

San Joaquin County Mosquito & Vector Control District

Employee Performance Review (010102)

Employee Name: TIFFANY ANDERSON

Job Title: Tech T

Review Period: July 1, 04 - Dec 31, 04

Reason for Review: Semi-ANNUAL

Reviewer/Supervisor Name: Quane Bridgewater

Instructions

Carefully evaluate the employee's work performance in relation to the essential functions of the job. Check the rating category at the appropriate performance description to indicate the employee's performance. Indicate N/A if not applicable.

Areas to be evaluated

1. Accuracy of Work

Evaluate the accuracy, completeness, and follow-through of work. The quality of the actual work produced by the employee. The commitment to quality demonstrated by the employee. The employee's consistent and correct completion of job functions and/or tasks as assigned. Work performed by the employee that conforms to District standards and is free from errors.

Examples:

- Accurate reporting of pesticides removed from warehouse and applied to vector sources.
- Property/source inspections performed completely and accurately, using prescribed standards of assessing mosquito populations.
- Provides suggestions to supervisor on ways to improve zone/region operations based on current experience and training.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Demonstrates accuracy and thoroughness	<u>✓</u>	_____	_____
Applies feedback to improve performance	<u>λ</u>	_____	_____
Monitors own work to ensure quality	<u>λ</u>	_____	_____
<u>Overall</u>	<u>λ</u>	_____	_____

2. Quantity of Work (Productivity)

Evaluate the volume and timeliness of work based on the requirements of the job. The employee's ability to perform the expected or required amount of work in their current assignment in a safe and effective manner. The volume of work performed by an employee that is consistent with the expectations of their supervisor, and as required by the individual job assignment.

Examples:

- The number of complete inspections of mosquito sources in a zone within a given period consistent with the expectations of the supervisor.
- Completion and submittal of all daily reports and records by the end of the workday.
- Receives and performs work assignment with little or no redundancy.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Meets productivity standards	<u>X</u>	_____	_____
Completes work in a timely manner	<u>X</u>	_____	_____
Works without waste or inefficiency	<u>X</u>	_____	_____
Strives to increase productivity	<u>X</u>	_____	_____
<u>Overall</u>	<u>X</u>	_____	_____

3. Job Knowledge

Evaluate the use of information, procedures, materials, equipment, and techniques, etc. required for the current job. The employee's total work-related knowledge, whether acquired on the job, through training and education, or from previous experience and other jobs. It encompasses the technical skills or knowledge required to perform the essential duties as described in the job description or as required by certification and/or licensing.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Competent in required job skills and knowledge	<u>X</u>	<u>See Back</u>	_____
Exhibits ability to learn and apply new skills	<u>X</u>	_____	_____
Keeps abreast of current developments	<u>X</u>	_____	_____
Requires minimal supervision	<u>X</u>	<u>See Back</u>	_____
Displays understanding of how job relates to others	<u>X</u>	_____	_____
Uses resources effectively	<u>X</u>	_____	_____
Maintains required certificates and/or licenses	<u>N/A</u>	<u>SEE BACK</u>	_____
Maintains required continuing education units	<u>X</u>	_____	_____
<u>Overall</u>	<u>X</u>	_____	_____

4. Dependability

Consider meeting deadlines and performing work without close supervision. The employees' recognized actions and behaviors that significantly contributed to the success of their assignment. The employee's ability to perform within an assignment safely and effectively with little or no oversight. The aspect of assuming responsibility for work in a manner consistent with the District's work schedule and related time tables. The trait of being reliable, to get the job done while following direction and policy(s), and completing a job with few errors or problems.

Examples:

- Knowing that an employee will complete all assigned service requests without added or direct supervision.
- Receiving periodic reports from an employee on changes in zone/region conditions without having to ask.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Responds to requests for service and assistance	X		
Follows instructions; responds to mgmt. direction	X		
Takes responsibility for own action(s)	X		
Commits to doing the best job possible	X		
Keeps commitments	X		
<u>Overall</u>	X		

5. Attendance and Punctuality

Consider punctuality and regularity in attendance. The employees' ability to work all assigned days and to be available at the assigned work site at or before the required time.

Examples:

- Works all assigned dates and times per direction of supervisor.
- At assigned work area and ready to start work per direction of supervisor.
- Keeps all appointments with public and coworkers.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Schedules time off in advance	X		
Begins work on time without request from supervisor	X		
Keeps absences within guidelines or policy	X		
Ensures work responsibilities are covered when absent	X		
Arrives at meetings and appointments on time	X		
<u>Overall</u>	X		

6. Safety and Security

The employees' consistent adherence and implementation of safe work practices and procedures, such as pesticide safety, vehicular and equipment operation, hazardous materials handling, industrial safety, worker safety, and first aid safety. The employees' prudent and safe work by following civic and environmental laws and regulations. Proper handling of equipment and tools to prevent loss or theft. Insures that vehicles and buildings are secure before leaving work area at end of shift or assignment.

Examples:

- Consistent and proper use of rubber gloves, goggles/safety glasses, uniforms, and footwear when mixing or applying pesticides.
- Proper and timely reporting of accidents and field incidents to supervisory personnel.
- Safe and effective operations of District vehicles and equipment.
- Proper use of safety standards and regulations in office, lab, and shop work areas.
- Timely reporting of lost or damaged equipment or tools to immediate supervisor.
- Timely and accurate investigation of lost or damaged equipment or property.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Observes safety and security procedures	<u>X</u>	_____	_____
Determines appropriate action beyond guidelines	<u>X</u>	_____	_____
Uses equipment and materials properly	<u>X</u>	_____	_____
Reports potentially unsafe conditions	<u>X</u>	_____	_____
<u>Overall</u>	<u>X</u>	_____	_____

7. Working Relationships

Ability to effectively work and interact with coworkers, subordinates, supervisors, management, and the public within the current job assignment. Provides consistent communication with coworkers to insure work is performed in an orderly and timely fashion. When problems related to maintaining an effective working relationship are encountered between this employee and their coworkers or public, this employee takes quick and necessary steps to resolve the problem to continue work in an effective manner.

	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
Establishes and maintains effective relations.	<u>X</u>	_____	_____
Exhibits tact and consideration.	<u>X</u>	_____	_____
Displays positive outlook and pleasant manner.	<u>X</u>	_____	_____
Offers assistance and support to coworkers.	<u>X</u>	_____	_____
Works cooperatively in group situations.	<u>X</u>	_____	_____
Works actively to resolve conflicts.	<u>X</u>	_____	_____
<u>Overall</u>	<u>X</u>	_____	_____

N/A

8. Supervision (for supervisory and managerial employees)

A. Leadership:

- 1. Setting realistic standards
- 2. Encouraging efficient, productive performance
- 3. Providing good managerial or supervisory example.

Satisfactory

Needs Improvement

Unsatisfactory

B. Delegating:

- 1. Utilizing capabilities of people and resources
- 2. Distributing and assigning work
- 3. Regulating workflow.

Satisfactory

Needs Improvement

Unsatisfactory

C. Development of subordinates:

- 1. Providing career development resources
- 2. Offering guidance
- 3. Communicating goals and objectives
- 4. Giving clear task instructions
- 5. Providing performance reviews to subordinates in clear, concise, and objective terms

Satisfactory

Needs Improvement

Unsatisfactory

D. Controlling of subordinates:

- 1. Insuring that assignments are completed accurately and on time
- 2. Setting priorities.
- 3. Ability to implement corrective or disciplinary action to subordinates for below satisfactory work or actions
- 4. Ability to implement recognition to subordinates for quality work or actions

Satisfactory

Needs Improvement

Unsatisfactory

E. Cooperation with supervisor and management

- 1. Ability to accept supervisory and/or managerial direction or constructive criticism in a mature and cooperative manner.
- 2. The employee's tendency to actively seek supervisory or managerial guidance when needed or appropriate.
- 3. Readiness to communicate important information to supervisor or management.

Satisfactory

Needs Improvement

Unsatisfactory

Supervision Overall	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>
		N/A	

Summary

- I. **Supervisor comments:** IT IS A PLEASURE TO WORK WITH TIFFANY, SHE ALWAYS SEEMS TO BE IN A GOOD MOOD ABOUT HER WORK. I WILL BE WORKING CLOSE WITH YOU, LEARNING YOUR NEW ZONE.
- II. **Employee comments:** I love my job Thank You.
- III. **Areas or items deserving of recognition:** VOLUNTEERS FOR EXTRA JOB DUTIES. PASSED A PORTION OF STATE TEST.
- IV. **Areas or items needing immediate attention:** YOU NEED TO BE MORE CONFIDENT WITH YOUR ABILITIES. IE. PASSING TEST & LEARNING ZONES
- V. **Overall rating:** Satisfactory
 Needs Improvement
 Unsatisfactory

Employee signature: [Signature]

Date: 1-18-05

Supervisor signature: [Signature]

Date: 1/6/05

Original to personnel file, date: 1-18-05

Copy to employee, date: 1-18-05