

Ethics, Organization, and Personnel Committee

Approve the Department Head 360° Evaluation Process

Item 7-4 May 14, 2024

Subject

Approve the Department Head 360° Evaluation Process

Item #7-4
Department
Head
Evaluation
Process

Purpose

Update Department Head 360° Evaluation Process

Department Head Evaluation Process

Consensus during the 2023/24 process

- Immediate (completed)
 - Eliminating anonymity of Directors' comments
 - Individualized reports detailing comments from each Director
- Future
 - Integration of best practices
 - Implementation of a 360°-degree evaluation
 - Professional to facilitate the process for the Board

Department Head Evaluation Process

Ad Hoc Committee

- Established March 2024 by the Board
 - Provide recommendations for Metropolitan's annual Department Head evaluation process

Department Head Evaluation Process

Ad Hoc Committee

- Reached consensus on proposed updates based on Board discussions during the 2022/23 Department Head evaluation process
 - Proposed 360°-degree evaluation process input from:
 - Department Heads
 - General Manager
 - General Counsel
 - General Auditor
 - Ethics Officer
 - Direct Reports and Peers
 - Employees reporting to Department Heads
 - Department Heads reviewing each other
 - Peers selected by the Department Heads
 - Board of Directors

360° Review and Evaluation Process Internal Reviews of Department Heads Facilitated by Consultant

	May	June	July	August
Send assessment to				
Department Heads and Direct				
Reports				
Interviews of Department				
Heads, Direct Reports, and				
other observers				
Develop draft summary				
report of Peer and Direct				
Report feedback for				
Department Heads				
Develop confidential				
personalized report for each				
Department Head				
Meet with each Department				
Head to provide feedback				
and create individual				
<u>development plans</u>				

360° Review and Evaluation Process Board Member Evaluations of Department Heads

Week of	May	June	July	August
Process update to the EOP & Board				
approval of the process				
Dept Heads present 2023/24				
accomplishments and 2024/25 goals				
to the Home Committees				
Consultant provides 360° Evaluation				
Summary Report to Board Members				
Evaluation Survey links are sent to				
Board Members to complete				
Board completes evaluation surveys				
Review summary report with Ad Hoc				
Committee Chair/Board Chair				
Provide confidential summary report to				
Board members				
Board Meeting to discuss Department				
Head Performance Evaluations and				
Compensation Recommendations				

Next Steps

- Initiate 360° process
- June
 - Discuss salary survey
 - Comparator agencies and process
- July
 - Department Heads report to Home Committees
 - Summary reports and survey sent to Board
- August
 - Discussion of Department Head Performance Evaluations
 - Report on Department Head Salary Survey
 - Discuss and Approve Compensation Recommendations for General Manager, General Counsel, General Auditor and Ethics Officer

Department Head 360° Evaluation Process

Board Options

- Option #1
 Approve the Department Head 360°
 Evaluation Process
- Option #2
 Do not approve the Department Head 360°
 Evaluation process

Department Head 360° Evaluation Process

Ad Hoc Committee Recommendation

Option #1
 Approve the Department Head 360° Evaluation Process

