

# CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

## Policy Session Worksheet

**Presentation Date:** October 11, 2016 **Approx Start Time:** 3:30 PM **Approx Length:** 30 Minutes

**Presentation Title:** Executive Level Performance Evaluation Review Process

**Department:** Employee Services

**Presenters:** Evelyn Minor-Lawrence, Director of Employee Services

**Other Invitees:** Jeri Oswald, Learning & Development Manager

### **EXECUTIVE SUMMARY:**

During our Policy session with the Board on October 11<sup>th</sup> we would like to confirm details of the performance review process for the County Administrator. In particular we will share changes made to the external respondent piece. While we need consistency in our process we also want to correct any issues we discovered in working on County Counsel's review.

Prior to our discussion please consider:

- Are the attached questions appropriate for this position?
- Are there external respondents you would like to include? We are able to weight their input.
- Are there timing issues we should consider in relation to your participation?

FINANCIAL IMPLICATIONS (current year and ongoing): None

LEGAL/POLICY REQUIREMENTS: ORS 192.660(2) (i)

PUBLIC/GOVERNMENTAL PARTICIPATION: Public

OPTIONS:

### **RECOMMENDATION:**

Staff recommends the Board approve the process.

ATTACHMENTS: Sample Questionnaire

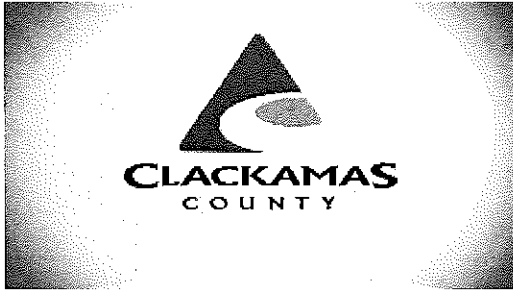
SUBMITTED BY:

Division Director/Head Approval \_\_\_\_\_

Department Director/Head Approval \_\_\_\_\_

County Administrator Approval \_\_\_\_\_

For information on this issue or copies of attachments, please contact:  
Evelyn Minor-Lawrence @ 503-655-8812.



Welcome

The Clackamas County Commissioners are seeking your assistance in completing a comprehensive evaluation of Don Krupp, Clackamas County Administrator.

We would appreciate your time to provide feedback to the following questions. We anticipate the survey will take 30-45 minutes to complete. This optional survey can be completed on work time. Information you supply is confidential and will be summarized into common themes for reporting purposes.

If you would prefer to provide your feedback in writing or through conversation please contact Laurie Grenya with HR, Answers at 503-885-9815. She will be happy to help you.

Again, our greatest appreciation for your time and input,

Chair John Ludlow

Vice Chair Tootie Smith

Commissioner Jim Bernard

Commissioner Paul Savas

Commissioner Martha Schrader



**Clackamas County Commission; Review of County Administrator 2016**

**Association with the County Administrator**

**In order to complete a comprehensive evaluation we have asked individuals of various associations and interactions with the County Administrator to respond to the survey.**

\* Which of the following is the most accurate definition of the association you have with the County Administrator?

- Staff** - I am an employee of Clackamas County and directly report to the County Counsel or one of his subordinates.
- Internal Customer** - I am an employee of Clackamas County and contact the County Counsel to obtain services or exchange information.
- External Customer** - I am not an employee of Clackamas County and have interaction with the County Counsel.
- Supervisor (Commissioner)** - I am a current Commissioner of Clackamas County.

\* Over the past year, March of 2015 through March of 2016, how frequent has your interaction been with the County Administrator?

- Daily
- Weekly
- Monthly
- Occasional



**Clackamas County Commission; Review of County Administrator 2016**

**County Administrator - Job Description**

**Please use the job description as a guide in answering the following questions.**

**The County Administrator manages the activities of the County by implementing the policies and goals of the Board of County Commissioners. The incumbent is responsible for coordinating operations between independent departments, county service districts and statutory entities and for providing advice and policy recommendations to the Board. The County Administrator oversees appointed department, district and entity directors and assists in the development of plans and objectives that support County goals.**



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Organizational Responsibilities

**\* Vision, Mission & Strategy:**

How satisfied are you that the County Administrator has a clear understanding of the mission and strategy of the County and is playing a key role in translating that mission into realistic action?

- Very Satisfied
- Satisfied
- Neutral
- Unsatisfied
- Very Unsatisfied
- I have had little or no interaction with the County Administrator that would allow me to provide an answer.

Please provide an explanation of your answer above.

**\* Achievement of Results:**

How satisfied are you that the County Administrator has accomplished the objectives and priorities for this performance period?

- Very Satisfied
- Satisfied
- Neutral
- Unsatisfied
- Very Unsatisfied
- I have had little or no interaction with the County Administrator that would allow me to provide an answer.

Please provide an explanation of your answer above.

**\* People Management:**

How satisfied are you that the County Administrator has selected and developed qualified staff and built morale among staff and customers?

- Very Satisfied
- Satisfied
- Neutral
- Unsatisfied
- Very Unsatisfied
- I have had little or no interaction with the County Administrator that would allow me to provide an answer.

Please provide an explanation of your answer above.

**\* Program Management:**

How satisfied are you that the County Administrator has appropriate knowledge of County programs and services and provides suitable guidance and input for consideration?

- Very Satisfied
- Satisfied
- Neutral
- Unsatisfied
- Very Unsatisfied
- I have had little or no interaction with the County Administrator that would allow me to provide an answer.

Please provide an explanation of your answer above.

**\* Fiscal Management:**

How satisfied are you that the County Administrator is knowledgeable regarding financial matters, and has established a system that allows for informed financial decisions?

- Very Satisfied
- Satisfied
- Neutral
- Unsatisfied
- Very Unsatisfied
- I have had little or no interaction with the County Administrator that would allow me to provide an answer.

Please provide an explanation of your answer above.

**\* Operations Management:**

How satisfied are you that the County Administrator has suitable systems, policies and processes in place for managing risk, budgets, personnel, and information technology?

- Very Satisfied
- Satisfied
- Neutral
- Unsatisfied
- Very Unsatisfied
- I have had little or no interaction with the County Administrator that would allow me to provide an answer.

Please provide an explanation of your answer above.

**\* Commission Relationship:**

How satisfied are you that the County Administrator has worked effectively to maintaining good communications and a collegial, professional environment?

- Very Satisfied
- Satisfied
- Neutral
- Unsatisfied
- Very Unsatisfied
- I have had little or no interaction with the County Administrator that would allow me to provide an answer.

Please provide an explanation of your answer above.

**\* External Liaison and Public Image:**

How satisfied are you that the County Administrator maintains a position professional reputation in the local community and cultivates effective relationships with public officials, customers and other relevant parties?

- Very Satisfied
- Satisfied
- Neutral
- Unsatisfied
- Very Unsatisfied
- I have had little or no interaction with the County Administrator that would allow me to provide an answer.

Please provide an explanation of your answer above.



**\* Other Expectations:**

How satisfied are you that the County Administrator has responded appropriately to unanticipated or difficult situations?

Very Satisfied

Satisfied

Neutral

Unsatisfied

Very Unsatisfied

I have had little or no interaction with the County Administrator that would allow me to provide an answer.

Please provide an explanation of your answer above.



### Personal Leadership Qualities

What are three (or more) significant strengths of the County Administrator as a leader?

What are the areas in which the County Administrator would most benefit from additional development of skills or knowledge?

In what ways does the County Administrator make a unique contribution to the organization because of the person he is?