

	of Environmental Health should be reviewed for consistency and accuracy across the units.	
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The following governing boards are required to respond within 90 days pursuant to Penal Code sections §933 and §933.05:

Board of Supervisors: F1, F2, F3, F4, F5, F6, R1, R2, R3, R4, R5, R6,

The following appointed officials are invited to respond within 60 days:

Building Interim Director: F1, F4, F5, F6, R2, R5, R6

Chief Administrative Officer: F4, F6, R1, R5

HHSa, Interim Director: F2, F5, F6, R3, R6

Planning Director: F1, F3, F5, F6, R1, R4, R6

Per Penal Code §933.05(a)(1) and (2), responses must include acceptance, refutation, and/or clarification of the findings, and a commitment to implementing the recommendations, as appropriate, per Penal Code §933.5(b)(1)(2)(3) and (4).

Reports issued by the Grand Jury do not identify individuals interviewed. Penal Code section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Grand Jury.

Evaluation of Department Directors

Individual performance reviews are a crucial part of supervision. They serve as an opportunity to summarize ongoing performance and develop conversations for work. Additionally, they can provide a record of measurable performance objectives used for comparative review in the future. They are an opportunity to ensure that directors are aware of county goals and that supervisors are aware of current work within individual departments.

Mariposa County is divided among eighteen (18) departments. Each department is led by a designated director. Reviews for department directors in Mariposa County are scheduled annually and occur in May or June of each fiscal year. These reviews are the only opportunity that the Board of Supervisors have to hear from directors, provide supervisorial feedback or ask questions of directors.

While the work of some departments (Building, DPW, Planning) puts those department directors in front of the Board regularly (to address agenda items), there is no requirement for directors to attend meetings or address the Board outside of their annual review. It is possible that a full year may take place without report from a director to the Board of Supervisors. Reviews are closed session with only the supervisors, the department director and the Clerk of the Board attending (the Clerk of the Board is required by law to be present at all Supervisor meetings).

Performance reviews should include:

- balanced feedback that acknowledges strengths and accomplishments while also identifying areas for improvement
- communication of objectives and goals for the County and how the department fits within
- progress reports for all completed and ongoing department activities
- measurable rating systems that differentiate between high and low performance.
- departmental needs review that provide a clear opportunity for supervisors to learn of shortfalls the departments may be experiencing

Consistent, measured performance evaluation of each department director should be a goal and desired outcome for the Board of Supervisors.

FINDINGS		RESPONSES
F1	The Board of Supervisors does not have clear written procedure for consistent, measured performance evaluation of department directors.	
RECOMMENDATIONS		RESPONSES
R1	The Board of Supervisors should create clear written procedures for the evaluation of department directors within the next 12 months.	

The following governing boards are required to respond within 90 days pursuant to Penal Code sections §933 and §933.05:

Board of Supervisors: F1, R1

The following appointed officials are invited to respond within 60 days:

Assistant CAO/Human Resources: F1, R1

Per Penal Code §933.05(a)(1) and (2), responses must include acceptance, refutation, and/or clarification of the findings, and a commitment to implementing the recommendations, as appropriate, per Penal Code §933.5(b)(1)(2)(3) and (4).

Reports issued by the Grand Jury do not identify individuals interviewed. Penal Code section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Grand Jury.