comprehensive Plans and how it connects with the Strategic goals. One concern was that the Healthiest, Safest and Most Prosperous are wide ranging. Who will determine the level a request contributes to the Strategic Plan?
- Fund raising should be done by the agencies prior to requesting funding from the County. The County does not have the capability to fund raise, like the agencies. The County should be a last resort.
- By applying Priority Based Budgeting (PBB) quadrant ratings to each request, it would put the agencies on an equal level. Departments can help with this and then take the request to the appropriate standing committee.
- We are trying to ween agencies away from county funding. Other agencies that we don't currently fund may meet an objective. This also needs consideration.
- In our Board rules, if we are going to create a charter with an entity, we have criteria in there. That could be a starting point.

Action:

No action was taken.

Follow through:

County Administration will apply PBB to non-profit agencies with the help from experienced PBB staff and

then take the results to the appropriate standing committee. Bring back this agenda item in February with future timeline.

B. 2019-2020 Recording Contract for County Board and Executive Committee meetings

Discussion:

A proposal was brought forward to see if the County would be interested in recording standing committee meetings in addition to the County Board educational and voting meetings.

After a discussion on why we would want to do this and who would watch it, consensus emerged that only the County Board meetings will be recorded. The option is always there to have other meetings recorded.

Action:

MOTION BY MCEWEN; SECOND BY BOOTZ TO CONTINUE THE CURRENT CONTRACT WITH BOTH THE EDUCATIONAL AND VOTING COUNTY BOARD MEETINGS BEING RECORDED. MOTION CARRIED.

Follow through:

None needed.

C. Mileage Reimbursement Policy

Discussion:

One supervisor doesn't drive and has requested taxi cab reimbursement to and from committee and board meetings. Chair Gibbs explained the current policy to receive reimbursement which includes you must drive and have insurance.

Options were suggested such as contacting another Board member, family or friends to drive that person. When papers were taken out, board members are aware of how many meetings to attend and what time those meetings are.

If a person meets federal ADA (Americans with Disability Act) requirement, we should comply.

Action:

MOTION BY BOOTZ; SECOND BY GUILD TO HAVE THE RULES REVIEW COMMITTEE REVIEW THE COUNTY BOARD MILEAGE REIMBURSEMENT POLICY AND MAKE SURE WE ARE ADA COMPLIANT FOR THE NEXT COUNTY BOARD TERM. MOTION CARRIED.

Follow through:

Refer to Rules Review Committee beginning with the 2020 session.

D. 2019 Meeting Dates and Time

Discussion:

The list in the packet was reviewed.

Action:

MOTION BY STARK; SECOND BY ZRINY TO ACCEPT THE EXECUTIVE COMMITTEE MEETING DATES FOR 2019. MOTION CARRIED.

Follow through:

No follow through needed.

E. Number of Members on WCA's Cap Team Membership

1. Do our Rules or Budget Limit the Number Marathon County Appoints?

Discussion:

The County Ambassador Program (CAP) meets three times a year in Madison to lobby legislatures on issues WCA has set relating to Counties. The names of three County Board members from Marathon County have been submitted to serve on the CAP Team. Do we reimburse hotel, meals, and mileage for the three? And should funding come from the County Board budget?

Action:

MOTION BY ZRINY; SECOND BY BOOTS TO HAVE THE COUNTY SEND UP TO THREE BOARD MEMBERS, AS PART OF THE COUNTY AMBASSADOR PROGRAM (CAP) TEAM, AND PAY FOR HOTEL, MEALS AND MILEAGE FROM THE COUNTY BOARD BUDGET FOR THE THREE MEETINGS PER YEAR. MOTION CARRIED.

Follow through:

Refer to Rules Review for future years with a maximum of three members.

F. County Payment for Registration and Expenses for County Board Members in WCA Local Government Leadership Program

Discussion:

The Administer explained that we have two people registered for this program. One from Staff and one from County Board. Right now the County will pay for mileage, registration and meals for the staff person. If at all possible, rides would be shared.

The program is 8 meetings throughout the year and is focused on leadership in county government. Only one person will be sent per year from the staff. The program cost is \$1,200.

That's the question – will the County pay for one County Board member's registration, mileage and meals?

Action:

MOTION BY BOOTZ; SECOND BY LANGENHAHN TO REIMBURSE OR PAY FOR REGISTRATION, MILEAGE AND MEALS FOR ONE COUNTY BOARD MEMBER PER YEAR TO ATTEND THE WCA LOCAL GOVERNMENT LEADERSHIP PROGRAM. MOTION CARRIED.

Follow through:

Refer to Rules Review Committee.

5. Operational Functions Required by Statute, Ordinance, or Resolution: None

6. Educational Presentations/Outcome Monitoring Reports

A. Input from Supervisors on the Administrator's Work Plan and Moving Forward the Strategic Plan and How the Work Plan Relates to the Strategic Plan

Discussion:

Issues from the committee to be considered in the Administrator's 2019 Work Plan:

- Broadband
- Uniform Addressing
- Criteria for non-profit requests
- Help the County Board better understand the budget and how to make it balance. We cannot do what we did this year to take money from other areas. The Administrator gave a list of Public Safety quartile 3 and 4's that were discussed at each committee meeting. That's how secure detention came up.
- Line in the sand from the standing committee on what programs need to be reduced or cut. Each standing committee doesn't have the whole picture. Plus revenue generating opportunities.
- Long term capital plan and sequence - 25 year plan.

Infrastructure – how do we have some sort of ranking so we are not reconstructing 30 miles every year on a road that only gets 10,000 cars per year verses a road that gets 110,000 cars per year? Do they need to be ranked? This will be a long term discussion.

7. Next Meeting Time, Location, Agenda Items and Reports to the County Board

- Committee members are asked to bring ideas for future discussion and educational presentations for the County Board:
- Next Meeting: Tuesday, January 8, 2018, at 4:00 p.m. in the Assembly Room

8. Announcements: None

9. Adjournment

There being no further business to discuss, **MOTION BY MCEWEN; SECOND BY LANGENHAHN TO ADJOURN THE MEETING. MOTION CARRIED.** Committee adjourned at 5:18 p.m.

Respectfully submitted by,
Mary Palmer

Marathon County Employee Performance Appraisal Form

"Click" mouse to advance to next field - not tab			
Employee Name:	Last: <input style="width: 90%;" type="text"/>	First: <input style="width: 90%;" type="text"/>	
Job Title:	Click here to enter job title		
Employee #:	Click here to enter employee #	Supervisor:	Click here to enter supervisor name
Department:	Click here to enter Department	Division:	Click here to enter division
Evaluation Period:	6/01/20 Click here to enter 2-digit year	5/31/20 Click here to enter 2-digit year	
Evaluation Type	Mid Year <input type="checkbox"/> Comment & Signatures Only - No Ratings	Annual <input type="checkbox"/>	
New Employee	Initial Performance Meeting <input type="checkbox"/> (to discuss behavioral performance expectations/SMART goals)		

Complete This Section After Conducting The Formal Performance Appraisal Meeting

Overall Rating	E	H	S	N
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This evaluation has been discussed with me and I commit to achieving the performance goals.

Employee Signature (*)	<input style="width: 90%;" type="text"/>	Date:	<input style="width: 90%;" type="text"/>
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This document represents an impartial evaluation of the employee's performance for the period under review.

Supervisor Signature (*)	<input style="width: 90%;" type="text"/>	Date:	<input style="width: 90%;" type="text"/>
Manager Signature (*)	<input style="width: 90%;" type="text"/>	Date:	<input style="width: 90%;" type="text"/>
Department Head Signature (*)	<input style="width: 90%;" type="text"/>	Date:	<input style="width: 90%;" type="text"/>

(*) Electronic signatures are acceptable

NOTE: To add additional sections or make changes to the existing form, turn off "restrict formatting and editing". Refer to the instructions: "How to turn off and on restrict formatting and editing to alter or change document" – Employee Resources Department, Performance Appraisal Webpage.

See Part 5 For Rating Definitions

E=Exceptional

H=Highly Successful

S=Successful

N=Needs Improvement

Part 1: Evaluation Of Performance Based On Employee Contribution To Core Values

Refer to departmental behavioral examples of core values.

Core values establish Marathon County's overall attitude and approach to business, ethics and morality. Value-based behaviors create a positive work environment and strong organizational culture. It's how and why we do things. Core values guide us on how we are to conduct ourselves. Your commitment to our core values will promote an environment in which you and your coworkers can thrive and contribute to making Marathon County a preferred place to live, work and conduct business. For these reasons, a significant portion of our appraisal focuses on employees' behavior in light of our core values.

Marathon County Employee Performance Appraisal Form

Service:

- **delivers on our commitments to all of our internal and external customers**
- **knows the customers' needs**
- **demonstrates ability to balance multiple short-term and long-term priorities**

CHECK RATING	E	H	S	N
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Integrity:

- **demonstrates honesty, openness, mutual respect and trust in others**
- **knows the County's ethical expectations and behaves accordingly**
- **behaves professionally during disagreements with others; leaves negative emotion out of such situations**
- **tracks own progress in meeting her or his technical and professional development goals and keeps supervisor apprised of this**

CHECK RATING	E	H	S	N
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Quality:

- **provides public services that are reflective of "best practices" in the field**
- **knows and uses standard operating procedures when such are relevant**
- **continuously revises and adopts new and improved ways to do work**
- **works to understand and support change**
- **takes reasonable risks in order to innovate**

CHECK RATING	E	H	S	N
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Diversity:

- **actively welcomes and values people with different perspectives and experiences**
- **understands that people are different**
- **accepts the differences in other people**
- **appreciates the differences in other people**
- **includes people in the workings of the organization**

CHECK RATING	E	H	S	N
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Shared Purpose:

- **functions as a team to attain our organizational goals and working collaboratively with our policy makers, departments, employees, and customers**
- **works to achieve "win-win" solutions**
- **contributes positively to and/or leads team-based work**
- **explains how her or his work contributes to their Department's and the County's vision and mission**

CHECK RATING	E	H	S	N
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Stewardship of Our Resources:

- **conserves the human, natural, cultural, and financial resources for current and future generations**
- **takes initiative to improve work process**
- **identifies and eliminates processes that do not add value**

CHECK RATING	E	H	S	N
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Marathon County Employee Performance Appraisal Form

Describe the employee's contribution and performance related to core values and use specific examples.

[Click here to enter text.](#)

Part 2: Evaluation Of Performance Based On Job Deliverables

Job deliverables are the essential job duties and competencies that are inherent in your position. They are the things that your supervisor and the community we serve expect you to be able to perform well in your job. Identify the three most important job deliverables and focus the evaluation on those three. If needed, additional sections can be added.

JOB DELIVERABLE (Essential Job Function and Standard):

[Click here to enter text.](#)

CHECK RATING	E	H	S	N
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

[Click here to enter text.](#)

JOB DELIVERABLE (Essential Job Function and Standard):

[Click here to enter text.](#)

CHECK RATING	E	H	S	N
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

[Click here to enter text.](#)

JOB DELIVERABLE (Essential Job Function and Standard):

[Click here to enter text.](#)

CHECK RATING	E	H	S	N
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

[Click here to enter text.](#)

Part 3: Professional Development Plan (PDP)

We recognize that our employees are our greatest asset in serving the community. For that reason, we encourage our employees to continue to learn and grow professionally, while also working to ensure that other employees develop the skills and knowledge necessary to excel. See *Tool To Support Growth And Development* to help you make an assessment of "where you are" and "where you would like to be in the future," as well as providing a roadmap for your career journey Professional Development Plan (PDP) Toolkit for more comprehensive planning and discussion on the Employee Resources Department Website - click on below link <http://www.co.marathon.wi.us/Departments/EmployeeResources/PerformanceAppraisal.aspx>

Marathon County Employee Performance Appraisal Form

The extent to which the employee is a successful learner and successful in their own growth and development.

- Accepts and solicits new challenges and tasks for professional growth
- Takes the initiative to seek and apply learning
- Accepts feedback from customers, co-workers and supervisors and considers this information for improving job performance
- Shares knowledge and insights with others

CHECK RATING	E	H	S	N
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Click here to enter text.

Part 4: SMART Goals:
 The setting of specific goals and frequently assessing your progress toward accomplishing them, are essential to improving performance. For that reason, our appraisal both looks back to our past goals to see what progress we have made and looks forward to set new goals for the future. A SMART goal may include all areas of performance appraisal: core values, job deliverables and/or professional development.

A. Progress In Achieving Last Year's Smart Goals	Rating			
	E	H	S	N
Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. SMART Goals For Next Appraisal Period: Identify The Most Important Goal(S)
 Refer to SMART Goal Toolkit for help in setting SMART goals – click on below link
<http://www.co.marathon.wi.us/Departments/EmployeeResources/PerformanceAppraisal.aspx>

SMART Goal – Specific	Measurable	Attainable	Relevant	Time Oriented
Example: Demonstrate proficiency in tracking and sorting employee training information	Microsoft Excel class completion Completion of spreadsheet	Evaluate in house training, webinar or other resources	Ensure accuracy of training records to ensure compliance	3/1/20XX
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Marathon County Employee Performance Appraisal Form

Part 5: Overall Performance Rating:	
Check One	Description
Exceptional (E)	<input type="checkbox"/> <p>Typically about 10% of the County workforce would fall into this category. The employee's performance consistently exceeds expectations and role requirements by producing a high quality of work on a consistent basis.</p> <ul style="list-style-type: none"> • anticipates and proactively addresses departmental needs • demonstrates leadership by managing projects and mentoring others • quality of work produced continually exceeds expectations, rework is rarely required • provides exceptional customer service • achieves objectives and tasks before the deadline with minimal supervision • influences others in a positive manner, even in stressful situations • fosters teamwork and positive relationships with everyone they come in contact with • accepts and helps to implement change • viewed as a role model to others by consistently contributing to a strong organizational culture and demonstrating exceptional core value behaviors • routinely volunteering for extra work/responsibilities while maintaining strong job performance
Highly Successful (H)	<input type="checkbox"/> <p>The employee's performance consistently meets and generally exceeds expectations and role requirements by producing a high quality of work on a consistent basis.</p> <ul style="list-style-type: none"> • highly knowledgeable of their job functions/duties, as well as other related aspects of the department, division, and organization, with the ability to explain and articulate such aspects clearly to others • dependable, reliable and follows through on all assignments • recognized by peers, managers, and other customers/personnel as collaborative, skilled, and reliable • effectively interacts with peers, managers, colleagues, other staff, and the public when representing the department, division or organization • consistently exhibits model behavior that exemplifies the values and qualities of Marathon County • exhibits teamwork or is a team player in varied settings without prompting and can work collaboratively with others • demonstrates the ability to take on progressive responsibility with a high level of success
Successful (S)	<input type="checkbox"/> <p>The majority of the County workforce will fall into this category. The employee's performance generally and consistently meets the standards and expectations for the job.</p> <ul style="list-style-type: none"> • recognizes that change is part of job and attempts to help foster changes in the workplace • conveys opinions in a respectful manner • clearly expresses ideas verbally and in writing • cooperative and gets along with others • makes a strong contribution to the success of the work unit • completes assignments correctly and on-time • has one or more identified opportunities for improvement • actively makes own decisions that impact his or her work; not overly dependent on supervision
Needs Improvement (N)	<input type="checkbox"/> <p>The employee's performance is below expectations or standards.</p> <ul style="list-style-type: none"> • inflexible to changing circumstances • demonstrates negativity towards work group or County goals • written material and/or oral presentations are confusing and difficult to follow or understand • frequently complains and not a team player • may possess some of the necessary knowledge and skills essential for the job, but requires additional training or commitment in order to perform the work at a level that is successful • looks for reasons why assignments cannot be accomplished rather than figuring out how to complete their work • requires considerable supervisory monitoring to implement goals and priorities in a timely manner <p><i>The employee's performance might be improved through development, experience, and/or behavior. This rating requires the development of a Performance Improvement Plan (PIP) within 30 days. Click on below link.</i></p> <p>http://www.co.marathon.wi.us/Departments/EmployeeResources/PerformanceAppraisal.aspx</p>

Marathon County Employee Performance Appraisal Form

Supervisor's Justification Of Overall Rating	Click here to enter text.
Employee Comments	Click here to enter text.

Instructions for Completing the Administrator's Review

Through this process, the County Board of Supervisors is provided the opportunity to offer input into the review process of the County Administrator. The result of this survey will be compiled, reviewed and taken into consideration by the Executive Committee during the completion of the County Administrator's review.

1. Select a rating by placing an "X" in the appropriate box for each of the 18 job performance dimensions.
2. Please add Notes / Comments to any areas that you feel necessary. Please note that in any job performance dimension that you feel necessary to rank as either "Improvement Needed" or "Exceptional" it is expected that you will provide Notes / Comments to explain your reasoning for the rating.

Job Performance Dimensions "Results"	Definition	Job Performance Rating				Notes/Comments
		Improvement Needed	Successful	Highly Successful	Exceptional	
Key Evaluation Area #1: Meeting Goals as Defined in Work Plan/Technical Competency						
1. Quantity of Output of Work	The quantity or amount of work produced. Production goals are met.					
2. Quality of Work Produced	The quality of work performed in terms of errors, completeness, or rework required to meet standards.					
3. Timeliness of Work Produced	The timeliness of work produced according to schedules, deadlines, goals or targets.					
4. System, Process and Technology Optimization	Leverages systems, processes and technology to deliver quality work and produce positive business results; committed to continuous improvement reducing waste & finding efficiencies.					

Choose one of the four rating possibilities by placing an "X" in the appropriate box.

Use this box to add any comments regarding the job performance dimension.

If you have chosen a rating of either of the two extremes ("Improvement Needed", or "Exceptional"), you will need to justify the rating with an explanation in the Notes / Comments.

Job Performance Ratings

<p>Exceptional (E)</p>	<p>Typically about 10% of the County workforce would fall into this category. The employee's performance consistently exceeds expectations and role requirements by producing a high quality of work on a consistent basis.</p> <ul style="list-style-type: none"> • anticipates and proactively addresses departmental needs • demonstrates leadership by managing projects and mentoring others • quality of work produced continually exceeds expectations, rework is rarely required • provides exceptional customer service • achieves objectives and tasks before the deadline with minimal supervision • influences others in a positive manner, even in stressful situations • fosters teamwork and positive relationships with everyone they come in contact with • accepts and helps to implement change • viewed as a role model to others by consistently contributing to a strong organizational culture and demonstrating exceptional core value behaviors • routinely volunteering for extra work/responsibilities while maintaining strong job performance
<p>Highly Successful (H)</p>	<p>The employee's performance consistently meets and generally exceeds expectations and role requirements by producing a high quality of work on a consistent basis.</p> <ul style="list-style-type: none"> • highly knowledgeable of their job functions/duties, as well as other related aspects of the department, division, and organization, with the ability to explain and articulate such aspects clearly to others • dependable, reliable and follows through on all assignments • recognized by peers, managers, and other customers/personnel as collaborative, skilled, and reliable • effectively interacts with peers, managers, colleagues, other staff, and the public when representing the department, division or organization • consistently exhibits model behavior that exemplifies the values and qualities of Marathon County • exhibits teamwork or is a team player in varied settings without prompting and can work collaboratively with others • demonstrates the ability to take on progressive responsibility with a high level of success
<p>Successful (S)</p>	<p>The majority of the County workforce will fall into this category. The employee's performance generally and consistently meets the standards and expectations for the job.</p> <ul style="list-style-type: none"> • recognizes that change is part of job and attempts to help foster changes in the workplace • conveys opinions in a respectful manner • clearly expresses ideas verbally and in writing • cooperative and gets along with others • makes a strong contribution to the success of the work unit • completes assignments correctly and on-time • has one or more identified opportunities for improvement • actively makes own decisions that impact his or her work; not overly dependent on supervision
<p>Needs Improvement (N)</p>	<p>The employee's performance is below expectations or standards.</p> <ul style="list-style-type: none"> • inflexible to changing circumstances • demonstrates negativity towards work group or County goals • written material and/or oral presentations are confusing and difficult to follow or understand • frequently complains and not a team player • may possess some of the necessary knowledge and skills essential for the job, but requires additional training or commitment in order to perform the work at a level that is successful • looks for reasons why assignments cannot be accomplished rather than figuring out how to complete their work • requires considerable supervisory monitoring to implement goals and priorities in a timely manner

2017 Performance Review

Name:

Position: County Administrator

Length of Time in Position:

Job Performance Dimensions "Results"	Definition	Job Performance Rating				Notes/Comments
		Improvement Needed	Successful	Highly Successful	Exceptional	
Key Evaluation Area #1: Meeting Goals as Defined in Work Plan/Technical Competency						
1. Quantity of Output of Work	The quantity or amount of work produced. Production goals are met.					
2. Quality of Work Produced	The quality of work performed in terms of errors, completeness, or rework required to meet standards.					
3. Timeliness of Work Produced	The timeliness of work produced according to schedules, deadlines, goals or targets.					
4. System, Process and Technology Optimization	Leverages systems, processes and technology to deliver quality work and produce positive business results; committed to continuous improvement reducing waste & finding efficiencies.					
5. Freedom from Unplanned Support	The amount and intensity of supervision and support necessary to perform to job expectations					
6. Productive Work Habits	Work style is effective and productive in terms of time management, setting objectives and priorities and following up on commitments.					
7. Self-Development / Personal Learning	Picks up on the need to change and learn new things to continuously add value, seeks feedback from others, demonstrates openness to change, learns quickly and applies immediately					
SECTION TOTALS	Total of each job performance rating for this section					SECTION AVERAGE:

Key Evaluation Area #2: Adherence to Core Values

<p>8. Service</p>	<p>Can be counted on to work hard and get things done. Sets priorities, pushes self and others to reach goals and add value to the bottom line.</p>					
<p>9. Stewardship of Resources</p>	<p>The efficient use of time, money, materials and other people to produce the required workload/responsibilities</p>					
<p>10. Shared Purpose</p>	<p>Unrelated to personal or group performance, is helpful to others on the larger team or organization in getting work done or being an example of cooperation and collaboration.</p>					
<p>11. Integrity</p>	<p>The extent to which behaviors demonstrate alignment with our core values, culture, mission, & goals without regard to specific job responsibilities.</p>					
<p>12. Diversity</p>	<p>Seen as a people builder, provides experiences that challenge & develop others. Creates a climate in which people want to do their best. Establishes clear direction. Recognizes achievements of individuals and team.</p>					
<p>13. Quality</p>	<p>Makes decisions in a timely manner. Considers alternatives and consequences of decisions and achieves positive results.</p>					
<p>SECTION TOTALS</p>	<p>Total of each job performance rating for this section</p>					<p>SECTION AVERAGE:</p>

Key Evaluation Area #3: Contribution to Organizational Culture

<p>14. Mission: Vision and Purpose</p>	<p>Communicates a compelling vision & core purpose to team to get team/department engagement. Looks beyond the day, talks about possibilities. Works towards reaching strategic goals by executing upon key strategies.</p>					
<p>15. Consistency</p>	<p>Uses effective communication techniques including listening to better serve internal and external customer, and build positive working relationships with others and leads by example.</p>					
<p>16. Adaptability: Creating Change</p>	<p>Sees ahead clearly, anticipates future trends & consequences & develops best strategies to meet changing demands.</p>					
<p>17. Adaptability: Customer Focus</p>	<p>Dedicated to meeting the expectations and requirements of internal and external customers. Establishes & maintains trust & respect of customers.</p>					
<p>18. Involvement</p>	<p>Sets clear objectives. Uses delegation skills appropriately. Monitors process, measures progress and results and communicates with team.</p>					
<p>SECTION TOTALS</p>	<p>Total of each job performance rating for this section</p>					<p>SECTION AVERAGE:</p>
						<p>OVERALL AVERAGE:</p>