

County of Santa Clara

Office of the County Executive

County Government Center, East Wing
70 West Hedding Street
San Jose, California 95110
(408) 299-5105



MEMORANDUM

TO: Executive Leadership Group

FROM: Jeffrey V. Smith, M.D., J.D., County Executive DS
JS

RE: Executive Leadership Performance Evaluations – Due no later than June 18, 2021

DATE: May 3, 2021

The Administration plans to submit an Executive Leadership Salary Ordinance to the Board on June 8, 2021, with a second reading on June 22, 2021. The specific parameters of the salary ordinance have not yet been finalized, but an announcement about available adjustments will be forthcoming in June.

Performance evaluations will cover the period July 1, 2020 through June 30, 2021, and the forms will be due to the Employee Services Agency no later than June 18, 2021. Retroactive adjustments within the salary range will not be implemented, and any recommended increases associated with evaluations received after June 18 will take effect during the pay period that the evaluation is received.

The Executive Leadership Ordinance requires that a Performance Evaluation form be submitted for each executive leadership position in your Agency/Department, with a focus on the portion of the evaluation titled “Performance Objectives.” Elected Officials and Board Appointees need only submit evaluations/ratings for their subordinate executive leaders. No salary adjustment will be approved without a completed Performance Evaluation form.

Employee Services Agency, in partnership with the Office of the County Executive, has revised the performance review process for executives. Performance reviews can be conducted remotely using technology such as MS Teams or Zoom. The attached performance evaluation uses a similar format as in calendar year 2020, which was well-received and works well for the current environment.

Please complete the following sections of the Executive Leadership Performance Evaluation Form:

Part I. Employee Self-Assessment Based on Performance to Objectives

This section is for the employee to prepare a narrative assessment of their performance based on objectives for the year that were mutually agreed upon by employee and supervisor; also, any unplanned accomplishments.

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Do not forget to take this time to consider your own progress, as well as that of your subordinates, and acknowledge needed areas of improvement in your professional development and that of your subordinates.

As in prior years, your narrative assessment must not exceed three pages.

Part II. Now and Looking Forward

Performance Evaluation Goals and Expectations

Please consider the following questions in completing your evaluation.

- A. As the County begins to reduce the emergency response to COVID-19 over time, what do you plan to do to demonstrate organizational performance in FY 2022?
- B. What is the biggest challenge confronting your department or part of the organization for which you are responsible and why?

Please read all materials thoroughly. This memo and the attached evaluation form explain the entire process in detail. The Executive Leadership Performance Evaluation packet must be completed and finalized through DocuSign with copies forwarded to John P. Mills, Director, Employee Services Agency and Patricia Carrillo, Director, Executive Services at your earliest opportunity, but **no later than June 18, 2021**. Part II will be separated by ESA and forwarded to Leslie Crowell.

For your convenience, the Performance Evaluation form will also be available on the County Intranet at <https://www.sccgov.org/sites/esa/executive/Pages/em.aspx> **after May 3, 2021**.

Attached for your convenience is the Performance Evaluation form in Word format. If there are remaining questions, please email John Mills, Patty Carrillo, or Leslie Crowell at john.mills@esa.sccgov.org, patricia.carrillo@esa.sccgov.org, or leslie.crowell@ceo.sccgov.org .

As always, thank you for all the efforts you put forward on behalf of the County and its residents. Without you, none of what we do is possible.

C: Miguel Márquez, Chief Operating Officer
John P. Mills, Director, Employee Services Agency
Leslie Crowell, Deputy County Executive
Patty Carrillo, Director, Executive Services

Attachment