

**SAN JOAQUIN COUNTY
MOSQUITO & VECTOR CONTROL DISTRICT**

Discussion of Current Productivity and Performance Appraisal Issues

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1. Definition of productivity

- Per the current performance appraisal form (#R5A-0512 B), productivity is defined as "The extent to which an employee produces a significant volume of work efficiently in a specified period of time". Current management theory defines productivity as the amount of useful work accomplished in relation to the amount of resources consumed. At the district level, productivity can be seen as the relationship between the amount of input needed to produce a given amount of output and the output itself.
- Productivity is usually expressed as a ratio between output and input, with output divided by input that equals a productivity index, which can be used to make comparisons and identify trends. This may be somewhat difficult for the District's needs when considering current issues of service-oriented work.

2. Measuring productivity

- Objective versus subjective criteria.
- Delineating routine functions, essential duties, and commonly-performed tasks.
- Evaluating time on the job, i.e., work versus vacation, sick, etc.

3. Communicating production requirements

- Written job descriptions and work assignments.
- Verbal directions and task requests from supervisor.
- Performance evaluation; periodic review of work.

4. Implementing productivity standards and requirements

- Upon understanding of methods of measuring productivity criteria by supervisory staff.
- Upon communicating productivity standards to subordinate staff, i.e., mid-year performance evaluation, general meeting(s), periodic review and updating of job descriptions.

5. Maintaining current productivity, improving sub-standard productivity, acknowledging above-standard productivity.

6. Other issues regarding productivity, performance, and quality of work.