

Veterinary Medical Board

EXECUTIVE MANAGEMENT APPRAISAL

This form outlines the criteria used for approval or denial of the following actions (select all that apply):

Duty Statement Only Annual Evaluation Pay for Performance Increase

INCUMBENT INFORMATION

<i>Name</i>	Susan M. Geranen	<i>ORG Level</i>	
<i>CEA/Exempt</i>	Exempt	<i>Exempt/CEA Level</i>	
<i>Exempt Title</i>	Executive Officer	<i>Supervisor/Rater Name</i>	
<i>Position Number</i>	635-110-8879-003	<i>Review Period</i>	

Instructions

- I. The Performance Appraisal process system is based on the principle that performance should be evaluated on a regular basis in order to provide recognition of effective performance and to provide guidance in improving future performance.
- II. The Performance Appraisal may also be used for salary issues. For example, when a General Salary Increase is approved by the Governor and the Legislature, or if the Executive Officer is not at the maximum range of salary, the Board may be empowered to grant a pay-for-performance (PFP) salary increase for the Executive Officer. To qualify for such increases, the Executive Officer must meet performance expectations, as determined by the Board. This form can document the Board's recommendation to grant or deny a salary increase.
- III. To indicate the rating of any performance factor, an "x" mark should be placed in the appropriate rating column on each page.
- IV. Comments to the Executive Officer should:
 - X include factual examples of work especially well or poorly done, and
 - X give suggestions to improve performance.
- V. The Overall Comments on the last page may consist of a summary of comments from specific categories, general comments, or comments on other job-related factors which the rater wishes to discuss. Additional pages may be attached.
- VII. The Board will discuss the appraisal with the Executive Officer and provide a copy. In signing the appraisal, the Executive Officer merely acknowledges that s/he has seen the appraisal and has discussed it with the rater. His/her signature does not indicate agreement with the ratings or comments. A rebuttal may be submitted.
- VIII. The original copy of the appraisal will be maintained by the Department of Consumer Affairs, in the Executive Officer's Official Personnel File.

The rating system consists of four categories, as defined below:

***Exceeds Expectations* (1)**

Performance significantly exceeds the Board's expectations due to the efforts and ability of the employee when considering the job in its entirety. Significantly above-standard performance may be exhibited by consistently meeting Board goals; consistently completing assignments in advance of deadlines; implementing plans and/or procedures to increase efficiency or effectiveness of work; and working independently with little direction. Specific instances must be recorded.

***Meets Expectations* (2)**

The Executive Officer adequately performs the duties of the position which demands a professional background and ability to effectively meet the diverse management responsibilities for two licensing programs, as described in the duty statement attached.

***Below Expectations* (3)**

The Executive Officer's performance fails to meet the Board's minimum expectations due to lack of effort and/or ability when considering the job in its entirety. Performance requires improvement in numerous and/or important aspects of the position. Specific suggestions to raise performance to meet expectation must be included.

***Not Applicable* (4)**

Rater is unable to assess the Executive Officer in this area, or the area is not applicable to the employee's job.

Relationship with the Board	1	2	3	4
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1 Maintains respect and trust of Board Members.

Comments:

2 Provides Board with advice during consideration of issues.

Comments:

3 Keeps Board informed of progress of Board programs on a regular basis.

Comments:

4 Remains impartial and treats all Board members in a professional manner.

Comments:

5 Functions as effective liaison between Board and Board staff.

Comments:

6 Provides Board with complete, clear, and accurate reports, minutes, etc.

Comments:

7 Responds promptly to requests for information.

Comments:

8 Is readily available to Board members.

Comments:

9 Responds to constructive suggestion/criticism.

Comments:

Exceeds Expectations | Meets Expectations | Below Expectations | Not Applicable

Execution of Board Policy	1	2	3	4
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1 Understands and complies with the overall policies, laws, and regulations of the Board.

Comments:

2 Implements Board policies with professional and thorough attitude.

Comments:

3 Efforts lead toward successful accomplishment.

Comments:

Exceeds Expectations | Meets Expectations | Below Expectations | Not Applicable

Board Programs	1	2	3	4
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1 Ensures effective and efficient management of enforcement and inspection programs.

Comments:

2 Keeps Board apprised of enforcement program and process developments.

Comments:

3 Maintains security of examination process.

Comments:

4 Monitors validity/defensibility of examination and provides appropriate recommendations for action.

Comments:

5 Monitors and identifies trends in candidate qualifications, pass/fail rates, etc.

Comments:

6 Resolves problems which arise in the exam process.

Comments:

7 Keeps Board apprised of exam program and process developments.

Comments:

8 Keeps Board apprised of licensing program(s) and process developments.

Comments:

9 Monitors contract performance of Board consultants and hospital inspectors.

Comments:

Exceeds Expectations | Meets Expectations | Below Expectations | Not Applicable

Governmental Relations**1****2****3****4**

- 1 **Keeps the Department of Consumer Affairs informed of Board issues, problems, and accomplishments.**
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Comments:

- 2 Maintains a positive working relationship with other State Agencies.
-

Comments:

- 3 Manages Board legislative program and efforts.
-

Comments:

- 4 Represents the Board before the Legislature.
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Comments:

- 5 Manages sunset review process.
-

Comments:

- 6 Acts as a liaison and participates in national organizations, federations or alliances.
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Comments:

- 7 Represents Board with federal agencies.
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Comments:

Exceeds Expectations

Meets Expectations

Below Expectations

Not Applicable

Administrative Functions	1	2	3	4
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1 Plans, organizes and directs Board administrative functions including staffing.

Comments:

2 Provides oversight, direction and management of the Board's annual budget, expenditures and revenues.

Comments:

3 Keeps Board apprised of budget developments.

Comments:

4 Identifies, recommends, and as directed, seeks necessary changes to laws and regulations through proposed legislation and/or the Office of Administrative Law (OAL).

Comments:

5 Ensures compliance and enforcement of departmental, state, and federal policies and procedures.

Comments:

6 Develops and executes sound personnel practices and procedures.

Comments:

7 Provides Board with needed information on the use of staff and EO leave time.

Comments:

Exceeds Expectations

Meets Expectations

Below Expectations

Not Applicable

Public Liaison	1	2	3	4
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1 Represents the Board before the public.

Comments:

2 Directs consumer outreach programs.

Comments:

3 Manages Board's public relations effort.

Comments:

4 Directs liaison with educational institutions.

Comments:

5 Solicits and gives attention to problems and opinions of all groups and individuals.

Comments:

6 Represents the Board to interested parties to provide information regarding the Board's laws, regulations, programs, and policies.

Comments:

Exceeds Expectations | **Meets Expectations** | **Below Expectations** | **Not Applicable**

Personal Qualities**1****2****3****4**

1 Leadership

Comments:

2 Initiative

Comments:

3 Oral Communication

Comments:

4 Written Communication

Comments:

5 Decision Making

Comments: Not afraid to gather information and make reasoned decision; not afraid to modify decisions as necessary.

6 Dependability

Comments:

7 Timeliness

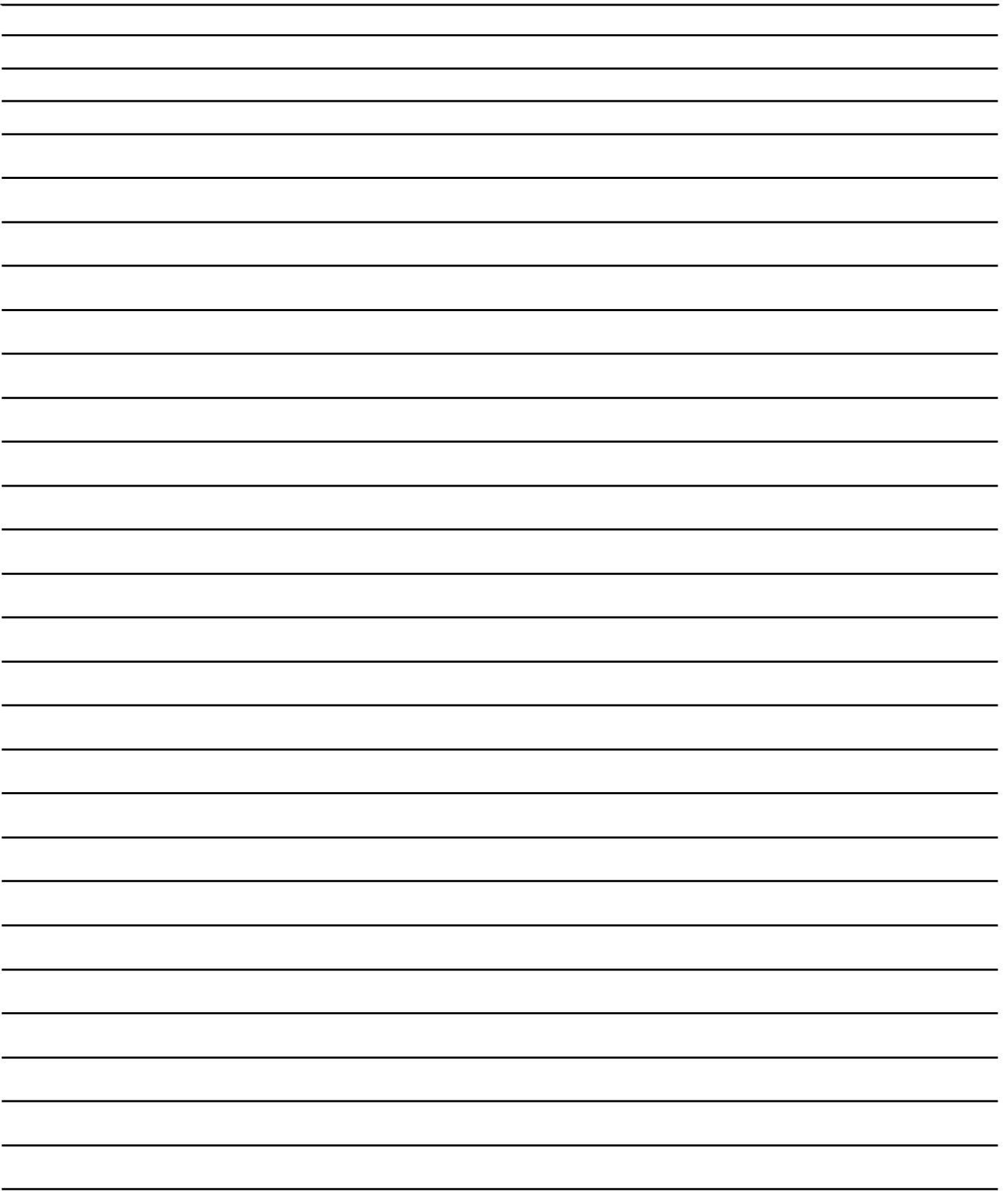
Comments:

8 Professional Growth

Comments:

9 Commitment to training and learning opportunities

*Comments:***Exceeds Expectations****Meets Expectations****Below Expectations****Not Applicable**



I have participated in a discussion of overall job performance.

Signature of Employee _____

Date _____

Signature of Rater _____

Date _____

Title _____

Salary Increase recommendation (if applicable):

No Increase

_____ *% Increase*