

San Joaquin County Mosquito & Vector Control District

Employee Performance Review (010102)

Employee Name: Tiffany Anderson

Job Title: Tech I

Review Period: 7/1/05 - 12/31/05

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 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Applies feedback to improve performance | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Monitors own work to ensure quality | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>Overall</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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.

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

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 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Begins work on time without request from supervisor | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Keeps absences within guidelines or policy | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ensures work responsibilities are covered when absent | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Arrives at meetings and appointments on time | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>Overall</u> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Summary

- I. Supervisor comments: I HAVE SEEN A LOT OF IMPROVEMENT
IN ALL OF YOUR WORK PERFORMANCES THIS PAST YEAR
- II. Employee comments:
Thank you for this great opportunity to
learn and work with great people.
- III. Areas or items deserving of recognition: (1) PASSED STATE CERTIFICATION FOR
(2) DURING WINTER HOLIDAY PERIOD YOU CONTINUOUSLY VOLUNTEERED
FOR EXTRA NEEDED WORK.
- IV. Areas or items needing immediate attention: you will need to
build back your sick leave BANK. you used almost
ALL ON UN FORESEEN ILLNESSES

- V. Overall rating: X Satisfactory
 Needs Improvement
 Unsatisfactory

Employee signature: [Signature] Date: 1-19-06

Supervisor signature: [Signature] Date: 1/10/06

Original to personnel file, date: 1-19-06 Copy to employee, date: 1/17/06