



Personnel Committee Meeting Agenda

East Multnomah Soil and Water Conservation District

(April 15, 2024)

Monday, April 22, 2024, 5:00 – 6:00 PM

To be held at the EMSWCD Office at 5211 N Williams Ave, Portland, OR 97217 or join virtually

<https://meet.goto.com/EastMultSWCD/personnelcommitteemeeting>

Toll Free: [1 877 309 2073](tel:18773092073) US: [+1 \(571\) 317-3129](tel:+15713173129) Access Code: 458-561-837

AGENDA

Item #	Time	Board Meeting Agenda Item	Purpose	Presenter	Packet
1	5:00 5 min	Welcome and meeting called to order: <ul style="list-style-type: none">• Introductions• Review/revise agenda• Review and Approve December 2023 meeting Minutes	Information/ Decision	Masterson	a) 12/13/2023 Meeting Minutes
2	5:05 5 Mins	EMSWCD New Employees Update	Information	Beamer	a) Weed Technician Job Description b) Communications Assistant Job Description
3	5:10 30 mins	Starting Vacation Benefit for New Employees	Discussion/ Decision	Beamer	a) Starting Vacation Policy Memo
4	5:40 15 mins	Executive Director 6-month Review	Discussion/ Decision	Beamer	a) ED 6-month Evaluation Memo b) Performance Evaluation Template
CLOSING ITEMS					
5	5:55 5 min	<ul style="list-style-type: none">• Announcements and reminders• Action items• Adjourn meeting	Information	Masterson	N/A



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EMSWCD Board Members, Committees and Meeting Dates

EMSWCD Board			EMSWCD Committees			
Members	Positions	Officers	Budget	Land Legacy	Personnel	
Joe Rossi	Director - Zone 1		X	X		
Laura Masterson	Director - Zone 2	Secretary	X	X	X	
Mike Guebert	Director - Zone 3	Vice Chair	X	X	X	
Jim Carlson	Director - At-Large 1	Treasurer	X	X	X	
Jasmine Zimmer-Stucky	Director - At-Large 2	Chair	X	X	X	
Upcoming Schedule						
FY23-24	2023	July	5		31	17
		August	16			
		September	6		25	
		October	2			x
		November	6		x	
		December	4		13	13
	2024	January	3		22	x
		February	5			
		March	4	4	25	
		April	1	1		22
		May	6	6	29	
		June	3			

EMSWCD prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisals, because all or part of an individual’s income is derived from any public assistance program or based on any other group or affiliation. EMSWCD will not condone or tolerate prejudicial remarks, actions, slurs, or jokes expressed and directed at or to any person. Any employee who behaves in such a manner while conducting EMSWCD’s business will be subject to disciplinary action including possible termination. EMSWCD is an equal opportunity provider and employer.

Meeting attendees requiring Americans with Disabilities Act accommodations should call (503) 222-7645 x 100 as soon as possible. To better serve you, five (5) business days prior to the event is preferred.



12/13/2023

East Multnomah Soil and Water Conservation District
EMSWCD PERSONNEL COMMITTEE MEETING FINAL MINUTES

Wednesday, December 13, 2023

6:52 pm- Call to Order

Masterson called to order the EMSWCD Personnel Committee meeting at 6:52 pm on Wednesday, December 13, 2023, at TaborSpace in Portland, OR

6:53 pm- Introductions, Review/revise agenda, Review previous action items.

Attendees conducted introductions for the record.

Board members: Laura Masterson (Zone 2 Director, Committee Chair), Mike Guebert (Zone 3 Director), Jasmine Zimmer-Stucky (At-Large 2 Director), Jim Carlson (At-Large 1 Director, Treasurer)

Staff present: Nancy Hamilton (Executive Director), Julie DiLeone (Rural Lands Program Supervisor), Dan Mitten (Chief of Finance & Operations), Heather Nelson Kent (Communications Outreach & Education Program Supervisor), Asianna Fernandez (Executive Assistant)

Guests: N/A

6:53 pm- Agenda Changes:

- Shorten time for Item 2.
- Item 3 does not require a motion.

Action Item: Fernandez to add an Agenda Item about standardizing how we're offering vacation time to salary employees to the next Personnel Committee Meeting.

Previous Action Items:

- **Critchfield** to send Zimmer-Stucky and Masterson a breakdown of the pricing structures for each organization. -Done.
- **Kent and Hamilton** to look through the CO&E Senior Outreach and Engagement Coordinators' Job Descriptions for grammar and other general clean-up. -Done.
- **Critchfield** to ask Motus who their point person would be. -Done.

6:54 pm- Approval of minutes

MOTION: Zimmer-Stucky moved to approve the June 6, 2023, Personnel Committee meeting minutes. Carlson 2nd. Motion passed unanimously (4-0).

6:54 pm- New Executive Director Hiring Process Updates

Zimmer-Stucky announced that Kelley Beamer will be starting as EMSWCD's new Executive Director on February 1, 2024. Hamilton will stay on staff through February 2024 as 0.5 FTE.

Action Item: Masterson and Zimmer-Stucky to discuss with Beamer about attending the January Board Meeting.

6:55 pm- CO&E Senior Outreach & Engagement Coordinators Salary Adjustments Review

Hamilton These two positions have already been approved by the Board, but Compensation Connections said their job descriptions didn't earn them what they were earning from their former positions, which is a classic issue with marketing and outreach. Something the District agreed on when creating the CO&E team is that we value outreach more than the marketplace. And we made the decision not to allow any staff member's salary to go lower than what they were already earning when Compensation Connections gave us the org-wide salary adjustments recommendations. We're recommending that they stick to what their

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salaries already are, even though they're higher than the market rate.

Guebert At some agencies, staff would be red lined until they reach a salary equal to the market. Are we doing that, or are they still eligible for raises?

Hamilton No, we'll continue to move them up as usual, through the grade levels.

Mitten One of them is at their max, so she'll only receive increases of Cost of Living, but the other still has room to move in her grade level.

Masterson If we hire new people on that team, and continue to use Compensation Connection's original recommendation, what if they come in lower than the rest of the team?

Hamilton We can decide this depending on their experience level. When we did the analysis across the District, we found that when you change someone's job within EMSWCD, the work they've done historically doesn't always comport with the work they're doing now, so their marketing work that they've done here before can also impact where they would land in their grade level.

Kent These new Job Descriptions don't fully take into account their conservation or District-specific work. And we wouldn't write the Job Descriptions any different in the future.

Hamilton Their tenure is what is considered.

Zimmer-Stucky is in support of this, but for the new addition to the team, would they follow the last track, or the current Compensation Connection track? We should have a long-term goal of working towards standardization across the District.

Hamilton When we hire the person for that role, we'll have their resume to send to Compensation Connections, and they'll tell us what they should earn based on the market and their experience.

Masterson We want it to be an exception instead of a rule to not follow Compensation Connection's recommendations.

DiLeone We as an organization have agreed to value outreach more than the market, which is the only time we're not following their recommendations.

Zimmer-Stucky Is the Board going to make a policy to value communications x amount more in perpetuity? Because Compensation Connections is going to continually come back with a lower number.

Hamilton It wasn't a policy decision, but the Board agreed to the org-wide analysis.

Zimmer-Stucky believes the Board made the decision for the current staff.

DiLeone The Board approved the salary scale, which we'll use as we hire new people. A lot of Districts have this issue of going with the market rate, but she believes outreach staff are undervalued because they're not doing technical work.

Masterson If we already made that decision, she's happy to stick with it. She believes she and Zimmer-Stucky are worried about this arbitrary nest that was within the recommendation from Compensation Connections. If the range is randomly moving up, she would be concerned, but if there's consistency and logic, then she's okay with it.

Mitten Compensation Connections gives us the grade level, but once a person and their resume is applied to the grade level, they give us a recommendation of what that person would likely get paid within the market place, within that grade level. Then you can either approve that recommendation, or increase it based on factors within their resume, but it'll never be less than the recommendation.

Action Item: L-Team to review previous minutes to find clarification around Compensation Connections' decisions regarding CO&E, to bring back to a future PC Meeting.

7:10 pm- CO&E 0.5 FTE Communications Assistant Job Description Review

Hamilton We knew we'd be creating this position in FY 22-23, so we put money in the budget (for the whole year) for it, which the Board approved.

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Masterson But they won't be starting until around January.

Zimmer-Stucky Seeing a lot about Social Media in the job description, how is this affecting other staff with similar jobs?

Kent We have a distributed system for our social media, meaning multiple people who have the credentials and access to post on our social media sites, but what we don't have is a consistent editorial strategy for that, so we have been planning for a strategic social media presence, which the communication plan suggests as well. So, this person's job won't result in a lot of social media work, meaning the other staff's work won't change much, but it's still being figured out. They'd be working with the team in helping create and employing the strategy. This is someone who is early in their career.

Hamilton As we'll present the communications plan soon, you'll see an editorial calendar and there will be placeholders for when we want to see certain posts and outreach happening. This position will be responsible for getting the content out the door, but not deciding on what kind of content goes out.

Masterson Does this free up capacity for everyone, or some?

Hamilton We're not doing some of the things yet that this person will do. We're adding capacity that's been waiting for this person. It took time for Kent and the CO&E team to figure out what they need from an additional staff person.

Kent Minimum qualifications is where you'll see the level of requirements of the job, which is parallel to the Urban Lands Education & Outreach Coordinator position, with the same qualifications. So, it would be someone who has a few years of experience in marketing.

Hamilton We also consider school and lived experience.

MOTION: Guebert moved to recommend the full Board to approve the job description of the Communications Outreach & Engagement Assistant. Zimmer-Stucky 2nd. Motion passed unanimously (4-0).

7:14 pm- Headwaters Farm Operations Coordinator Job Description Review

DiLeone Right now, the Farm Operations Assistant is Pfiel's job description, and as he's taking on more responsibility, and with his capacity, knowledge, skills, and abilities to take on more, this would be a promotion for him to Farm Operations Coordinator. He's doing work more independently, which is needed, especially with Steele being part-time on family leave. This also includes his potential to do more.

Hamilton He also does a lot of farmer negotiations on site, and he used to do that at the direction of Steele (HWF Program Manager), but now he does it mostly on his own. He should be compensated for this and to be able to do more work that he has expressed interest in.

Guebert This feels like when Steele comes back as full time, this will give him the flexibility to do other projects as well. **Hamilton** agreed.

Masterson We've also talked about some extra work to be done around the farm, which this could create space for one of them to do.

Hamilton We're not sure Pfiel will do all that, we might contract for some of that if we need extra help, but he could help coordinate all of that work.

MOTION: Guebert moved to recommend to the full Board to approve the Headwaters Farm Operations Coordinator Job Description. Carlson 2nd. Motion passed unanimously (4-0).

7:20 pm Closing Items

Action Item: Fernandez to reschedule January PC Meeting to February 21st at 5pm.

Action Items:

- **Fernandez** to add an Agenda Item about standardizing how we're offering vacation time to salary employees to the next Personnel Committee Meeting.

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- **Masterson and Zimmer-Stucky** to discuss with Beamer about attending the January Board Meeting.
- **L-Team** to review previous minutes to find clarification around Compensation Connections decisions regarding CO&E, to bring back to a future PC Meeting.
- **Fernandez** to reschedule January PC Meeting to February 21st at 5pm.

7:23pm- Adjournment

Masterson adjourned the meeting at 7:23 pm.



WEED TECHNICIAN

JOB DESCRIPTION

Position Overview: The purpose of the position is to work as part of a team to map and control high-priority invasive plants. Control methods include hand removal, mechanical removal and application of herbicide. The long term goals are the restoration of native plant communities, protection of ecosystem processes, erosion prevention and water quality protection.

Classification: Non-Exempt (Hourly, eligible for overtime)/ Part-Time (enter hours)/ Temporary position

Reports To: Rural Lands Program Supervisor

Primary Responsibilities:

- **WEED CONTROL:** Work with EMSWCD staff to map and control high priority invasive plants. Work with labor crews on weed control efforts.
- **TEAM MEMBER:** This position is part of the Rural Lands Program of the EMSWCD. Help conduct outreach to landowners about invasive plants and gain permission to survey and treat on infested properties. This position may also assist with other projects.
- Actively participate and contribute to equity-related efforts

Other Responsibilities:

- Active participation in team and organization-wide staff meetings
- Represent EMSWCD in a positive and professional manner to constituents, clients, public officials, community groups, and other business partners. Attend business related functions as requested by the Executive Director or Program Supervisor
- Actively participate and contribute to equity-related efforts
- Other duties as assigned by the Program Supervisor or Executive Director

Supervisory Responsibilities: None

Required Knowledge, Skills, & Abilities:

- Skill in vegetation management. Skill and/or ability to identify and treat a variety of invasive plants.
- Ability to identify plants native to the geographic area.

- Skill and/or ability to utilize GPS technology and GIS software to map weed infestations and treatment areas. Possession of general computer skills, including the ability to use Microsoft Word and Microsoft Excel.
- Ability to work at diverse project sites.
- Ability to communicate and work effectively with a variety of individuals, including landowners and labor crews. Experience leading or working on a crew preferred. Spanish language knowledge a plus.
- Actively participate and contribute to equity-related efforts
- Ability to ensure compliance with EMSWCD policy, state, federal and local requirements
- Excellent organizational, time management, and project management skills
- Ability to multi-task efficiently and switch priorities as needed. Ability to work calmly and effectively under deadline
- Excellent written & verbal communication skills including plain language skills
- Ability to appropriately use discretion in all work activities. Ability to ensure confidential information is managed appropriately
- The ability to present in an engaged manner with diverse populations, to include constituents, clients, public officials, community groups, and other business partners
- Ability to work independently, be proactive and self-directed
- Cooperative & collaborative team member. Ability to communicate in a professional and respectful manner with all colleagues, constituents, clients, public officials, community groups, and other business partners
- Proficient in standard office procedures, software, and communications technology. Ability to effectively and efficiently use Microsoft Office, Google-Suite, and standard communications platforms
- Commitment to the principles of diversity, equity, and inclusion
- Performance of assigned duties is completed in accordance with established procedures. Procedures that cover the assigned work include EMSWCD annual work plans, EMSWCD policies and procedures, Oregon Department of Agriculture Guidelines for SWCDs, and Oregon public meetings law

Minimum Qualifications:

- Associates degree or higher in natural resource management, agriculture, forestry or related field. A combination of relevant education and experience may substitute for the educational requirement.
- Two years of field-based experience preferred. This may be in farming, restoration, forestry or other work relevant to vegetation management.
- Experience with GPS and GIS data management preferred.

Combination of equivalent lived experience and/or related professional work may be considered.

Working Conditions/Physical Requirements: The following work conditions/physical requirements are required of the person in this position, with or without reasonable accommodations.

This position will be required to travel, participate in conferences, give presentations internally and externally, and may work evenings and weekends to meet project deadlines, attend events, and complete position responsibilities.

Access to reliable transportation is required.

Valid driver's license and driving record which meets EMSWCD insurance standards is required.

Some work is performed in an indoor office environment with long periods at a desk.

Work in an outdoor environment is required. The employee may be subject to inclement weather as part of conducting required activities. The position involves frequent travel to project sites. It requires walking long distances across sloped, uneven terrain, often in inclement weather. The work involves bending, lifting, and stretching. Technician may work alongside contractor and perform the physical work of weed removal. The Technician must be able to lift 50 pounds from the ground and load/unload heavy, cumbersome objects. The work involves the use of herbicides. Protective gear such as gloves and eye protection will be provided.

Environment is oriented to client service and subject to constant work interruptions. Employees may work under the stress of continual client and/or inter-departmental contact and pressure to meet deadlines.

The employee must be able to move about the facility to communicate with staff members.

The EMSWCD office is the primary work location for this position; and is a smoke-free and drug-free environment. Work is to be conducted primarily from the EMSWCD facilities, or specific work site locations identified by EMSWCD.

The individual who holds or desires the position must be able to perform all tasks and responsibilities in this job description unaided or with the assistance of a reasonable accommodation. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.



JOB DESCRIPTION: Community Outreach & Engagement Communications Assistant

Position Overview:

EMSWCD is a local government with a mission of helping people care for land and water within all of Multnomah County, east of the Willamette River. We inspire people to act through our education, outreach, technical assistance, grants, and cost-share programs in both urban and rural areas.

The Community Outreach & Engagement Communications Assistant will help to support the organization's communications, digital marketing (social, email and web properties), public relations, events, and outreach campaigns. The ideal candidate is detail-oriented, has excellent writing and editing skills, thrives in a team-oriented environment, and is passionate about our mission.

Work ranges from routine administrative tasks to actively engaging with the public and partner organizations. This position works regularly with public and nonprofit partners whose missions are focused on natural resource conservation, agriculture, and environmental justice. The position requires compelling writing and visual storytelling, the use of content management systems, record-keeping and documentation, computer proficiency, and excellent time management and organization.

Classification: Non-exempt (hourly, eligible for overtime), Permanent, Part-Time.

Wage Range: \$20.48/hour - \$24.58/hour; benefits

Reports To: Community Outreach and Engagement Supervisor

Primary Responsibilities:

Communications and Digital Marketing

- Write and edit content for the district to be used across our various communications platforms and outreach activities.

- Contribute to EMSWCD's social media presence, including planning the editorial content calendar, creating, and uploading social media posts, and engaging with followers and partners.
- Collect stories from program participants to build a library of marketing-ready content.
- Use social media and web engagement metrics/data analytics to measure and improve performance.
- Coordinate editing projects and serve as a copyeditor.
- Make minor updates to the emswcd.org website.
- Support outreach to key media contacts including identifying and monitoring target media outlets and contacts.
- Track and report media coverage.

Outreach

- Promote district program activities through a variety of outreach methods including email marketing, social media, online event calendars, list-serves, community newsletters, tabling, etc.
- Identify additional outreach avenues and develop methods for promoting program activities to new audiences.
- Develop and distribute promotional materials to partners, community groups, and social media outlets.
- Inventory and maintain program materials and supplies.

Data & Reporting

- Utilize Salesforce Customer Relationship Management software (CRM) for record-keeping and documentation of outreach activities and to maintain and update contact and email lists.
- Support surveying of audiences and perform related follow-up activities.

Event Assistance

- Assist with coordination and marketing of special and annual events.
- Support event promotions and manage communications with registrants.
- Support set up and day-of event activities hosted by EMSWCD or District partners.
- Represent EMSWCD at community events and meetings.

Other Responsibilities:

- Actively participate in team and organization-wide staff meetings.
- Positively represent EMSWCD to constituents, clients, public officials, community groups, and other business partners.
- Attend business-related functions as requested by the supervisor.
- Comply with EMSWCD policy, and state, federal and local requirements.
- Use discretion in all work activities and ensure that confidential information is managed appropriately.
- Maintain a commitment to the principles of diversity, equity, and inclusion.
- Contribute to EMSWCD's justice, equity, diversity, and inclusion efforts.
- Commit to continuous improvement. Help develop recommendations on how EMSWCD communications can better reach and serve our diverse communities.

Required Knowledge, Skills, & Abilities:

- Strong written and verbal communication skills with the ability to convey technical concepts in an easy-to-understand manner.
- Experience using communications and marketing (i.e., email, online advertising, social media) to reach key objectives
- Proficient in Microsoft Word, Office, Outlook, and PowerPoint.
- Proficient in Adobe Acrobat Pro, Canva (or similar). Experience with InDesign desired.
- Experience working with content management tools such as WordPress and Hootsuite.
- Experience with (or ability to learn) Salesforce and MailChimp.
- Background and/or interest in outdoor education, conservation, agriculture, or natural resources.
- Organized and detail-oriented with excellent time management skills.
- Experience working collaboratively in a team environment.
- Ability to handle changing program needs and meet multiple overlapping deadlines.
- Demonstrated ability to communicate and work effectively with people of diverse social, cultural, generational, economic, racial and gender identities.
- Willingness to learn new communication tools, skills, software, etc.
- Ability to work independently, be proactive and self-directed.
- Proficiency in a second language (Spanish, Russian, Ukrainian, Vietnamese, or Chinese) desired.

Minimum Qualifications:

- Minimum of two years of work experience in public relations, marketing, communications, community outreach, or a similar field.
- Associate degree in communications, marketing, public affairs, or related field - OR an equivalent combination of applicable work experience is required.

Working Conditions/Physical Requirements:

The Community Outreach & Engagement Communications Assistant may be required to travel, participate in conferences, give presentations internally and externally, and must be available to work evenings and/or weekends as needed to meet project deadlines, attend events, and complete position responsibilities. Use of EMSWCD vehicles for work purposes may be available. A valid driver's license and driving record that meets EMSWCD insurance standards is required.

The work occasionally involves bending, and stretching and may require lifting and/or moving 25 or more pounds or loading/unloading heavy, cumbersome objects.

Work in an outdoor environment is required at times. The employee may be subject to inclement weather as part of conducting required activities.

EMSWCD enjoys a hybrid work environment, and this position is eligible to work at home when not scheduled to be in the EMSWCD office, based in North Portland. EMSWCD work locations are smoke-free and drug-free environments. Work is often performed in an indoor office environment with long periods at a desk. Inter-team contact and pressure to meet deadlines are common for this position.

The individual who holds the position must be able to perform all tasks and responsibilities unaided, or with the assistance of reasonable accommodation. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Personnel Committee: EMSWCD Starting Vacation Policy

Background:

EMSWCD is a competitive employer that provides a generous benefit package for its employees. However, the District’s **starting** vacation benefit is lower than other conservation organizations in the Portland-metro area and is a potential barrier to recruiting talent in a competitive job market, especially for senior-level positions that would require a vacation reduction to move to the District.

Proposal:

- Increase vacation accrual rates for new employees from 6.67 hours per month to 10 hours per month (2 to 3 weeks).
- For employees working at the district for 2-5 years, increase vacation accrual from 10 to 11.67 (3 to 3.5 weeks)
- Employees with 6+ years would remain on current accrual rate.
- This would be effective going forward, upon board approval and NOT retro-active to existing staff.

NOW (effective 10/2/17)				NEW (effective 5/6/24)			
Years	Weeks	Hours/Mo	Hours/Yr	Years	Weeks	Hours/Mo	Hours/Yr
1	2	6.67	80	1	3	10	120
2-5	3	10	120	2-5	3.5	11.67	140
6-10	4	13.33	160	6-10	4	13.33	160
11-14	4.5	15	180	11-14	4.5	15	180
15+	5	16.67	200	15+	5	16.67	200



Personnel Committee: Executive Director six-month review

Background:

As a new Executive Director at EMSWCD Kelley Beamer is subject to a six-month performance evaluation. Her hiring contract states, “there will be a six-month probationary period after which a performance evaluation will be conducted by the Board of Directors.” The personnel committee will develop and recommend a pathway for this six-month evaluation.

Beamer started with the District on February 1. The official date of her six-month review will fall on August 1st. The Board of EMSWCD is currently scheduled to skip its August meeting so the formal Board review can occur during the September 9th Board Meeting.

After this six-month review, Beamer’s performance evaluations shall be conducted annually in July of each year.

Proposed Process:

The District will contract with Jill Critchfield from Pacific HR, to administer and compile feedback from the Leadership Team and (individual board members) for Beamer’s review. Review criteria will resemble standard employee performance review form for the District. Jill will compile external responses for the Board’s review in September.

Personnel Committee role:

- Appoint a Committee member to be point of contact during the review process.

Proposed timeline:

May 6: Board meeting to approve this process.

July: Solicit feedback from LT and Board.

August: Send evaluation to the Board.

September: Formal review by EMSWCD Board of Directors.

EMSWCD Annual Performance Evaluation

EMPLOYEE:

POSITION:

MANAGER:

DATE OF REVIEW:

REVIEW PERIOD:

When evaluating performance, please use this language as applicable:

Employee greatly exceeds requirements in this area

Employee exceeds requirements in this area

Employee meets basic requirements in this area

Employee needs improvement in this area

Employee needs significant improvement in this area

Major responsibility categories from your work plan and/or job description. Please provide a brief summary of reason for rating, with specific examples if applicable, in the space below each category question.

(Enter job responsibility category from Job Description)

Examples:

(Enter job responsibility category from Job Description)

Examples:

(Enter job responsibility category from Job Description)

Examples:

(Enter job responsibility category from Job Description)

Examples:

(Enter job responsibility category from Job Description)

Examples:

Success in Completing Workplan Objectives

Examples:

Teamwork Develops and nurtures working relationships and collaborations with staff, community partners, business partners, and board members.

Examples:

Communication Verbal and written communications with staff, community partners, business partners, and board members is accurate, clear, and transparent.

Examples:

Dependability & Follow Through Reliable and dependable in performing job-related tasks, finishing assigned projects, meeting deadlines, following through on commitments.

Examples:

Demonstrates Commitment to EMSWCD Mission and Goals

Examples:

Needed Training or Areas of Improvement (if applicable)

Professional Development Opportunities/Needs

Additional Feedback

Signatures

Employee:

Date:

Note: this signature only indicates receipt of the review; not agreement

Manager:

Date: