

San Joaquin County Mosquito & Vector Control District

Employee Performance Review (010102)

Employee Name: TIFFANY ANDERSON
 Job Title: MOSQUITO CONTROL TECHNICIAN I (MCTI)
 Review Period: JULY 30 THROUGH DECEMBER 31, 2007
 Reason for Review: ANNUAL PERFORMANCE EVALUATION
 Reviewer/Supervisor Name: KEITH NIENHUIS

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>	<u> </u>	<u> </u>
Applies feedback to improve performance	<u> </u>	<u>✓</u>	<u> </u>
Monitors own work to ensure quality	<u>✓</u>	<u> </u>	<u> </u>
<u>Overall</u>	<u>✓</u>	<u> </u>	<u> </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	_____	_____ ✓	_____
Completes work in a timely manner	_____	_____ ✓	_____
Works without waste or inefficiency	_____	_____ ✓	_____
Strives to increase productivity	_____	_____ ✓	_____
<u>Overall</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	_____	_____ ✓	_____
Exhibits ability to learn and apply new skills	_____ ✓	_____	_____
Keeps abreast of current developments	_____ ✓	_____	_____
Requires minimal supervision	_____	_____ ✓	_____
Displays understanding of how job relates to others	_____	_____ ✓	_____
Uses resources effectively	_____	_____ ✓	_____
Maintains required certificates and/or licenses	_____ ✓	_____	_____
Maintains required continuing education units	_____ ✓	_____	_____
<u>Overall</u>	_____	_____ ✓	_____

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	_____	_____/_____ ✓	_____
Determines appropriate action beyond guidelines	_____	_____/_____ ✓	_____
Uses equipment and materials properly	_____/_____ ✓	_____	_____
Reports potentially unsafe conditions	_____/_____ ✓	_____/_____ /	_____
<u>Overall</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.	_____	_____/_____ ✓	_____
Exhibits tact and consideration.	_____/_____ ✓	_____	_____
Displays positive outlook and pleasant manner.	_____/_____ ✓	_____	_____
Offers assistance and support to coworkers.	_____	_____/_____ ✓	_____
Works cooperatively in group situations.	_____/_____ ✓	_____	_____
Works actively to resolve conflicts.	_____/_____ ✓	_____	_____
<u>Overall</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.

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

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.

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

Summary

I. Supervisor comments:

Tiffany worked in both the central and southern region during this performance cycle. I will be evaluating Tiffany for the period of July 30, Through December 31, 2007. Through my observation, Tiffany has proven to be unreliable and not a team player. Although Tiffany has worked here for a number of years, I continue to have to supervise her as a new employee. She must decide if work is a priority, if so, Brian and I will continue to work with her in helping her become a knowledgeable and productive MCT I.

II. Employee comments:

III. Areas or items deserving of recognition:

When assigned to clean up the shop for the Christmas party, Tiffany worked very hard and did a nice job to make things look nice.

IV. Areas or items needing immediate attention:

Reliability: Tiffany is irresponsible in regards to her use of vacation and sick leave. She has developed a pattern of planning a four day vacation, then calling in sick the day prior to the vacation, creating a five day or more absence. This action causes others to pick up the slack in addition to their own busy work load and also produces morale issues.

Driving/backing District Vehicles: Tiffany has demonstrated a lack of ability driving District vehicles in needed areas. This creates liability issues for the District. Example: Tiffany's first day in zone 18 she was driving along, learning the area when the road narrowed. Tiffany immediately started backing out without checking and evaluating the situation first. She ended up driving off the road into a corn field putting herself and the truck in a precarious position. She did not assist in the retrieval of the truck and another employee had to pitch in. Tiffany must improve in backing out of situations where she can't turn around.

Knowledge: Tiffany must become familiar with all aspects of zone 18. This will help her to prioritize her efforts to inspect sources that require routine attention and eliminate the need for constant guidance from her supervisor.

Organizational Structure: Questions on issues concerning her job must be handled by her immediate supervisors; Keith and Brian, without going to upper management for things that can and should be handled through normal channels (see attached organizational flow chart).

Obtains information from unknown sources: Instead of following through with my instructions. Example: When learning her new zone, I directed Tiffany to do every card in one section, to learn the area. Tiffany claimed there was a bad pasture that was not included in the source cards I gave her. When I asked her how she new about the pasture, she refused to acknowledge the source. This apparent bad pasture is currently an almond orchard, on sprinklers and is not a problem. She wasted a good deal of time trying to locate this anonymous bad pasture instead of working on priorities as instructed.

During this upcoming evaluation cycle, I am hopeful the necessary improvements will be made, in order for Tiffany to become a productive MCT I.

V. Overall rating:

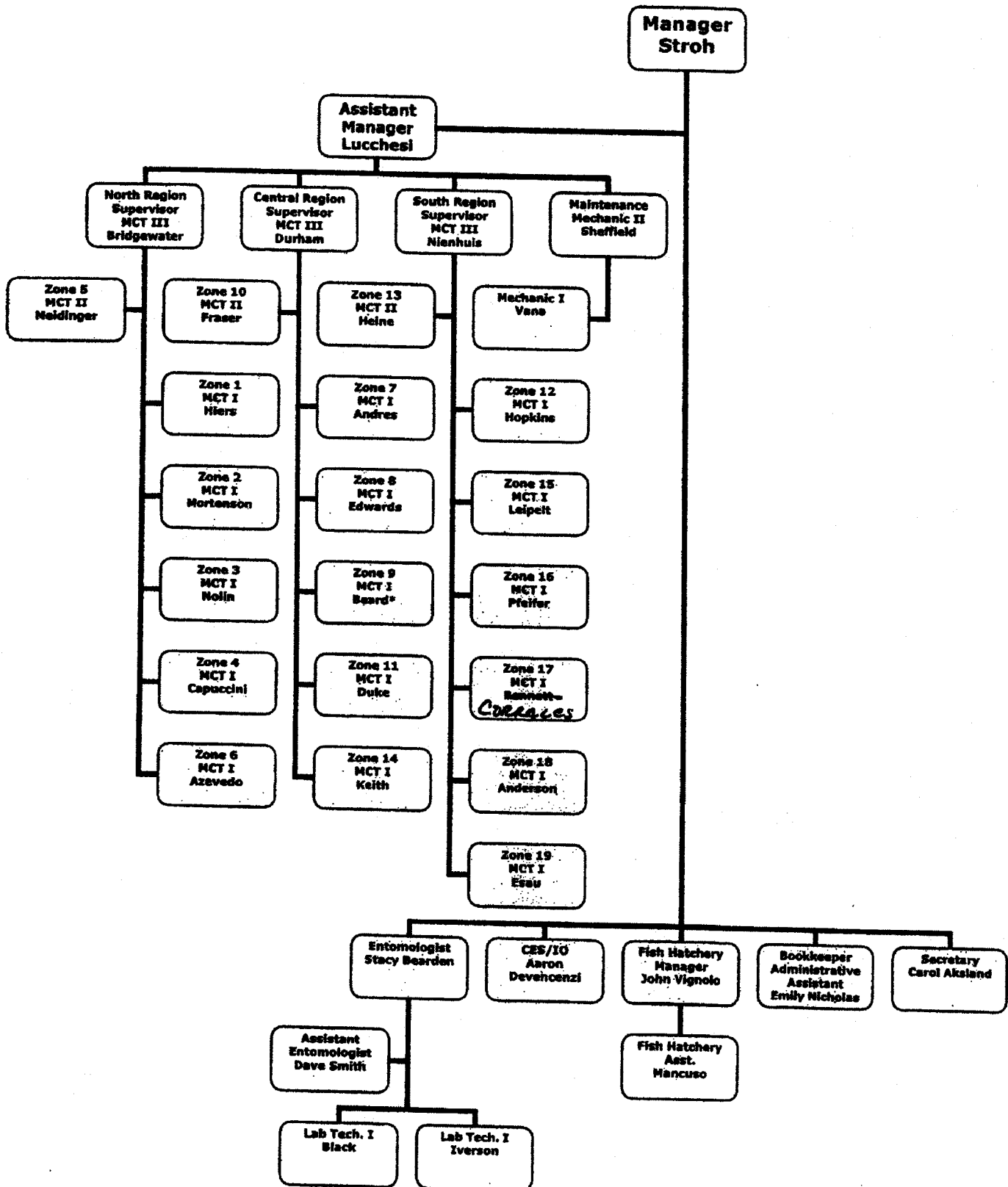
Satisfactory
 Needs Improvement
 Unsatisfactory

Employee signature: [Signature] Date: 1/31/08

Supervisor signature: [Signature] Date: 1/31/08

Original to personnel file, date: 1/31/08 Copy to employee, date: 1/31/08

**San Joaquin County Mosquito & Vector Control District
Organizational Chart
August 2007**



In response to my evaluation from Supervisor Bob Durham I feel I was put under extra ordinary circumstances which were out of my control. This has been discussed with management already and needs no futher explanation unless asked. I have never had the opportunity to sit with Bob and explain and I am sorry for this. But I do feel his evaluation is unfair and retaliatory in nature. I feel his perception of me was decided before he ever got to know me. I will look for the grains of truth as I acknowledging admit there is always room for improvement. And I will take ownership to my flaws and will put effort in correcting them.

Please attach this statement to my January 1 thru July 29, 2008 Performance Evaluation. Written by Bob Durham. I am stating irreconcilable differences.

I am looking forward to my future with Supervisor Keith Neinhuis and the Assistant Brian Heine. I feel they will be positive assets to complete my goals here at S.J. County Mosquito & Vector Control.

Thank You

 2-1-08

Tiffany Anderson

RECEIVED BY KEITH NEINHUIS 2/1/08