

CITY OF FLORISSANT HUMAN RESOURCES DEPARTMENT

Employee Evaluation (for a supervisory position)

EMPLOYEE NAME: Kevin Green					POSITION/CLASSIFICATION: Parks Superintendent		OVERALL RATING: 3.82	
PAY GRADE					STEP DATE (DOH): 06/01/2024		Annual Evaluation	
(4) EXCEPTIONAL		(3) ABOVE AVERAGE		(2) SATISFACTORY		(1) NEEDS IMPROVEMENT		(0) UNACCEPTABLE
(4)	(3)	(2)	(1)	(0)	Section I - QUANTITY OF WORK			
					Volume of work regularly produced; speed & consistency of output; time spent on the job after reporting.			
4.00					1. Use of Time (efficient or unproductive)			
4.00					2. Planning (ability to plan ahead, set priorities, meet deadlines)			
4.00					3. Organizational (operational ability to coordinate)			
4.00					4. Teamwork (ability to contribute as a part of a unit)			
4.00					5. Multitask (ability to maintain productivity in all situations)			
4.00					6. Initiative (resourceful ability to see a need and apply oneself)			
					Best Possible Score			
24.00	0.00	0.00	0.00	0.00	SECTION 1: TOTAL 24.00			
(4)	(3)	(2)	(1)	(0)	Section II - QUALITY OF WORK			
					Extent to which job is performed, meets quality requirements; thoroughness, and efficient use of resources.			
4.00					7. Use of Resources (use/maintenance materials/physical equipment/vehicles/tools)			
4.00					8. Communications (presentation of information in written/oral form)			
4.00					9. Customer Service (displays courtesy and sensitivity; meets commitments; responds promptly to customers/residents)			
4.00					10. Public Relations (effectiveness in meeting the public; good representative of the City)			
					Best Possible Score			
16.00	0.00	0.00	0.00	0.00	SECTION 2: TOTAL 16.00			
(4)	(3)	(2)	(1)	(0)	Section III - JOB SKILLS AND KNOWLEDGE			
					Skills & Knowledge to perform job. Includes understanding of duties & related work. Amount of skill possessed to carry out assignments and meet quality and quantity requirements.			
4.00					11. Knowledge of work responsibilities (ability to perform duties of job per knowledge of processes)			
4.00					12. Use of Resources (knowledge or ability to locate answers through investigation)			
4.00					13. Decision Making (coming to proper conclusion based on information)			
4.00					14. Policies/Procedures (follow proper policies and procedures to ensure work is done effectively and efficiently)			
4.00					15. Business Knowledge (knowledge of City rules, regulations and Ordinances)			
					Best Possible Score			
20.00	0.00	0.00	0.00	0.00	SECTION 3: TOTAL 20.00			

(4)	(3)	(2)	(1)	(0)	Section IV - RESPONSIBILITY Amount of supervision required, to carry out instructions, meet schedules and get work production.
4.00					16. Attitude/Work Behavior (the demeanor used in dealing with customers, residents, co-workers, supervisors)
4.00					17. Morale/Work Ethic (helps promote a positive work environment, demonstrates positive work habits)
4.00					18. Safety (compliance with safety rules)
	3.00				19. Appearance (grooming/dress)
	3.00				20. Dependability (absenteeism/tardiness)/Reliability (getting job completed)
12.00	6.00	0.00	0.00	0.00	Best Possible Score 18
					SECTION 4: TOTAL 18.00
(4)	(3)	(2)	(1)	(0)	SECTION V - LEADERSHIP SKILLS/ABILITIES (Applicable to those that supervise/evaluate other employees) Competence to lead others into the proper direction to handle situations/opportunities.
4.00					21. Motivation (ability to get subordinates to do their job)
4.00					22. Counseling/Appraising (evaluate/discuss subordinate's performance)
4.00					23. Implementing Quality Improvement Action (proactive resolution of potential problems)
	3.00				24. Influencing Others (Leading others in a positive and constructive manner)
	3.00				25. Resolving Conflict (capacity to get others to cooperate; administer levels of discipline if/when necessary)
	3.00				26. Making Presentations (ability to present, to others, proposals and suggestions based on facts)
4.00					27. Delegation (ability to hand out and entrust projects to others)
4.00					28. Development Skills (ability to develop others to reach their full potential)
20.00	9.00	0.00	0.00	0.00	Best Possible Score 32
					SECTION 5: TOTAL 29.00
					Section VI - COMMENDATIONS, AWARDS AND DISCIPLINARY ACTIONS During this evaluation period, the employee received the following:
					Explanation:
					COMMENDATION SECTION Kevin is a great employee. He is always able to handle multiple tasks in all areas of his job. The past year has been a hard year. I have been off several months and Kevin has stepped up and taken over many task and done them well.
Areas of strength: Justify all factors rated "Exceptional" or "Above Average"; record areas where employee has demonstrated superior job performance and/or special initiative in improving performance. (Attach extra sheets for additional information, if applicable).					
Area for Improvement: Justify all factors rated "Unacceptable" or "Needs Improvement"; record areas in which employee's job performance needs strengthening and appropriate schedule for re-evaluation. (Attach extra sheets for additional information, if applicable).					

LEVEL OF PERFORMANCE

(4)	(3)	(2)	(1)	(0)				
92.00	15.00	0.00	0.00	0.00	Total Score	divided by	Total Factors	equals
					107.00		28	
							Average Score	equals
							3.82	
							Overall Rating	
							3.82	

Employee's Comments:

Employee Goals:

Employee's Signature:

Heidi Green

Date

5-8-24

☐ Recommend Merit Raise

☐ Do Not Recommend Merit Raise

Supervisor's Signature:

Clay A. Merys Stung

Date

☒ Recommend Merit Raise

☐ Do Not Recommend Merit Raise

Director's Signature:

Clay A. Merys Stung

Date

5-15-24

☐ Approved

☐ Not Approved

Mayor's Signature:

Date

Revised: 06/18/2015