Eau Claire City County Health Department
Director Performance Evaluation Questionnaire for Board of Health

Rating	Performance Objectives for July 2013 through June 2014
	Ratings scale for performance objectives:
	1=Completed
	2=Satisfactory progress
	3=Unsatisfactory progress
	4=Don't know
	Performance Evaluation
	1. Performance Objectives
	Accomplishes July 2013 through June 2014 performance objectives established by BOH.
	2. Policy Facilitation and Execution
	Informs BOH of public health, personnel or organizational matters effecting Eau Claire City-County Health Deptartment (ECCCHD), suggesting need for or change in policy.
	Offers workable alternatives to the BOH for changes in policy, codes and ordinances.
	Timely implementation of BOH actions in accordance with the intent of the BOH.
	3. Strategic Planning and Implementation
	Initiates and provides leadership in overall process of strategic planning.
	Demonstrates the ability to effectively communicate relevant elements of strategic plan to staff and stakeholders.
	Demonstrates flexibility in adjusting operational priorities to assist all divisions in meeting strategic goals.
	Demonstrates knowledge of best practices in public health performance standards and incorporates these best practices into ECCCHD operations.
	Provides BOH with periodic updates on strategic plan implementation.
	4. Professional Skills
	Exhibits technical knowledge and competencies required of public health leaders.
	Responsive to significant changes impacting ECCCHD or community.
	Anticipates problems and develops effective approaches to solving them.
	Effectively prioritizes goals and leads ECCCHD through any related changes.
	Uses quality management tools and teams to continuously improve ECCCHD work processes.
	5. Fiscal Management Skills
	Develops and submits an annual budget to provide services at the level determined by BOH.
	Monitors operating expenditures and provides periodic reports to BOH.
	Communicates and interprets budget and financial information in a clear and timely fashion.
	Applies sound business management and accounting principles in controlling, monitoring, safeguarding and allocating resources consistent with the needs and goals of the ECCCHD.
	6. People Management Skills
	Conducts professional relationships and activities fairly, honestly and legally.
	Fosters ethical behavior throughout the organization through personal example, management practices and training.

	Delegates authority and responsibility, not just tasks.
	Demonstrates sound judgment and decision-making in the handling of personnel actions.
	Interactions and decisions contribute to staff feeling valued and gives credit to others when appropriate.
	Fosters an environment that encourages open communication and continuous learning.
	Assigns accountability, coordinates efforts, and oversees follow through to ensure results are achieved.
	7. Communication Skills
	Demonstrates concise, clear and understandable written and verbal communication targeted to audience.
	Demonstrates ability to effectively persuade or influence others.
	government, representing both the interests of the ECCCHD and the community.
	8. Regulatory Enforcement
	Responds to public health emergencies and initiates corrective actions and responses pursuant to federal, state and local laws, statutes and external communications.
	Sees to the timely and fair enforcement of local, state and federal codes and ordinances within the ECCCHD purview.
	9. Community Relationships
	Develops and maintains effective working relationships with peers and leaders throughout city/county/state government and community.
	Demonstrates availability, responsiveness and approachability in dealings with general public, media, government and community officials.
	Builds alliances with community partners to promote and achieve essential services of public health.
	10. Comments
	What does the Director do exceptionally well that needs to be continued?
	What does the Director do that needs to be changed or stopped?
	What does the Director need to start doing that would help improve his/her effectiveness in the ECCCHD and the community?
	Additional comments?
	Ratings for performance evaluation sections:
	6=Excellent (almost always exceeds expectations/performs at high standard)
	5=Above average (usually exceeds performance expectations)
	4=Satisfactory (meets performance expectations)
	3=Below average (usually does not meet performance expectations)
	2=Poor (does not meet expectations)
	1=Don't know
	4/14/2014