

San Joaquin County Mosquito & Vector Control District

Employee Performance Review (010102)

Employee Name: Tiffany Anderson
 Job Title: Mosquito Control Technician I
 Review Period: January 1 Thru July 29, 2008
 Reason for Review: Performance Evaluation
 Reviewer/Supervisor Name: Bob Durham

Instructions

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

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 per her request
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Areas to be evaluated

1. Accuracy of Work

Evaluate the accuracy, completeness, and follow-through of work. The
 by the employee. The commitment to quality demonstrated by the en
 and correct completion of job functions and/or tasks as assigned. Wo
 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	_____	_____✓_____	_____
Applies feedback to improve performance	_____	_____✓_____	_____
Monitors own work to ensure quality	_____	_____✓_____	_____
<u>Overall</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>	_____	_____ ✓	_____

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>	✓	_____	_____

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>	✓	_____	_____

Summary

I. Supervisor comments: During this evaluation cycle Tiffany's overall performance "Needs Improvement" based on District appraisal criteria. Although she has almost 4 years of experience with the District, Tiffany continues to lack the knowledge and experience to perform her job at a satisfactory level. I am hopeful that with continued time and training Tiffany can overcome this and become a more productive employee.

II. Employee comments:

III. Areas or items deserving of recognition:

IV. Areas or items needing immediate attention: For the past 4 years Tiffany has served in the position of Mosquito Control Technician I (MCT I) for the San Joaquin Mosquito and Vector Control District. Based on her length of service in this position, she is expected to know how to perform the tasks and activities of an MCT I in a fully competent manner. Based on my observation as Tiffany's supervisor – January 1, 2007 thru July 2007 she has fallen short of this mark. Tiffany has shown a limited ability to: 1) think and work independently 2) prioritize her zone sources based on importance 3) manage her vacation / sick time bank.

Thinking and Working Independently

On July 9, 2007 Tiffany came to me about a low area that was breeding mosquitoes on the North/West end of Bacon Island collecting water from farm operations and needed to be addressed. She informed me that her previous supervisor flew the area the year before. After further investigation on my part – GIS aerial map of location – I determined that based on the small area involved, Tiffany could do it by hand with either a granule or briquette application. I informed her of my findings and told her to treat the area the next day. The following day she did not treat the source and told me that "You can't just tell me to treat something without looking at it". The next day I went out and surveyed the area and found an area approximately ¼ acre with a small amount of water at the each end of the low area and some breeding only on the south end. Based on the size and the limited amount of breeding,

it was an ideal spot for a hand application with one of the aforementioned products and not a job for an airplane. Someone with nearly 4 years of total on the job experience should have been able to determine the proper course of action that would best suit this situation. Because of her actions Tiffany demonstrated limited ability in treating a relatively simple mosquito source.

2nd
season
in zone 9

Prioritizing Zone Work

Although Tiffany has had approximately 3 years in Zone 9 she still does not fully understand the process of prioritizing sources. On a regular basis Tiffany would become side tracked or concerned with sources that were minor or secondary to her regular source cards. Zone 9 is an area of Delta Farm land that has regular flooding throughout the year based on weed control, land preparation or habitat for ducks. These areas are of major concern based on their size and the amount of mosquitoes they can produce. These sources in addition to others like irrigation/drainage ditches and ponds are Tiffany's staple sources that should be inspected and re-inspected regularly. All other sources should be inspected based on need – mosquito complaints i.e. service request in area – or when all previously mentioned sources are completed. Tiffany was unable to follow this protocol and would concern herself with sources that were not part of her usual Zone card list. For example Tiffany would come to me with immediate concerns about light breeding in the spud ditches on Lower Jones Tract. These concerns could be justified if all of her already identifiable sources had been inspected / treated. But this was not being done based on the number of source cards turned in on a daily basis. In addition, if these particular spud ditches took precedence over other already established work, then spud ditches on neighboring islands in her zone should also be considered. To be consistent, the same level of concern should have been given to these areas. Based on this priority problem Tiffany was unable to get through her zone in a timely manner in order to effectively inspect / treat already established sources.

Managing Vacation & Sick Time Bank

Tiffany has not show the responsibility of managing her own vacation and sick time banks. I have had to on more than one occasion – February 26, March 7 & 29, April 20, 2007 – calculate her time off and borrow from the next month or borrow from her vacation time to balance her time off bank. On April 23, 2007, I counseled and gave Tiffany a letter informing her that it was the responsibility of the employee not the employer to manage and account for time off hours. Furthermore, Tiffany was informed that any future time off would be denied until she was able to accumulate an acceptable amount of time. In addition, during her time in the Central region she had developed a pattern of calling in sick on Mondays. Five times out of six were on Mondays: February 26, March 19, April 16, June 4, and June 11, 2007. Based on this I spoke with Tiffany on June 12 and informed her of this pattern.

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