

INSTRUCTIONS

THE PLANNING STAGE

Job Functions - The supervisor, utilizing suggestions from the employee, shall select job duties from the employee's most recent position description and develop success criteria for each duty.

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, success 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 Office of Human Resources. All management and supervisory employees are required to be reviewed on "promoting equal opportunity." The supervisor should meet with the employee to discuss the position description and how it relates to the job functions and objectives for the upcoming year. After this discussion, the supervisor shall complete the planning stage of the document. Prior to discussing the completed planning stage with the employee, the supervisor will present the final document to the reviewing officer for signature. The supervisor will then meet with the employee to review the final plans for the year and obtain the employee's signature. The completed planning document should be maintained by the agency 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 functions and objectives shall be rated on how well the employee has met the success criteria as outlined in the planning stage. Performance characteristics will be rated "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 weighted 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 functions, objectives and overall performance)

Exceptional Performance: Work that is above the success criteria for the job throughout the rating period.

Successful Performance: Work that meets the success criteria for the job.

Unsuccessful Performance: Work that fails to meet the success criteria of the job.

(Performance characteristics will not be rated with the three levels of performance. They should be rated as "pass" or "fail")

JOB DUTIES

Performance
Level

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1. **Job Duty:** Coordinates and performs activities related to fiscal management, administrative and support functions.

Success Criteria:

Under limited supervision, ensure that the monthly revenue collections from the State Treasurer's Office are entered in for each Division within the agency for distribution of payments, approves documents being processed in SCEIS to ensure they are paid from the correct codes. Reviews SCEIS information for the weekly expenditure report for the Executive Director and serve as backup for the Assistant Director on personnel, payroll issues and the time and leave report for employees required to enter their daily work times.

2. **Job Duty:** Interprets accounting system policies, procedures and forms.

Success Criteria:

Under normal supervision and approval, prepares and maintains annual GAAP and SFFA reports to ensure timely submission by SCCID to the State Comptroller's Office. Works with the State Auditor's Office staff during their annual fiscal year audits of SCCID, to ensure SCCID compliance with all state financial regulations.

3. **Job Duty:** Prepares and maintains accounting and fiscal records; monitors agency for budgetary and fiscal compliance.

Success Criteria:

Under limited supervision and approval, maintains spreadsheet information on all revenue collections by county, makes daily deposits of revenue collected by SCCID from county clerk of courts offices and maintains annual revenue comparison spreadsheet for SCCID. Calculates Public Defenders checks from revenue collections in SCEIS for quarterly distribution.

4. **Job Duty:** Consults with agency Comptroller and other management regarding availability of funds and preparation of funding requests.
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Success Criteria:

Under limited supervision and approval, monitors SCCID budget and cash balances, processes entries as needed for transfers of cash and or budget to cover expenditures, assists agency comptroller in accessing financial information from SCEIS in response to requests for agency financial status from legislature or other agencies.

5. **Job Duty:** Confers with external agencies regarding agency financial and administrative records.

Success Criteria:

Under limited supervision and approval, works with State Treasurer and Comptroller's Offices with payroll and payment issues, maintains federal grant records for payments, reimbursements and or expenditures, as well as working with SCEIS teams on new financial reports and training on time and attendance issues.

6. **Job Duty:** Coordinates with staff in implementing procedural changes.

Success Criteria:

Under normal supervision and approval, maintains and disseminates a listing of correct expenditure codes to use for processing vouchers, as well as monitors any changes in the data system and SCEIS for payment accuracy in the processing of vouchers.

7. **Job Duty:** Plans, implements and coordinates special projects or programs.

Success Criteria:

Under limited supervision works with other OID staff to ensure the Data System matches the SCEIS system to ensure accurate payment of 608 contract vouchers and researches any discrepancies.

OBJECTIVES
(Optional)

Performance
Level

1. Objective:

Success Criteria:

2. Objective:

Success Criteria:

PERFORMANCE CHARACTERISTICS NON-MANAGEMENT

FUNCTIONAL, INTERPERSONAL, & PERSONAL QUALITIES **Pass or Fail**

1. _____ **Quantity of Work:** The extent to which the employee produces an acceptable amount of work in order to meet schedules and deadlines.
2. _____ **Quality/Accuracy of Work:** The extent to which the employee neatly, thoroughly, and accurately completes job assignments according to established Office standards of quality. Continuously improves quality of work. Mistakes or errors are minimal and requires few corrections.
3. _____ **Time Management:** Employee is prompt in reporting for work and effectively and efficiently uses his/her time to accomplish his/her job tasks. Uses leave in a manner that minimizes disruption to the Office.
4. _____ **Responsibility:** Asks for work after completing assignments and does not make excuses but addresses problems squarely. Offers action plans to resolve problems and suppresses self-forgiving tendencies regarding so-called uncontrollable elements.
5. _____ **Judgment/Common Sense:** Able to reason, compare, understand, and think rationally on the job. Makes quality work-related decisions based on sound conclusions/data. Employee able to separate facts from opinions.
6. _____ **Initiative:** The extent to which an employee can be depended upon to work ahead based upon their own judgment, without waiting to be told, to meet work schedules and fulfill job responsibilities and commitments. Employee able to manage time wisely.
7. _____ **Dependability/Reliability:** Employee can be relied upon to meet work schedules and fulfill job responsibilities and commitments. Meets deadlines and follows instructions.
8. _____ **Teamwork:** The extent to which the employee establishes positive attitudes and relationships with co-workers and others; for example: being a good team worker, adjusting to changes in procedures or organization, having respect and confidence of co-workers, being tactful and courteous, discretion in contact with public, and court officials and clients.
9. _____ **Organizational Adaptability:** Employee can adapt to job or organizational changes. Readily accepts new responsibilities and assignments.

10. _____ **Loyalty:** Contributes to overall morale and character of the office. Works to promote the betterment of the office by showing initiative, seeking solutions, and working hard to achieve overall goals.
11. _____ **Positive Attitude:** Approaches tasks with positive outlook and works cooperatively with others. Creates an amicable work environment and motivates colleagues.

FOR ATTORNEYS ONLY

10. _____ **Effective Representation in Legal Proceedings:**
The extent to which the attorney effectively represents the client on appeal and during remand hearings.
11. _____ **Research:** The extent to which the employee completes timely accurate, thorough, precise and usable research.

ACTUAL PERFORMANCE

SUMMARY AND IMPROVEMENT PLAN

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

APPRAISAL RESULTS

_____ **Exceptional Performance**

(Written documentation of rating required)

_____ **Successful Performance**

_____ **Unsuccessful Performance**

(Written documentation of rating required)

***DOCUMENTATION OF RATING REQUIRED FOR EXCEPTIONAL AND
UNSUCCESSFUL PERFORMANCE**