

EVALUATION OF ADMINISTRATOR CAREER LEVEL PROFICIENCY

After _____ years in the position, this Administrator has been evaluated for 3 U H O L Career Level merit and is:

(check one)

_____ Recommended
_____ Not Recommended

To be completed by Human Resource:
Salary Adjustment: _____
Effective Date: _____

NAME OF EMPLOYEE _____

TITLE OF POSITION _____

LOCATION _____

DEPARTMENT _____

TO BE RECOMMENDED FOR FULL PROFESSIONAL PROFICIENCY AND TO OBTAIN THE CAREER LEVEL SALARY ADJUSTMENT, THE ADMINISTRATOR MUST MEET ALL OF THE FOLLOWING CRITERIA AND HAVE BEEN EMPLOYED IN THE CURRENT POSITION FOR FOUR/FIVE YEARS AS PER CONTRACT (OR ED ADMIN MOA /20).

MINIMUM CRITERIA FOR CAREER LEVEL PROFICIENCY

1. This administrator thoroughly understands the duties and responsibilities of the job, has a solid grasp of the position, and takes initiative to act independently.
2. This administrator is a highly productive contributor to the organization, who works efficiently and volunteers to take on extra assignments. If necessary, the administrator organizes prior commitments and makes necessary adjustments to successfully complete new assignments. The administrator routinely carries a heavy workload while meeting all required commitments. The administrator works effectively as a member of the department team.
3. This is a highly focused administrator who gets outstanding results. This administrator expertly manages competing demands and remains focused on key objectives.
4. This administrator uses experience and knowledge to make decisions which consistently demonstrate a high commitment to quality.
5. This administrator establishes challenging goals that result in significant contributions to the department and to the Strategic Plan of the agency. When appropriate, the administrator develops systems that further improve the efficiency and effectiveness of the organization.
6. This administrator adapts to rapidly changing situations and uses judgment