

Eau Claire City County Health Department  
Director Performance Evaluation Questionnaire for Staff

**Policy Facilitation and Execution**

Timely implementation of BOH actions and policies.

**Strategic Planning and Implementation**

Provides leadership in overall process of strategic planning.

Demonstrates the ability to effectively communicate relevant elements of strategic plan to employees 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 staff and stakeholders with periodic updates on strategic plan implementation.

**Professional Skills**

Exhibits technical knowledge and demonstrates competencies 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.

**Fiscal Management Skills**

Applies sound business management and accounting principles in controlling, monitoring, safeguarding and allocating resources consistent with the needs and goals of the ECCCHD.

**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.

Uses quality management tools and teams to continuously improve ECCCHD work processes.

**Communication Skills**

Demonstrates concise, clear and understandable written and verbal communication; tailors message to audience.

Demonstrates ability to effectively persuade or influence others.

Promotes ECCCHD goals, achievements and requirements to appropriate people in the community and government, representing both the interests of the ECCCHD and the community.

Informs staff of organizational matters or changes that affect the Department.

**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.

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<b>Community Relationships</b>
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.

  

<b>Comments</b>
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 ECCCDHD 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*