



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GOVERNOR EDMUND G. BROWN JR.

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DATE: November 13, 2013

TO: Board Members

FROM:  Teresa Bello-Jones
Executive Officer

SUBJECT: Discussion of Executive Officer's Annual Evaluation Form

Attached for your reference is a sample form provided by the Department of Consumer Affairs for the Executive Officer's annual evaluation.

STATE OF CALIFORNIA



DEPARTMENT OF CONSUMER AFFAIRS

PERFORMANCE APPRAISAL

FOR

EXECUTIVE
OFFICER

Prepared by
Department of Consumer Affairs
Office of Human Resources
1625 N. Market Blvd. Suite N-321
Sacramento, CA 95834



**Executive Officer
PERFORMANCE APPRAISAL**

BOARD OF _____

Name of EO: _____ Date of Report: _____

INSTRUCTIONS

1. The Performance Appraisal process system is based on the principle that performance should be evaluated on a regular basis in order to provide recognition of effective performance and as a tool to provide guidance in improving future performance.
2. The Performance Appraisal may also be used relative to salary issues. For example, if the Executive Officer is not at the maximum range of salary, the Board may empowered grant a salary increase for the Executive Officer. To qualify for such increases, the Executive Officer must meet or exceed performance expectations, as determined by the Board. This form can thus also document the Board's recommendation to grant or deny a salary increase. [Note: As of 2012, the Governor has frozen all salary increases for exempt employees, including Executive Officers. This may be subject to change in the future.]
3. To indicate the rating of any performance factor, an "X" mark should be placed in the appropriate rating column and in the "Overall Rating" column on each page. Additional spaces have been provided to accommodate other critical performance factors identified by the Board.
4. Comments to the Executive Officer should:
 - include factual examples of work especially well or poorly done, and
 - give suggestions as to how performance can be improved.
5. The Overall Ratings must be consistent with the factor ratings and comments, but there is no prescribed formula for computing the overall rating.
6. Overall Comments may consist of a summary of comments from specific categories, general comments or comments on other job-related factors which the rater wishes to discuss. Additional pages may be attached.
7. The Board President/Chairperson will discuss the appraisal with the Executive Officer and give him or her a copy. In signing the appraisal, the Executive Officer merely acknowledges that s/he has seen the appraisal and has discussed it with the rater. His/her signature does not indicate agreement with the ratings or comments.
8. The original copy of the appraisal will be maintained by the Department of Consumer Affairs, in the Executive Officer's Official Personnel File.



EXECUTIVE OFFICER PERFORMANCE APPRAISAL RATING SYSTEM

The rating system consists of five (5) Ratings Categories, as defined below:

Outstanding

Performance significantly exceeds the Board's expectations due to the efforts and ability of the employee when considering the job in its entirety. Significantly above-standard performance may be exhibited by consistently completing assignments in advance of deadlines; implementing plans and/or procedures to increase efficiency or effectiveness of work; working independently with little direction; and consistently meeting Board goals.

Above Average

Performance exceeds the Board's expectations due to the efforts and ability of the Executive Officer when considering the job in its entirety. Performance is beyond what is expected of an Executive Officer in this position.

Average

Performance of the Executive Officer meets the minimum expectations of the Board. The Executive Officer adequately performs the duties and responsibilities of the position.

Needs Improvement

The Executive Officer's performance fails to meet the Board's minimum expectations due to lack of effort and/or ability when considering the job in its entirety. Performance requires improvement in numerous and/or important aspects of the position.

Not Applicable

Rater is unable to assess the Executive Officer in this area, or the area is not applicable to the employee's job.



Executive Officer PERFORMANCE APPRAISAL

OVERALL RATING for

NAME: _____

BOARD OF _____

The overall rating must be consistent with the factor rating and comments, but there is no prescribed formula for computing the overall rating. The rating system is described on page 2.

- OUTSTANDING
- ABOVE AVERAGE
- AVERAGE
- NEEDS IMPROVEMENT

OVERALL COMMENTS *(Attach additional pages, if necessary)*

I HAVE PARTICIPATED IN A DISCUSSION OF OVERALL JOB PERFORMANCE

Signature of Employee: _____

Date: _____

Signature of Rater: _____

Date: _____

Title: _____

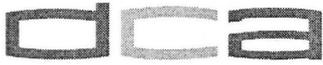
Salary Increase recommendation (if applicable):

- No increase _____ % Increase

**Executive Officer
 PERFORMANCE APPRAISAL**

Performance Factor		Ratings				
1. Relationship with the Board		Outstanding	Above Average	Average	Needs Improvement	Not Applicable
1	Maintains respect and trust of Board members.					
2	Provides Board with advice during consideration of issues.					
3	Keeps Board informed of progress of Board programs on a regular basis.					
4	Remains impartial and treats all Board members in a professional manner.					
5	Functions as effective liaison between Board and Board Staff.					
6	Provides Board with complete, clear, and accurate reports, minutes, etc.					
7	Responds promptly to requests for information.					
8	Is readily available to Board members.					
9	Responds to constructive suggestions or criticism.					
	OVERALL RATING: Relationship with the Board					

Comments: (Attach additional pages, if necessary)



**Executive Officer
PERFORMANCE APPRAISAL**

Performance Factor		Ratings				
		Outstanding	Above Average	Average	Needs Improvement	Not Applicable
	2. Execution of Board Policy					
1	Understands and compiles with the overall policies, laws and regulations of the Board.					
2	Implements Board policies.					
3	Efforts lead toward successful accomplishment of goals.					
	OVERALL RATING: Execution of Board Policy					

Comments: (Attach additional pages, if necessary)

**Executive Officer
 PERFORMANCE APPRAISAL**

Performance Factor		Ratings				
3. Board Programs		Outstanding	Above Average	Average	Needs Improvement	Not Applicable
1	Ensures effective and efficient management of enforcement programs.					
2	Keeps Board apprised of enforcement program and process developments.					
3	Maintains security of examination process.					
4	Monitors validity/defensibility of examinations and provides appropriate recommendations for action.					
5	Monitors and identifies trends in candidate qualifications, pass/fail rates, etc.					
6	Resolves problems which arise in the exam process.					
7	Keeps Board apprised of exam program and process developments.					
8	Keeps Board apprised of licensing program and process developments.					
	OVERALL RATING: Board Programs					

Comments: (Attach additional pages, if necessary)



**Executive Officer
PERFORMANCE APPRAISAL**

Performance Factor		Ratings				
4. Governmental Relations		Outstanding	Above Average	Average	Needs Improvement	Not Applicable
1	Keeps the Department of Consumer Affairs informed of Board issues, problems, and accomplishments.					
2	Maintains a positive working relationship with other State Agencies.					
3	Manages Board legislative program and efforts.					
4	Manages sunset review process.					
5	Acts a liaison and participates in national organizations, federations or alliances.					
6	Represents the Board before the Legislature.					
	OVERALL RATING: Governmental Relations					

Comments: (Attach additional pages, if necessary)

**Executive Officer
 PERFORMANCE APPRAISAL**

Performance Factor		Ratings				
5. Administrative Functions		Outstanding	Above Average	Average	Needs Improvement	Not Applicable
1	Plans, organizes and directs Board administrative functions and staff.					
2	Provides oversight, direction and management of the Board's annual budget, expenditures and revenues.					
3	Keeps Board apprised of budget developments.					
4	Identifies, recommends and, as directed, seeks necessary changes to laws and regulations through proposed legislation and/or the OAL.					
5	Ensures compliance and enforcement of departmental, state and federal policies and procedures.					
6	Develops and executes sound personnel practices and procedures.					
	OVERALL RATING: Administrative Functions					

Comments: (Attach additional pages, if necessary)
