Date Sent: 8/23/2010
Return By: 9/27/2010
Date Received: _____
Reviewed by: _____

Personnel Use Only

Iredell County
Employee Performance Review

Employee's Name: MARIA H DOTSON

Position: ENV HLTH SPECIALIST

Department: HEALTH DEPARTMENT

Employment Date: 9/9/1996

Anniversary Month: September

Employee has maintained and/or attained proper training and/or certification? ✓ yes _____ no _____ N/A

TYPE OF REVIEW

✓ Anniversary _____ Probationary _____ After Promotion or Transfer

_____ Special _____ Other

To the Employee:

Reviewing your job performance is just one part of an ongoing process designed to help you grow and develop as a member of the "County Team." It's an opportunity for you to sit down with your supervisor to find out how things are going on the job, to set goals for the future and to discuss other job-related issues.

The performance review is also the method used to determine your eligibility for such things as becoming a regular status employee or receiving merit increases.

We hope you will make the most of this opportunity to review your employment status with the county.

PERIOD OF REVIEW

From September 2009 **to** September 2010

Date of Review: September 13, 2010

Supervisor's Name Judy Melville

Date of Conference with Employee September 28, 2010

This document is confidential and subject to North Carolina General Statute 153-A-98. When completed it is not a matter of public record.

Employee Name: Maria Dotson

Position: Environmental Health Specialist

PERFORMANCE FACTORS	4	3	2	1	0	Rating	Weighted Rating
KNOWLEDGE OF JOB **Weight .12** Employee understands the purpose for the job. Demonstrates the knowledge, skills and abilities needed to complete job tasks.	☒	☐	☐	☐	☐	4.0	.48
QUALITY OF WORK **Weight .12** Employee produces work that is usually complete, accurate, legible and in good order. Takes immediate remedial action to correct deficiencies.	☒	☐	☐	☐	☐	4.0	.48
QUANTITY OF WORK **Weight .09** Employee produces expected amount of work in a timely manner.	☒	☐	☐	☐	☐	4.0	.36
DEPENDABILITY **Weight .09** Employee works toward deadlines and schedules as planned, and completes work according to procedures and guidelines with little supervision.	☒	☐	☐	☐	☐	4.0	.36
ATTENDANCE **Weight .07** Employee adheres to leave policies and arrives at workstation prepared to begin duties at the assigned hour.	☐	☐	☒	☐	☐	2.0	.14
INITIATIVE **Weight .09** Employee seeks ways to develop job skills through available resources, is a self-starter, and does not complain about work.	☐	☒	☐	☐	☐	3.0	.27
JUDGMENT **Weight .11** Employee uses good judgment and considers consequences before acting; chooses and/or follows correct procedures; recognizes problems and enlists assistance when necessary.	☒	☐	☐	☐	☐	4.0	.44
COOPERATION **Weight .10** Employee demonstrates ability to work effectively with others to complete tasks; accepts change and additional duties as necessary; displays willingness to be team player.	☐	☒	☐	☐	☐	3.0	.30
RELATIONSHIP WITH OTHERS **Weight .09** Employee strives to maintain good working relationship with supervisor, co-workers, staff in other departments, and the public; shows consideration of others' viewpoints.	☒	☐	☐	☐	☐	4.0	.36
COORDINATION OF WORK **Weight .06** Employee plans work schedule appropriately to meet deadlines, seldom has to repeat a procedure to get the job done. Demonstrates ability to handle several projects simultaneously as necessary.	☒	☐	☐	☐	☐	4.0	.24
SAFETY **Weight .06** Employee exhibits an awareness of conditions in work environment so as to avoid accidents, and complies with established policies and procedures; shows interest in safety of others while working together.	☐	☒	☐	☐	☐	3.0	.18

TOTAL: 3.61

Employee Name: Maria Dotson

SUPERVISOR'S SUMMARY OF EMPLOYEE'S STRENGTHS AND WAYS TO IMPROVE PERFORMANCE

Justification for performance ratings above meets standard:

Knowledge: With 14 years in the department, Maria has extensive experience in her position. She is very knowledgable in all her program areas and keeps up with her certification as an operator for septic maintenance.

Quality: Maria's work is thorough and complete. Her permits are accurate and contain all the required details required by accreditation.

Quantity: Maria is an anchor for our OSWP program. Her days are full with inspections and evaluations.

Dependability: Maria is an independent worker. She is very devoted to staying on task.

Initiative: Maria will seek clarification on rules with other staff or state specialists when needed. She also finds appropriate training that enhances her knowledge and skills.

Judgment: Maria makes good decisions, enhanced by her experience. She also follows correct procedure by enlisting the program specialist on complex sites.

Cooperation: Maria often teams up with co-workers to distribute the day's workload.

Relationships: Maria gets along well with co-workers and receives compliments on her interactions with the public.

Coordination: Maria balances well all aspects of the job; inspections, site evaluations, and drawing permits.

Safety: Maria operates in a safe manner.

HOW TO IMPROVE JOB PERFORMANCE
(for factors with rating of meets standard or above)

Attendance: Maria has improved on her readiness to begin the day and should continue to do so.

General Goals and Objectives for the Next Rating Period:

1. Strive to keep the backlog within 3 weeks

2. Continue to keep up with new rule interpretations

3. Be prepared for the accreditation review

Attach additional sheets if necessary for comments.

Employee Name: Maria Dotson

JUSTIFICATION AND ACTION PLAN FOR PERFORMANCE FACTORS BELOW STANDARD

Justification for performance ratings below meets standard:

NA

Action *Required* to Meet Standard: (List specific steps, including OJT or formal training, the employee is required to take to meet standards where the employee has been rated below "meets standard.")

1. Performance Factor: Target Date:

Action Required:

2. Performance Factor: Target Date:

Action Required:

3. Performance Factor: Target Date:

Action Required:

Supervisor's Signature: Judy Melville **Date:** 9-13-10

**Supervisor should keep a copy of this page to ensure that goals are met.

Employee Name: Maria Dotson

Position: Environmental Health Specialist

SUMMARY COMMENTS AND SIGNATURES

Division/Program Administrator's Comments: I am pleased, but not surprised, regarding the positive comments from Maria's supervisor about her performance. Maria has been a strong, consistent performer for many years. She is an experienced EH veteran and does thorough, dependable work. She knows how to apply her knowledge effectively to meet regulatory requirements, yet she also understands when to seek advice or a second opinion. Thank you, Maria for the good work you continue to do.

Division/Program Administrator's Signature Wade R Hinson **Date:** September 15, 2010

Department Head's Comments: Maria's evaluation continues to reflect an excellent employee. We are fortunate to have someone with her job knowledge and sound judgment on our team. Maria, I know the past year has been very difficult for EH and I appreciate your dedication & perseverance during this very challenging time.

Department Head's Signature Donna McCaffrey **Date** 9-22-10

Employee's Comments: I feel this is a very fair evaluation and I appreciate the positive comments. This has been a very frustrating year but I'm fortunate to have good, supporting co-workers & Supervisors. I hope the County can bring back merit increases soon.

I understand that my signature indicates that I have seen this evaluation and have had an opportunity to discuss it with my supervisor, but does not necessarily imply my agreement.

Please indicate whether you intend to submit a written statement (due within 5 days from the date of your review) for any ratings or comments in which there were significant disagreements between you and your supervisor. ☐ Yes ☐ No

Employee's Signature Maria Dotson **Date** 9/28/2010

** **All parties involved are encouraged to attach additional sheets if necessary for comments.**