

Revised ~~4/25/05~~12/08/2016

DEPARTMENT HEAD EVALUATION PROCESS

Purpose

The purpose of the Department Head Annual Evaluation is to provide a formal mechanism for Department Heads to review with the Board of Supervisors and the County Executive Officer (CEO) their departmental goals and objectives for the year and to receive a written appraisal of their performance.

The Department Head Annual Evaluation will include input by both the CEO and the Board of Supervisors. Each year, the CEO will schedule each appointed Department Head's review as a Closed Session with the Board of Supervisors. No less than two weeks prior to the review, the CEO will meet with the Department Head to discuss review the performance of duties with the Department Head and establish major department accomplishments and proposed goals and objectives for the following year. The Closed Session will be conducted with both the CEO and the Department Head present. Within 30 days of such review after the Closed Session with the Board of Supervisors, the CEO will schedule a Closed Session with the Board of Supervisors for the purpose of receiving input on the Department Heads goals and objectives complete a written summary of the performance review and present it to the Department Head for review and signature. The Closed Session will be conducted with both the CEO and the Department Head present.

Included Department Heads

Chief Probation Officer (1)

Director of Library Services & Community Outreach

Director of Child Support Services

Director of Planning, Building & Environmental Services

Director of Corrections

Director of Public Works

Director of Health & Human Services

Public Defender

~~Child Support Services Director~~

~~Director of Health & Human Services~~

~~Director of Conservation, Development~~

~~Director of Public Works~~

~~& Planning~~

~~Library Director~~

~~Director of Corrections~~

~~Public Defender~~

~~Director of Environmental Management~~

~~Chief Probation Officer (1)~~

(1) Performance evaluation jointly conducted by the County and the Napa Superior Court

Process

The evaluation will proceed as follows:

1. The Department Head will meet with the CEO to present a [summary of major department accomplishments and a](#) draft of his/her goals and objectives for the following year.
2. ~~Within 30 days, the~~ [The](#) CEO and Department Head will meet in Closed Session with the Board of Supervisors to receive input on the annual goals and objectives.
3. ~~Within 30 days~~ [Following](#) the Closed Session, the CEO and Department Head will meet to finalize the Performance Review completed by the CEO including input from the Board of Supervisors.
4. [Goals and objectives may be amended mid-year with the concurrence of the CEO if significant changes occur in the department, such as a major reorganization or loss of funding.](#)
- 4.5. [The Board, the CEO or the Department Head may request an interim review at any time during the year. The CEO will schedule the review in Closed Session with the Board of Supervisors. Any information discussed during an interim review may be included in the subsequent annual review document.](#)

~~Suggested~~ [Recommended](#) Content for Closed Session

- Departmental Mission Statement
- Organization chart
- Prior year accomplishments and status of performance measures
- Goals and Objectives for the coming year
- Challenges, trends and critical issues