

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

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Policy:

1. It is the intent of this policy to provide the Board of Supervisors with methods and procedures to effectively evaluate the performance of all appointed County agency/department heads.

The purposes of this policy include the following:

- a. To ensure effective communication between the Board and the agency/department head regarding the Board's expectations and priorities.
 - b. To assist agency/department Heads in their assessment of goals, objectives, evaluation criteria, and needs.
 - c. To assist in the consideration of agency/department head compensation.
 - d. To provide a basis for recognition of meritorious performance on the part of an agency/department head.
 - e. To assist an agency/department head in the assessment and improvement of his/her performance.
2. The County Executive Officer shall conduct a performance evaluation concerning each County agency/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. Performance evaluations shall be prepared in accordance with the following schedule:
 - a. **Agency/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 agency/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.

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- b. **Department Heads on top step of Salary Range:** The evaluation 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 agency/department head shall file with the Board of Supervisors a written assessment of his/her agency/department's strengths, weaknesses, goals and objectives.

Upon completion of six (6) months in office, the County Executive Officer shall prepare a confidential performance evaluation concerning such newly appointed agency/department head.

- 5. Before discussing a performance evaluation with the Board of Supervisors, the County Executive Officer shall review such evaluations with the agency/department head subject to the evaluation.

- 6. All performance evaluations are regarded as private and confidential. They are delivered verbally to the affected agency/department head.

Reference:

Minute Order 3.8 dated 09/06/83
Minute Order 3.38 dated 07/27/04
Minute Order 3.3 dated 04/10/07