



## Contract Employee - Administrative/Executive Level Evaluation

<b>NAME</b> Donna Marie Collins	<b>EMPLOYEE ID #</b> 000002680	<b>POSITION #</b> 00862
<b>DEPARTMENT/DIVISION</b> Hearing Examiners Office	<b>POSITION TITLE</b> Hearing Examiner	
<b>RATING PERIOD</b> FROM: 09/03/2023 TO: 09/02/2024	<b>TYPE OF REVIEW</b> Annual	
<b>OVERALL RATING:</b> Exceeds		

Ratings of performance are a definition of how well an employee is performing the requirements of the job. Each requirement should be rated individually as it relates to the specific job task. Use these definitions as guidelines:

<b>Exceeds</b>	Performance consistently exceeds job requirements; demonstrates high levels of productivity, efficiency, and effectiveness that consistently and clearly exceed expectations; basic objectives are surpassed
<b>Meets to Exceeds</b>	Performance consistently meets and usually exceeds job requirements; demonstrates productivity, effectiveness and competency; Basic objectives are at times surpassed
<b>Meets</b>	Performance consistently meets job requirements; demonstrates productivity, effectiveness and competency; Basic objectives are met
<b>Needs Improvement</b>	Performance typically meets job requirements; demonstrates productivity, effectiveness and competency; Basic objectives are at times not met
<b>Does Not Meet</b>	Performance does not consistently meet all job requirements; improvement is necessary to attain expected level of performance

**Note: Performance increases are not automatic**

### Definition of Skill Groups

- A. **ADMINISTRATIVE** – Carry out directives of Board, establish plans, develop systems and processes, manage execution, work efficiency, structure and staff
- B. **COMMUNICATION** – Provide Board with required information, verbal and written communication, foster open communication, listen to others, deliver presentations
- C. **INTERPERSONAL** – Build Relationships, display organizational savvy, value diversity, manager disagreements, foster cooperation
- D. **LEADERSHIP** – Provide direction, lead courageously, influence others, foster teamwork, motivate others, coach and develop others, champion change
- E. **MOTIVATION** – Drive for results, show work commitment
- F. **ORGANIZATIONAL** – Use financial and quantitative data, use of expertise, knowledge of County business
- G. **STRATEGIC** – Protect interests of County, manage budget, commit to quality, focus on needs of the customer, promote organizational teamwork
- H. **SELF-MANAGEMENT** – Act with integrity, accountability and responsibility, demonstrate adaptability, self-development
- I. **THINKING** – Strategic thinking, analysis of issues and projected change, use sound judgment, innovate

**PART I: GOALS/OBJECTIVES**

<b><u>GOAL/OBJECTIVE #1</u></b>	
Provide legal analysis of zoning and land use requests. Prepare recommendations to the Board of County Commissioners on rezoning requests. Recommendations and final decisions must be consistent with County regulations and governing case law.	
	<b>Rating Exceeds</b>

	<b><u>Comments</u></b>
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<b><u>GOAL/OBJECTIVE #2</u></b>	
Provide equitable enforcement of County regulations through the quasi-judicial hearing process.	
	<b>Rating Exceeds</b>

	<b><u>Comments</u></b>
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<b><u>GOAL/OBJECTIVE #3</u></b>	
Notify BOCC, County Attorney's Office and County Administration of land use issues warranting more guidance/direction from the adopted County regulations.	
	<b>Rating Exceeds</b>

	<b><u>Comments</u></b>
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Attach copies of all relevant supporting documentation

**GOAL/OBJECTIVE #4**

Develop and implement policies and procedures for zoning, land use and code enforcement hearings.

**Rating Exceeds**

	<b><u>Comments</u></b>
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**GOAL/OBJECTIVE #5**

Serve as BOCC representative in public forums. Provide public with information on zoning and land use cases.

**Rating Exceeds**

	<b><u>Comments</u></b>
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**GOAL/OBJECTIVES #6**

Manage and supervise the Hearing Examiner's Office. Supervise day-to-day performance of support staff, Deputy Hearing Examiner and Hearing Examiners Pro Tem. Prepare performance evaluations and salary increases for the office. Oversee personnel matters and implementation of the budget.

**Rating Exceeds**

	<b><u>Comments</u></b>
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Attach copies of all relevant supporting documentation

**PART II: SKILLS**

	<u>Does Not Meet</u>	<u>Needs Improvement</u>	<u>Meets</u>	<u>Meets to Exceeds</u>	<u>Exceeds</u>	<u>N/A</u>
<b>Administrative Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Communication Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Interpersonal Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Leadership Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Motivation Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Organizational Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Strategic Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Self-Management Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Thinking Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Overall Rating</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attach copies of all relevant supporting documentation

**PART III: CAREER PLANNING AND DEVELOPMENT**

**A. DESCRIBE SPECIAL AREAS OF STRENGTHS IN TECHNICAL, INTERPERSONAL, OR SUPERVISORY AREAS**

**B. DESCRIBE SPECIFIC DEVELOPMENTAL NEEDS TO ENHANCE PERFORMANCE**

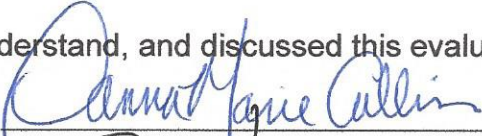
**PART IV: COMMENTS**

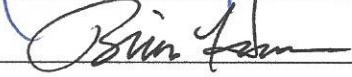
**EVALUATOR COMMENTS**

**CONTRACT EMPLOYEE COMMENTS**

**PART V: SIGNATURES**

I have read, understand, and discussed this evaluation with my evaluator.

Employee Signature  Date 8/19/24

Evaluator Signature  Date 8/19/24

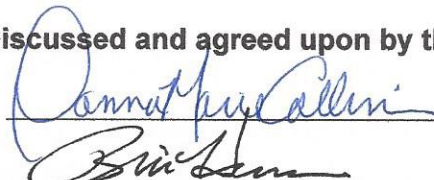
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**PART VI: GOALS/OBJECTIVES FOR UPCOMING EVALUATION PERIOD**

<b>OBJECTIVE/MAJOR JOB FUNCTION</b>
<b>Objective/Major Job Function #1:</b> Provide legal analysis of zoning and land use requests. Prepare recommendations to the Board of County Commissioners on rezoning requests. Recommendations and final decisions must be consistent with County regulations and governing case law.
<b>Objective/Major Job Function #2:</b> Provide equitable enforcement of County regulations through the quasi-judicial hearing process.
<b>Objective/Major Job Function #3:</b> Notify BOCC, County Attorney's Office and County Administration of land use issues warranting more guidance/direction from the adopted County regulations.
<b>Objective/Major Job Function #4:</b> Develop and implement policies and procedures for zoning, land use and code enforcement hearings.
<b>Objective/Major Job Function #5:</b> Serve as BOCC representative in public forums. Provide public with information on zoning and land use cases.
<b>Objective/Major Job Function #6:</b> Manage and supervise the Hearing Examiner's Office. Supervise day-to-day performance of support staff, Deputy Hearing Examiner and Hearing Examiners Pro Tem. Prepare performance evaluations and salary increases for the office. Oversee personnel matters and implementation of the budget.

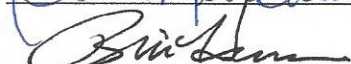
**These goals have been discussed and agreed upon by the undersigned employee and evaluator.**

**Employee Signature**



**Date** 8/19/24

**Evaluator Signature**



**Date** 8/19/24

Attach copies of all relevant supporting documentation