

**STATE OF SOUTH CAROLINA  
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM**

This form can be  
completed on the  
computer in your  
DJJ user area

Name \_\_\_\_\_ Personnel No.: \_\_\_\_\_

Agency South Carolina Department of Juvenile Justice

Department \_\_\_\_\_

Position Classification \_\_\_\_\_

Date Assigned to Current Position \_\_\_\_\_

Performance Review From \_\_\_\_\_ To \_\_\_\_\_

**PLANNING STAGE ACKNOWLEDGMENT**

Rating Officer \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Employee \_\_\_\_\_ Date \_\_\_\_\_

*(SIGNATURE OF EMPLOYEE INDICATES THE PLANNING STAGE AND POSITION DESCRIPTION WERE REVIEWED WITH THE EMPLOYEE.)*

**EVALUATION STAGE ACKNOWLEDGMENT**

Rating Officer \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Reviewing Officer Comments \_\_\_\_\_

Employee \_\_\_\_\_ Date \_\_\_\_\_

*(MY SIGNATURE INDICATES THAT I WAS GIVEN THE OPPORTUNITY TO DISCUSS THE OFFICIAL PERFORMANCE REVIEW WITH MY SUPERVISOR - NOT THAT I NECESSARILY AGREE.)*

Employee Comments \_\_\_\_\_

The South Carolina Department of Juvenile Justice is an equal opportunity employer. DJJ does not discriminate in hiring, promotions, discharge, pay, fringe benefits, job training, classification, referral or in any other aspects of employment, on the basis of race, color, religion, sex, disability or national origin. Any acts you feel is in violation please contact the Office of Human Resources 4650 Broad River Road, Willow Lane Campus Columbia, SC 29212 (803) 896-4733. The South Carolina Department of Juvenile Justice's School District also does not discriminate in any programs or activities on the basis of race, color, national origin, sex, disability or age. The following offices have been designated to handle inquiries regarding the school district's nondiscrimination policies: Title IX - Inspector General's Office - 3208 Broad River Road, Columbia, SC 29210-5427 - Ph: 803-896-9595; 504 Special Education Office, 1830 Shivers Road, Columbia, SC 29210-5416 - Ph: 803-896-8484.

## INSTRUCTIONS

### THE PLANNING STAGE

**JOB DUTIES** - The supervisor, utilizing suggestions from the employee, shall select job duties from the employee's most recent position description and develop criteria for each duty. All supervisory employees are required to be reviewed **"completes each rated employee's performance appraisal in a timely manner."**

**OBJECTIVES** - This section allows the supervisor to include any additional special projects or program assignments that are not on the position description but that are assigned to the employee during the rating period. **Objectives are optional**, but if used, criteria are required for each objective.

**PERFORMANCE CHARACTERISTICS** - Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the supervisor and the employee from a list developed by the Division of Human Resource Management. **All management and supervisory employees are required to be reviewed on "promoting equal opportunity."** (Performance characteristics will not be rated with the three levels of performance. They should be rated as "pass" or "fail.")

The supervisor should meet with the employee to discuss the position description and how it relates to the job duties and objectives for the upcoming year. After this discussion, the supervisor shall complete the planning stage of the document. Prior to discussion of the completed planning stage with the employee, the supervisor will meet with the employee to review the final plan for the year and obtain the employee's signature. The completed planning document will be placed in the employee's personnel file to be used as the evaluation document at the end of the review period.

### THE EVALUATION STAGE

The supervisor will complete the evaluation document based on the employee's performance for the entire year. Using the three levels of performance outlined below, job duties and objectives shall be rated on how well the employee has met with criteria as outlined in the planning stage. Performance characteristics will be rated as "pass" or "fail" based on the definitions, which were communicated to the employee in the planning stage. The characteristics shall be used as a communication tool and shall not be weighed in the determination of the overall performance rating.

Once the supervisor has completed the evaluation document, it will be presented to the reviewing officer for signature. The supervisor will then schedule a meeting with the employee to discuss his/her performance and to obtain the employee's signature on the evaluation document. The evaluation must be completed prior to the review date to be timely.

### THREE LEVELS OF PERFORMANCE

(To rate job duties, objectives and overall performance)

**EXCEPTIONAL** - Work that is above the criteria for the job function throughout the rating period.

**SUCCESSFUL** - Work that meets the criteria of the job function throughout the rating period.

**UNSUCCESSFUL** - Work that fails to meet the criteria of the job function throughout the rating period.

## JOB DUTIES

Performance  
Level

- 30 % 1. **Job Duty:** Monitors juveniles in the institution, home, school and community through individual, family, school and agency contacts in accordance with DJJ policies and procedures to ensure the juvenile's compliance with conditional release, court orders and DJJ staff instructions, and to direct clients and families toward positive outcomes. Input all required information into appropriate systems to include JJMS and databases.

**Criteria:** Carries a case load of juveniles, incarcerated or on parole/probation/ intake status as required and is thoroughly familiar with the file of each juvenile case and social situation. Has regular contact in accordance with DJJ policy and procedure for level of supervision (standard, moderate, intensive) or on an as needed basis, to ensure that the juvenile and family needs are met and that the juveniles are in compliance with their conditional release, court orders and any instructions from DJJ staff. Visits the juvenile on a quarterly basis in the home and school and has at least one face to face contact with juveniles on probation/parole on a monthly basis in accordance with DJJ policy and procedure. Follows Intensive Supervision model for those clients under intensive or moderate supervision. Addresses issues as they arise and implements solutions and interventions in a timely fashion to include appropriate level of supervision and uses graduated sanctions, rewards and other methodologies to ensure juvenile is compliant with requirements of probation/parole. Violations of probation/parole will be appropriately staffed and dealt with in a timely manner and in accordance with the DJJ policies and procedures. Actively seeks alternatives to detention (STAPs) for juveniles being charged by law enforcement and in making recommendations to the Parole Board and/or court. Monitors ECC database for accuracy of completion dates and accurately inputs information into databases for Medicaid billing.

- 25 % 2. **Job Duty:** Prepares comprehensive casework and administrative records, reports, documents, and maintains complete and accurate client records.

**Criteria:** Maintains accurate and timely case management records on all cases according to established DJJ policies and procedures to include but not limited to required updates on the CAE and CMP. Activity Notes shall accurately describe services provided and detail the actions of the case manager and the juvenile and will be completed within the specified time frame. Reviews of files with a supervisor are to be completed in a timely manner (quarterly or at PRT if applicable) and properly documented in the case file. JJMS updates are to be maintained and updated in a timely manner. Ensures all community service and restitution is completed, documented in the file and into JJMS obligations. Other reports required by the supervisor will be completed by the suspense dates and in a manner directed. The 6 sided folders will be maintained in accordance with DJJ and Spartanburg County Office policies and procedures.

## JOB DUTIES

Performance  
Level

- 10 % 3. **Job Duty:** Provides intake services for the Spartanburg County Office to all new referrals as well as existing cases to include active probation cases. —

**Criteria:** Conducts intake services for juveniles in accordance with DJJ and Spartanburg County policy and procedure. Completes and/or reviews all required intake forms and inputs data on JJMS and other systems as required in a timely and efficient manner and in compliance with policy time frames. Processes intake referrals, schedules intake appointments as needed and meets with juvenile and parents to discuss the case(s) as needed. Handles all aspects of detentions in accordance with DJJ policy and procedure and provides appropriate alternatives to detention in responding to law enforcement. Accurately completes the detention screening form and process in accordance with policy. Assists in the preparation of the court docket, presents in court, coordinates activities with the Clerk's Office, schedules detention and other proceedings with Solicitor's Office and coordinates secure juvenile transports and guardian court notifications. Prepares for, coordinates and actively participates in weekly interagency and other staffing. Conducts pre-adjudicatory and pre-release investigations and furnishes the court with social and background information for judicial proceedings concerning a juvenile's home, school and community status during intake.

- 10 % 4. **Job Duty:** Uses assessment tools and interview techniques to obtain crucial information regarding juvenile and family needs. Develops juvenile's case management plan (CMP) in accordance with DJJ policy and procedure and Medicaid standards. Conducts pre-release investigations of institutionalized juvenile's home, school, and community status to determine suitability of juvenile's return and help in formulating aftercare plans to include return from a detention facility or evaluation center. —

**Criteria:** Completes GAINS assessment if applicable and makes recommendations accordingly. Accurately assess file information and implements case management plans in accordance with DJJ policy and procedures. Juvenile and family strengths and weaknesses should be correctly identified using file information and direct observation to develop goals for juvenile. Maintains contact with the parent/guardian and juvenile in accordance with DJJ policy and procedure and ISO model. Completes initial and quarterly board reports, according to policy if applicable. Creates new case management plan and/or updates the existing plan to ensure it is current and meeting the needs of the juvenile and the requirements of the court order and DJJ policy and procedure.

- 15 % 5. **Job Duty:** Serve as a liaison with the community to include alternative and other schools, child serving agencies and volunteer programs. Makes referrals and acquires placement in local and statewide —

## JOB DUTIES

### Performance Level

placement facilities for short term emergencies and or long term care. Assists with courtesy contact program and actively supports community service efforts. Promotes and assists with DJJ programs in the community and utilizes resources for the benefit of the juvenile and family. Represents DJJ to the community, local youth and family serving agencies and is professional at all times and in all forums.

**Criteria:** Establishes and maintains working relationships with and acts as a liaison to local schools, child serving agencies, volunteer programs and all alternative placements. Participates in care planning while in residential care or while at BRRC. Visits juvenile's in placement and/or institutions quarterly and staffs cases with facility personnel, maintains documentation of progress in juvenile file. Actively utilizes community service worksites, agency and community resources, monitors juveniles performance and inputs activity into JJMS/Activity Notes.

10 % 6. **Job Duty:** Conducts pre-adjudicatory and pre-release investigations and furnishes the courts, solicitor and defense attorney with social and background information concerning the juvenile's home, school and community status during the judicial proceedings. —

**Criteria:** Will complete court recommendation form(s) and provide to the courts, solicitor and defense attorney for court proceedings. Will include all known relevant information with regard to school, home and community behaviors and reports such as school records or records from other child service agencies. Will provide other records and needed/required.

## ACTUAL PERFORMANCE

## OBJECTIVES

(Optional)

## PERFORMANCE LEVEL

1. **Objective:** \_\_\_\_\_

**Criteria**

2. **Objective:** \_\_\_\_\_

**Criteria**

### ACTUAL PERFORMANCE

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### PERFORMANCE CHARACTERISTICS

**PASS/FAIL**

1. **Characteristic:** Self Management

**Definition:** Works with minimal supervision, manages own time effectively, maintains control over all current projects/responsibilities. Follows up on all relevant issues.

2. **Characteristic:** Responsibility

**Definition:** Asks for work after completing assignments and does not make excuses but address problems squarely. Offers action plans to resolve problems and suppresses self forgiving tendencies regarding so called uncontrollable elements.

3. **Characteristic:** Initiative

**Definition:** Starts assignments without prompting and independently contributes ideas and projects. Sees and acts upon new opportunities. Thinks and acts independently and promptly address problems.

4. **Characteristic:** Dependability/Reliability

**Definition:** Employee can be relied upon to meet work schedules and fulfill job responsibilities and commitments. Meets deadlines and follows instructions.

**5. Characteristic:** Teamwork

**Definition:** Degree to which one works effectively and cooperatively with others and other departments in achieving organizational goals. Degree of responsiveness to organizational needs.

**6. Characteristic:** Adaptability

**Definition:** Employee can adapt to job or organizational changes. Readily accepts new responsibilities and assignments.

**7. Characteristic:** Communication ability

**Definition:** Ability of employee to present accurate information to other employees, peers, and superiors. Actively seeks to impart knowledge to others or address issues.

**SUMMARY AND IMPROVEMENT PLAN**

*Identify the employee's major accomplishments, areas needing improvement, and steps to improve present and future performance.*

**APPRAISAL RESULTS**

\_\_\_\_\_ Exceptional

\_\_\_\_\_ Successful

\_\_\_\_\_ Unsuccessful