

**211114.**

**City of Gainesville  
FY21 Charter Officer Performance Evaluations**

**Ginger Bigbie, City Auditor**





# Charter Officer Annual Performance Evaluation Form

DIA < 761gr

## Introduction:

The City Commission is responsible for conducting Charter Officer annual evaluations ensuring the Charter contributes to the achievement of the City's mission, vision and goals. Charter Officer performance evaluations shall be conducted after the conclusion of each fiscal year.

The purpose of the Charter Officer evaluation is to provide timely, clear and focused input to the Charter about how well he or she is performing in the key performance areas identified as most critical by the City Commission in achieving the City of Gainesville's strategic objectives.

The Charter Officer should be evaluated using criteria established by the Commission, aligning with established core competencies, review rating scale criteria and salary adjustment schedules as determined by Human Resources. Human Resources will notify the Commission at least one month in advance of performance evaluation due dates. Annual salary increases will be based on the Charter Officer's performance of established objectives in the prior fiscal year. Any annual awards are made based on market considerations and according to budgetary or fiscal constraints.

## Commission Instructions:

Evaluate the Charter Officer's performance for each area of accountability using the rating scale outlined below. Consider all criteria together when forming an impression about the Charter Officer's performance. Add comments you believe provide context to your rating or that would be helpful to the Charter Officer.

Performance Descriptors and Rating Scale		
5	Superior	Work performance consistently exceeds all performance expectations and displays a consistent level of exceptional performance. This is consistent, exceptional performance.
4	Exemplary	Work performance consistently achieves all performance expectations and key elements of performance consistently are carried out in an exceptional manner or sustained periods. This is consistent, outstanding performance.
3	Meets Expectations	Work performance consistently achieves all performance expectations for this factor.
2	Needs Improvement	Work performance on one or more elements is less than expected and requires some improvements to fully meet performance standards.
1	Did Not Meet Expectations	Work performance within this factor is unacceptable. Performance did not meet expected performance standards.

**Ratings 2 or below should include comments and if applicable provide specific suggestions for performance improvement.**

## Charter Officer Instructions and Next Steps:

- Using the above Rating Scale, the Charter Officer will self-evaluate and rate his or her performance. The Charter Officer should also attach his or her **Accomplishments List or Report** to the form.
- Charter Officer to submit completed self-evaluation and accomplishments report to Human Resources.
- Charter Officer to schedule individual evaluation discussion meetings with each Commission member to discuss self-evaluation and list of accomplishments. Charters should also be prepared to discuss objectives for next fiscal year.
- After reviewing the Charter Officer self-evaluation and accomplishments report with the Charter Officer, each Commission member will provide an evaluation rating, using the above Rating Scale.
- Following Commission and Charter performance evaluation discussion, completed performance evaluations are returned to Human Resources.
- Human Resources will compile and aggregate all Charter Officer evaluation ratings, coordinate and present for discussion during a publicly noticed Commission meeting. Note: Salary increases are budgeted in a personal services contingency account and recommended salary increases will be processed within established payroll processing timelines.



## Charter Officer Annual Performance Evaluation Form

<b>Fiscal Year:</b> FY21	<b>Evaluator:</b> DIA
<b>Charter Officer:</b> Ginger Bible	<b>Title:</b> City Auditor

**Goal(s) If needed use additional goals sheet (page 5):**

**\*Overall Support of City Commission Goals and Objectives.** Demonstrates an understanding of and supports the City's philosophy (vision, mission, values); actively pursues an understanding of organizational goals and objectives and how these relate to the Charter Officers' job and department.

**\*Charter to attach Accomplishments Report for Evaluation Period**

Describe Goal(s): Provide Superior auditing service for GBCU, general government, and the City Commission.

<b>Commission Member: Check performance rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
----------------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	---------------------------------------	------------------------------

Commission Member Comments:

Officer has received full marks and deserves merit based salary increase

<b>Charter Officer: Check self-evaluation rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
------------------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Charter Officer Comments:

### Competencies:

**1. Business Acumen.** Understands the business, financial status of the organization and core operational area of responsibility; realizes implications of key financial indicators, and uses economic and industry data to accurately diagnose business strengths and weaknesses.

<b>Commission Member: Check competency rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
---------------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	---------------------------------------	------------------------------

Commission Member Comments:

<b>Charter Officer: Check self-evaluation rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
------------------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Charter Officer Comments:



## Charter Officer Annual Performance Evaluation Form

- 2. Communication and Building Relationships.** Communicates and listens effectively, open to receiving and giving constructive feedback, promotes frank and open discussions on issues. Cultivates a network of relationships both internal and external, promotes collaboration and removes barriers across organizational lines, builds credibility for the City.

Commission Member: Check competency rating	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
--------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	---------------------------------------	------------------------------

Commission Member Comments:

Officer excels in this area

Charter Officer: Check self-evaluation rating	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
-----------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Charter Officer Comments:

- 3. Fiscal Management.** Prepares a balanced budget to provide services at a level directed by the Commission, ensuring actions and decisions reflect an appropriate level of responsibility for financial planning and accountability.

Commission Member: Check competency rating	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
--------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	---------------------------------------	------------------------------

Commission Member Comments:

Charter Officer: Check self-evaluation rating	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
-----------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Charter Officer Comments:



## Charter Officer Annual Performance Evaluation Form

- 4. Integrity.** Demonstrates the highest level of integrity and ethical behavior, adhering to the City's code of conduct upholding the values of the City, challenges questionable work standards and confronts or reports suspicious practices to appropriate leaders or authorities.

<b>Commission Member: Check competency rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
---------------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	---------------------------------------	------------------------------

Commission Member Comments:

<b>Charter Officer: Check self-evaluation rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
------------------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Charter Officer Comments:

- 5. Leading and Supervision.** Effectively establishes strategies to develop and maximize employee performance, foster high standards in meeting the vision, mission and goals of the department.

<b>Commission Member: Check rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
----------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	---------------------------------------	------------------------------

Commission Member Comments:

<b>Charter Officer: Check self-evaluation rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
------------------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Charter Officer Comments:

Charter Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Commission Member Signature: \_\_\_\_\_

Date: 3/18/2022

Return fully completed Charter Officer Performance Evaluation form to Human Resources Director, Box 20



Duncan-Walker/Bigbie

## Charter Officer Annual Performance Evaluation Form

### **Introduction:**

The City Commission is responsible for conducting Charter Officer annual evaluations ensuring the Charter contributes to the achievement of the City's mission, vision and goals. Charter Officer performance evaluations shall be conducted after the conclusion of each fiscal year.

The purpose of the Charter Officer evaluation is to provide timely, clear and focused input to the Charter about how well he or she is performing in the key performance areas identified as most critical by the City Commission in achieving the City of Gainesville's strategic objectives.

The Charter Officer should be evaluated using criteria established by the Commission, aligning with established core competencies, review rating scale criteria and salary adjustment schedules as determined by Human Resources. Human Resources will notify the Commission at least one month in advance of performance evaluation due dates. Annual salary increases will be based on the Charter Officer's performance of established objectives in the prior fiscal year. Any annual awards are made based on market considerations and according to budgetary or fiscal constraints.

### **Commission Instructions:**

Evaluate the Charter Officer's performance for each area of accountability using the rating scale outlined below. Consider all criteria together when forming an impression about the Charter Officer's performance. Add comments you believe provide context to your rating or that would be helpful to the Charter Officer.

Performance Descriptors and Rating Scale		
5	Superior	Work performance consistently exceeds all performance expectations and displays a consistent level of exceptional performance. This is consistent, exceptional performance.
4	Exemplary	Work performance consistently achieves all performance expectations and key elements of performance consistently are carried out in an exceptional manner or sustained periods. This is consistent, outstanding performance.
3	Meets Expectations	Work performance consistently achieves all performance expectations for this factor.
2	Needs Improvement	Work performance on one or more elements is less than expected and requires some improvements to fully meet performance standards.
1	Did Not Meet Expectations	Work performance within this factor is unacceptable. Performance did not meet expected performance standards.

**Ratings 2 or below should include comments and if applicable provide specific suggestions for performance improvement.**

### **Charter Officer Instructions and Next Steps:**

- Using the above Rating Scale, the Charter Officer will self-evaluate and rate his or her performance. The Charter Officer should also attach his or her **Accomplishments List or Report** to the form.
- Charter Officer to submit completed self-evaluation and accomplishments report to Human Resources.
- Charter Officer to schedule individual evaluation discussion meetings with each Commission member to discuss self-evaluation and list of accomplishments. Charters should also be prepared to discuss objectives for next fiscal year.
- After reviewing the Charter Officer self-evaluation and accomplishments report with the Charter Officer, each Commission member will provide an evaluation rating, using the above Rating Scale.
- Following Commission and Charter performance evaluation discussion, completed performance evaluations are returned to Human Resources.
- Human Resources will compile and aggregate all Charter Officer evaluation ratings, coordinate and present for discussion during a publicly noticed Commission meeting. Note: Salary increases are budgeted in a personal services contingency account and recommended salary increases will be processed within established payroll processing timelines.





## Charter Officer Annual Performance Evaluation Form

<b>Fiscal Year: 2021-2022</b>	<b>Evaluator: Commissioner Desmon Duncan-Walker</b>
<b>Charter Officer: Ginger Bigbie</b>	<b>Title: City Auditor</b>

**Goal(s) If needed use additional goals sheet (page 5):**

**\*Overall Support of City Commission Goals and Objectives.** Demonstrates an understanding of and supports the City's philosophy (vision, mission, values); actively pursues an understanding of organizational goals and objectives and how these relate to the Charter Officers' job and department.

**\*Charter to attach Accomplishments Report for Evaluation Period**

Describe Goal(s):

<b>Commission Member: Check performance rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
----------------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	---------------------------------------	------------------------------

Commission Member Comments:

Ginger has consistently demonstrated a sound understanding of the City's philosophy and goals as well as an ability to incorporate them into the work of the Office of the Auditor.

<b>Charter Officer: Check self-evaluation rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
------------------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Charter Officer Comments:

### Competencies:

**1. Business Acumen.** Understands the business, financial status of the organization and core operational area of responsibility; realizes implications of key financial indicators, and uses economic and industry data to accurately diagnose business strengths and weaknesses.

<b>Commission Member: Check competency rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
---------------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	---------------------------------------	------------------------------

Commission Member Comments:

Ginger has demonstrated clear understanding of the business, financial status of the organization and core operational area of responsibility. She has exercised that understanding to successfully implement and complete associated Audits, Consultations and Projects including (but not limited to) GG Financial Reporting Process Consultation, GG Internal Controls Over Financial Reporting Audit and the Auditor General Presentation.

<b>Charter Officer: Check self-evaluation rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
------------------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Charter Officer Comments:



## Charter Officer Annual Performance Evaluation Form

- 2. Communication and Building Relationships.** Communicates and listens effectively, open to receiving and giving constructive feedback, promotes frank and open discussions on issues. Cultivates a network of relationships both internal and external, promotes collaboration and removes barriers across organizational lines, builds credibility for the City.

<b>Commission Member: Check competency rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
---------------------------------------------------	----------------------------	----------------------------	----------------------------	---------------------------------------	----------------------------	------------------------------

Commission Member Comments:

Ginger communicates effectively with her staff and welcomes their insight, input and collaboration in keeping the Auditor's office running efficiently. She enjoys working with her colleagues and has articulated her appreciation for their healthy work environment and their ability to get along and work together.

<b>Charter Officer: Check self-evaluation rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
------------------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Charter Officer Comments:

- 3. Fiscal Management.** Prepares a balanced budget to provide services at a level directed by the Commission, ensuring actions and decisions reflect an appropriate level of responsibility for financial planning and accountability.

<b>Commission Member: Check competency rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
---------------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	---------------------------------------	------------------------------

Commission Member Comments:

<b>Charter Officer: Check self-evaluation rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
------------------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Charter Officer Comments:





## Charter Officer Annual Performance Evaluation Form

- 4. Integrity.** Demonstrates the highest level of integrity and ethical behavior, adhering to the City's code of conduct upholding the values of the City, challenges questionable work standards and confronts or reports suspicious practices to appropriate leaders or authorities.

<b>Commission Member: Check competency rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
---------------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	---------------------------------------	------------------------------

Commission Member Comments:

<b>Charter Officer: Check self-evaluation rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
------------------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Charter Officer Comments:

- 5. Leading and Supervision.** Effectively establishes strategies to develop and maximize employee performance, foster high standards in meeting the vision, mission and goals of the department.

<b>Commission Member: Check rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
----------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	---------------------------------------	------------------------------

Commission Member Comments:

**Ginger has demonstrated a commitment to team building and the professional development of her employees through continuous training efforts in ethics, performance auditing, IT risk-based auditing, utility accounting, government finance, cybersecurity, project management and data analytics, etc.**

<b>Charter Officer: Check self-evaluation rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
------------------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Charter Officer Comments:

Received 4/11/2022

Charter Officer Signature: *Ginger Bigbie*

Date: 4/11/2022

Commission Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Return fully completed Charter Officer Performance Evaluation form to Human Resources Director, Box 20



## Charter Officer Annual Performance Evaluation Form

### *Additional Goals Sheet*

**\*Overall Support of City Commission Goals and Objectives.** Demonstrates an understanding of and supports the City's philosophy (vision, mission, values); actively pursues an understanding of organizational goals and objectives and how these relate to the Charter Officers' job and department.

**\*Charter to attach Accomplishments Report for Evaluation Period**

**Goal 2 - Describe Goal(s):**

<b>Commission Member: Check performance rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
----------------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Commission Member Comments:

<b>Charter Officer: Check self-evaluation rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
------------------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Charter Officer Comments:

**Goal 3 - Describe Goal(s):**

<b>Commission Member: Check performance rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
----------------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Commission Member Comments:

<b>Charter Officer: Check self-evaluation rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
------------------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Charter Officer Comments:





# Charter Officer Annual Performance Evaluation Form

Hayes-Santos/Bigbie

## Introduction:

The City Commission is responsible for conducting Charter Officer annual evaluations ensuring the Charter contributes to the achievement of the City's mission, vision and goals. Charter Officer performance evaluations shall be conducted after the conclusion of each fiscal year.

The purpose of the Charter Officer evaluation is to provide timely, clear and focused input to the Charter about how well he or she is performing in the key performance areas identified as most critical by the City Commission in achieving the City of Gainesville's strategic objectives.

The Charter Officer should be evaluated using criteria established by the Commission, aligning with established core competencies, review rating scale criteria and salary adjustment schedules as determined by Human Resources. Human Resources will notify the Commission at least one month in advance of performance evaluation due dates. Annual salary increases will be based on the Charter Officer's performance of established objectives in the prior fiscal year. Any annual awards are made based on market considerations and according to budgetary or fiscal constraints.

## Commission Instructions:

Evaluate the Charter Officer's performance for each area of accountability using the rating scale outlined below. Consider all criteria together when forming an impression about the Charter Officer's performance. Add comments you believe provide context to your rating or that would be helpful to the Charter Officer.

Performance Descriptors and Rating Scale		
5	Superior	Work performance consistently exceeds all performance expectations and displays a consistent level of exceptional performance. This is consistent, exceptional performance.
4	Exemplary	Work performance consistently achieves all performance expectations and key elements of performance consistently are carried out in an exceptional manner or sustained periods. This is consistent, outstanding performance.
3	Meets Expectations	Work performance consistently achieves all performance expectations for this factor.
2	Needs Improvement	Work performance on one or more elements is less than expected and requires some improvements to fully meet performance standards.
1	Did Not Meet Expectations	Work performance within this factor is unacceptable. Performance did not meet expected performance standards.

Ratings 2 or below should include comments and if applicable provide specific suggestions for performance improvement.

## Charter Officer Instructions and Next Steps:

- Using the above Rating Scale, the Charter Officer will self-evaluate and rate his or her performance. The Charter Officer should also attach his or her **Accomplishments List or Report** to the form.
- Charter Officer to submit completed self-evaluation and accomplishments report to Human Resources.
- Charter Officer to schedule individual evaluation discussion meetings with each Commission member to discuss self-evaluation and list of accomplishments. Charters should also be prepared to discuss objectives for next fiscal year.
- After reviewing the Charter Officer self-evaluation and accomplishments report with the Charter Officer, each Commission member will provide an evaluation rating, using the above Rating Scale.
- Following Commission and Charter performance evaluation discussion, completed performance evaluations are returned to Human Resources.
- Human Resources will compile and aggregate all Charter Officer evaluation ratings, coordinate and present for discussion during a publicly noticed Commission meeting. Note: Salary increases are budgeted in a personal services contingency account and recommended salary increases will be processed within established payroll processing timelines.



## Charter Officer Annual Performance Evaluation Form

<b>Fiscal Year: 2022</b>	<b>Evaluator: Adrain Hayes-Santos</b>
<b>Charter Officer: Bigbie</b>	<b>Title: City Auditor</b>

***Goal(s) If needed use additional goals sheet (page 5):***

**\*Overall Support of City Commission Goals and Objectives.** Demonstrates an understanding of and supports the City's philosophy (vision, mission, values); actively pursues an understanding of organizational goals and objectives and how these relate to the Charter Officers' job and department.

**\*Charter to attach Accomplishments Report for Evaluation Period**

Describe Goal(s):

<b>Commission Member: Check performance rating</b>	<b>1</b> <input type="checkbox"/>	<b>2</b> <input type="checkbox"/>	<b>3</b> <input type="checkbox"/>	<b>4</b> <input type="checkbox"/>	<b>5</b> <input checked="" type="checkbox"/>	<b>N/A</b> <input type="checkbox"/>
----------------------------------------------------	-----------------------------------	-----------------------------------	-----------------------------------	-----------------------------------	----------------------------------------------	-------------------------------------

Commission Member Comments:

<b>Charter Officer: Check self-evaluation rating</b>	<b>1</b> <input type="checkbox"/>	<b>2</b> <input type="checkbox"/>	<b>3</b> <input type="checkbox"/>	<b>4</b> <input type="checkbox"/>	<b>5</b> <input type="checkbox"/>	<b>N/A</b> <input type="checkbox"/>
------------------------------------------------------	-----------------------------------	-----------------------------------	-----------------------------------	-----------------------------------	-----------------------------------	-------------------------------------

Charter Officer Comments:

***Competencies:***

**1. Business Acumen.** Understands the business, financial status of the organization and core operational area of responsibility; realizes implications of key financial indicators, and uses economic and industry data to accurately diagnose business strengths and weaknesses.

<b>Commission Member: Check competency rating</b>	<b>1</b> <input type="checkbox"/>	<b>2</b> <input type="checkbox"/>	<b>3</b> <input type="checkbox"/>	<b>4</b> <input type="checkbox"/>	<b>5</b> <input checked="" type="checkbox"/>	<b>N/A</b> <input type="checkbox"/>
---------------------------------------------------	-----------------------------------	-----------------------------------	-----------------------------------	-----------------------------------	----------------------------------------------	-------------------------------------

Commission Member Comments:

<b>Charter Officer: Check self-evaluation rating</b>	<b>1</b> <input type="checkbox"/>	<b>2</b> <input type="checkbox"/>	<b>3</b> <input type="checkbox"/>	<b>4</b> <input type="checkbox"/>	<b>5</b> <input type="checkbox"/>	<b>N/A</b> <input type="checkbox"/>
------------------------------------------------------	-----------------------------------	-----------------------------------	-----------------------------------	-----------------------------------	-----------------------------------	-------------------------------------

Charter Officer Comments:



## Charter Officer Annual Performance Evaluation Form

- 2. Communication and Building Relationships.** Communicates and listens effectively, open to receiving and giving constructive feedback, promotes frank and open discussions on issues. Cultivates a network of relationships both internal and external, promotes collaboration and removes barriers across organizational lines, builds credibility for the City.

<b>Commission Member: Check competency rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
---------------------------------------------------	----------------------------	----------------------------	----------------------------	---------------------------------------	----------------------------	------------------------------

Commission Member Comments:

<b>Charter Officer: Check self-evaluation rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
------------------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Charter Officer Comments:

- 3. Fiscal Management.** Prepares a balanced budget to provide services at a level directed by the Commission, ensuring actions and decisions reflect an appropriate level of responsibility for financial planning and accountability.

<b>Commission Member: Check competency rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
---------------------------------------------------	----------------------------	----------------------------	----------------------------	---------------------------------------	----------------------------	------------------------------

Commission Member Comments:

<b>Charter Officer: Check self-evaluation rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
------------------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Charter Officer Comments:





## Charter Officer Annual Performance Evaluation Form

- 4. Integrity.** Demonstrates the highest level of integrity and ethical behavior, adhering to the City's code of conduct upholding the values of the City, challenges questionable work standards and confronts or reports suspicious practices to appropriate leaders or authorities.

<b>Commission Member: Check competency rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
---------------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	---------------------------------------	------------------------------

Commission Member Comments:

<b>Charter Officer: Check self-evaluation rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
------------------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Charter Officer Comments:

- 5. Leading and Supervision.** Effectively establishes strategies to develop and maximize employee performance, foster high standards in meeting the vision, mission and goals of the department.

<b>Commission Member: Check rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
----------------------------------------	----------------------------	----------------------------	----------------------------	---------------------------------------	----------------------------	------------------------------

Commission Member Comments:

<b>Charter Officer: Check self-evaluation rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
------------------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Charter Officer Comments:

Charter Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Commission Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Return fully completed Charter Officer Performance Evaluation form to Human Resources Director, Box 20



# Charter Officer Annual Performance Evaluation Form

## Additional Goals Sheet

**\*Overall Support of City Commission Goals and Objectives.** Demonstrates an understanding of and supports the City's philosophy (vision, mission, values); actively pursues an understanding of organizational goals and objectives and how these relate to the Charter Officers' job and department.

**\*Charter to attach Accomplishments Report for Evaluation Period**

### Goal 2 - Describe Goal(s):

Commission Member: Check performance rating	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
---------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Commission Member Comments:

Charter Officer: Check self-evaluation rating	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
-----------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Charter Officer Comments:

### Goal 3 - Describe Goal(s):

Commission Member: Check performance rating	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
---------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Commission Member Comments:

Charter Officer: Check self-evaluation rating	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
-----------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Charter Officer Comments:





## Charter Officer Annual Performance Evaluation Form

<b>Fiscal Year:</b> 2022 (FY 20-21)	<b>Evaluator:</b> Poe
<b>Charter Officer:</b> Ginger Bighie	<b>Title:</b> Auditor

**Goal(s) If needed use additional goals sheet (page 5):**

**\*Overall Support of City Commission Goals and Objectives.** Demonstrates an understanding of and supports the City's philosophy (vision, mission, values); actively pursues an understanding of organizational goals and objectives and how these relate to the Charter Officers' job and department.

**\*Charter to attach Accomplishments Report for Evaluation Period**

Describe Goal(s):

- Team Building, auditor development
- Annual audit plan
- Fraud Risk
- Governance
- Value add Operational Risk Management Consults

<b>Commission Member: Check performance rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
----------------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	---------------------------------------	------------------------------

Commission Member Comments:

<b>Charter Officer: Check self-evaluation rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
------------------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Charter Officer Comments:

**Competencies:**

- 1. Business Acumen.** Understands the business, financial status of the organization and core operational area of responsibility; realizes implications of key financial indicators, and uses economic and industry data to accurately diagnose business strengths and weaknesses.

<b>Commission Member: Check competency rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
---------------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	---------------------------------------	------------------------------

Commission Member Comments:

Outstanding knowledge of business operations, including but not limited to risk assessment.

<b>Charter Officer: Check self-evaluation rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
------------------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Charter Officer Comments:





## Charter Officer Annual Performance Evaluation Form

- 2. Communication and Building Relationships.** Communicates and listens effectively, open to receiving and giving constructive feedback, promotes frank and open discussions on issues. Cultivates a network of relationships both internal and external, promotes collaboration and removes barriers across organizational lines, builds credibility for the City.

Commission Member: Check competency rating

1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
----------------------------	----------------------------	----------------------------	----------------------------	---------------------------------------	------------------------------

Commission Member Comments:

Ms. Righie has been instrumental in helping address our efforts to improve organizational culture and aid in professional development

Charter Officer: Check self-evaluation rating

1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Charter Officer Comments:

- 3. Fiscal Management.** Prepares a balanced budget to provide services at a level directed by the Commission, ensuring actions and decisions reflect an appropriate level of responsibility for financial planning and accountability.

Commission Member: Check competency rating

1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
----------------------------	----------------------------	----------------------------	----------------------------	---------------------------------------	------------------------------

Commission Member Comments:

Has added talent while keeping within budget.

Charter Officer: Check self-evaluation rating

1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Charter Officer Comments:







## Charter Officer Annual Performance Evaluation Form

- 4. Integrity.** Demonstrates the highest level of integrity and ethical behavior, adhering to the City's code of conduct upholding the values of the City, challenges questionable work standards and confronts or reports suspicious practices to appropriate leaders or authorities.

Commission Member: Check competency rating    1 ☐    2 ☐    3 ☐    4 ☐    5 ☒    N/A ☐

Commission Member Comments:

Ms. Bigbre not only holds herself and her team to the highest ethical standards, but has helped to build such a culture organization wide.

Charter Officer: Check self-evaluation rating    1 ☐    2 ☐    3 ☐    4 ☐    5 ☐    N/A ☐

Charter Officer Comments:

- 5. Leading and Supervision.** Effectively establishes strategies to develop and maximize employee performance, foster high standards in meeting the vision, mission and goals of the department.

Commission Member: Check rating    1 ☐    2 ☐    3 ☐    4 ☐    5 ☒    N/A ☐

Commission Member Comments:

Ms. Bigbre leads a highly-functioning and professional team.

Charter Officer: Check self-evaluation rating    1 ☐    2 ☐    3 ☐    4 ☐    5 ☐    N/A ☐

Charter Officer Comments:

Charter Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Commission Member Signature:  \_\_\_\_\_

Date: 2/22/22

Return fully completed Charter Officer Performance Evaluation form to Human Resources Director, Box 20





## Charter Officer Annual Performance Evaluation Form

### Additional Goals Sheet

**\*Overall Support of City Commission Goals and Objectives:** Demonstrates an understanding of and supports the City's philosophy (vision, mission, values); actively pursues an understanding of organizational goals and objectives and how these relate to the Charter Officers' job and department.

**\*Charter to attach Accomplishments Report for Evaluation Period**

#### Goal 2 - Describe Goal(s):

Help facilitate executive meeting  
for elected & charter officials

Commission Member: Check performance rating	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
---------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Commission Member Comments:

Charter Officer: Check self-evaluation rating	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
-----------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Charter Officer Comments:

#### Goal 3 - Describe Goal(s):

Commission Member: Check performance rating	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
---------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Commission Member Comments:

Charter Officer: Check self-evaluation rating	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
-----------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Charter Officer Comments:





# Charter Officer – Bigbie, Ginger (City Auditor) Annual Performance Evaluation Form

2/7/2022  
Saco

## Introduction:

The City Commission is responsible for conducting Charter Officer annual evaluations ensuring the Charter contributes to the achievement of the City's mission, vision and goals. Charter Officer performance evaluations shall be conducted after the conclusion of each fiscal year.

The purpose of the Charter Officer evaluation is to provide timely, clear and focused input to the Charter about how well he or she is performing in the key performance areas identified as most critical by the City Commission in achieving the City of Gainesville's strategic objectives.

The Charter Officer should be evaluated using criteria established by the Commission, aligning with established core competencies, review rating scale criteria and salary adjustment schedules as determined by Human Resources. Human Resources will notify the Commission at least one month in advance of performance evaluation due dates. Annual salary increases will be based on the Charter Officer's performance of established objectives in the prior fiscal year. Any annual awards are made based on market considerations and according to budgetary or fiscal constraints.

## Commission Instructions:

Evaluate the Charter Officer's performance for each area of accountability using the rating scale outlined below. Consider all criteria together when forming an impression about the Charter Officer's performance. Add comments you believe provide context to your rating or that would be helpful to the Charter Officer.

Performance Descriptors and Rating Scale		
5	Superior	Work performance consistently exceeds all performance expectations and displays a consistent level of exceptional performance. This is consistent, exceptional performance.
4	Exemplary	Work performance consistently achieves all performance expectations and key elements of performance consistently are carried out in an exceptional manner or sustained periods. This is consistent, outstanding performance.
3	Meets Expectations	Work performance consistently achieves all performance expectations for this factor.
2	Needs Improvement	Work performance on one or more elements is less than expected and requires some improvements to fully meet performance standards.
1	Did Not Meet Expectations	Work performance within this factor is unacceptable. Performance did not meet expected performance standards.

**Ratings 2 or below should include comments and if applicable provide specific suggestions for performance improvement.**

## Charter Officer Instructions and Next Steps:

- Using the above Rating Scale, the Charter Officer will self-evaluate and rate his or her performance. The Charter Officer should also attach his or her **Accomplishments List or Report** to the form.
- Charter Officer to submit completed self-evaluation and accomplishments report to Human Resources.
- Charter Officer to schedule individual evaluation discussion meetings with each Commission member to discuss self-evaluation and list of accomplishments. Charters should also be prepared to discuss objectives for next fiscal year.
- After reviewing the Charter Officer self-evaluation and accomplishments report with the Charter Officer, each Commission member will provide an evaluation rating, using the above Rating Scale.
- Following Commission and Charter performance evaluation discussion, completed performance evaluations are returned to Human Resources.
- Human Resources will compile and aggregate all Charter Officer evaluation ratings, coordinate and present for discussion during a publicly noticed Commission meeting. Note: Salary increases are budgeted in a personal services contingency account and recommended salary increases will be processed within established payroll processing timelines.





## Charter Officer – Bigbie, Ginger (City Auditor) Annual Performance Evaluation Form

<b>Fiscal Year:</b>	<b>Evaluator:</b> <i>Saco</i>
<b>Charter Officer:</b> <i>Bigbie</i>	<b>Title:</b> <i>Commissioner</i>

**Goal(s) If needed use additional goals sheet (page 5):**

**\*Overall Support of City Commission Goals and Objectives.** Demonstrates an understanding of and supports the City's philosophy (vision, mission, values); actively pursues an understanding of organizational goals and objectives and how these relate to the Charter Officers' job and department.

**\*Charter to attach Accomplishments Report for Evaluation Period**

Describe Goal(s):

*- Assisted w/ cultural assessment and recs to improve comm. builders' experience and environment  
- Worked through AG report and coordinated responses*

<b>Commission Member: Check performance rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
----------------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	---------------------------------------	------------------------------

Commission Member Comments:

<b>Charter Officer: Check self-evaluation rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
------------------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Charter Officer Comments:

### Competencies:

**1. Business Acumen.** Understands the business, financial status of the organization and core operational area of responsibility; realizes implications of key financial indicators, and uses economic and industry data to accurately diagnose business strengths and weaknesses.

<b>Commission Member: Check competency rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
---------------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	---------------------------------------	------------------------------

Commission Member Comments:

<b>Charter Officer: Check self-evaluation rating</b>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
------------------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Charter Officer Comments:



## Charter Officer – Bigbie, Ginger (City Auditor) Annual Performance Evaluation Form

- 2. Communication and Building Relationships.** Communicates and listens effectively, open to receiving and giving constructive feedback, promotes frank and open discussions on issues. Cultivates a network of relationships both internal and external, promotes collaboration and removes barriers across organizational lines, builds credibility for the City.

Commission Member: Check competency rating	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
--------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	---------------------------------------	------------------------------

Commission Member Comments:

*Always available and willing to explain issues/situations.  
Willing and able to voice concerns in professional manner*

Charter Officer: Check self-evaluation rating	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
-----------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	---------------------------------------	------------------------------

Charter Officer Comments:

- 3. Fiscal Management.** Prepares a balanced budget to provide services at a level directed by the Commission, ensuring actions and decisions reflect an appropriate level of responsibility for financial planning and accountability.

Commission Member: Check competency rating	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
--------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	---------------------------------------	------------------------------

Commission Member Comments:

Charter Officer: Check self-evaluation rating	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
-----------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Charter Officer Comments:



## Charter Officer – Bigbie, Ginger (City Auditor) Annual Performance Evaluation Form

4. **Integrity.** Demonstrates the highest level of integrity and ethical behavior, adhering to the City's code of conduct upholding the values of the City, challenges questionable work standards and confronts or reports suspicious practices to appropriate leaders or authorities.

Commission Member: Check competency rating    1 ☐    2 ☐    3 ☐    4 ☐    5 ☒    N/A ☐

Commission Member Comments:

*Commissioner found evidence of positive work standards upholding the values of the City, challenges questionable work standards and confronts or reports suspicious practices to appropriate leaders or authorities.*

Charter Officer: Check self-evaluation rating    1 ☐    2 ☐    3 ☐    4 ☐    5 ☐    N/A ☐

Charter Officer Comments:

5. **Leading and Supervision.** Effectively establishes strategies to develop and maximize employee performance, foster high standards in meeting the vision, mission and goals of the department.

Commission Member: Check rating    1 ☐    2 ☐    3 ☐    4 ☐    5 ☒    N/A ☐

Commission Member Comments:

Charter Officer: Check self-evaluation rating    1 ☐    2 ☐    3 ☐    4 ☐    5 ☐    N/A ☐

Charter Officer Comments:

Charter Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Commission Member Signature: *[Signature]*

Date: *2/7/2022*

Return fully completed Charter Officer Performance Evaluation form to Human Resources Director, Box 20



# Charter Officer – Bigbie, Ginger (City Auditor) Annual Performance Evaluation Form

## Additional Goals Sheet

**\*Overall Support of City Commission Goals and Objectives.** Demonstrates an understanding of and supports the City's philosophy (vision, mission, values); actively pursues an understanding of organizational goals and objectives and how these relate to the Charter Officers' job and department.

**\*Charter to attach Accomplishments Report for Evaluation Period**

**Goal 2 - Describe Goal(s):**

Commission Member: Check performance rating	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
---------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Commission Member Comments:

Charter Officer: Check self-evaluation rating	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
-----------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Charter Officer Comments:

**Goal 3 - Describe Goal(s):**

Commission Member: Check performance rating	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
---------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Commission Member Comments:

Charter Officer: Check self-evaluation rating	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
-----------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Charter Officer Comments:





## Charter Officer Annual Performance Evaluation Form

Ward / Bigbie

### Introduction:

The City Commission is responsible for conducting Charter Officer annual evaluations ensuring the Charter contributes to the achievement of the City's mission, vision and goals. Charter Officer performance evaluations shall be conducted after the conclusion of each fiscal year.

The purpose of the Charter Officer evaluation is to provide timely, clear and focused input to the Charter about how well he or she is performing in the key performance areas identified as most critical by the City Commission in achieving the City of Gainesville's strategic objectives.

The Charter Officer should be evaluated using criteria established by the Commission, aligning with established core competencies, review rating scale criteria and salary adjustment schedules as determined by Human Resources. Human Resources will notify the Commission at least one month in advance of performance evaluation due dates. Annual salary increases will be based on the Charter Officer's performance of established objectives in the prior fiscal year. Any annual awards are made based on market considerations and according to budgetary or fiscal constraints.

### Commission Instructions:

Evaluate the Charter Officer's performance for each area of accountability using the rating scale outlined below. Consider all criteria together when forming an impression about the Charter Officer's performance. Add comments you believe provide context to your rating or that would be helpful to the Charter Officer.

Performance Descriptors and Rating Scale		
5	Superior	Work performance consistently exceeds all performance expectations and displays a consistent level of exceptional performance. This is consistent, exceptional performance.
4	Exemplary	Work performance consistently achieves all performance expectations and key elements of performance consistently are carried out in an exceptional manner or sustained periods. This is consistent, outstanding performance.
3	Meets Expectations	Work performance consistently achieves all performance expectations for this factor.
2	Needs Improvement	Work performance on one or more elements is less than expected and requires some improvements to fully meet performance standards.
1	Did Not Meet Expectations	Work performance within this factor is unacceptable. Performance did not meet expected performance standards.

Ratings 2 or below should include comments and if applicable provide specific suggestions for performance improvement.

### Charter Officer Instructions and Next Steps:

- Using the above Rating Scale, the Charter Officer will self-evaluate and rate his or her performance. The Charter Officer should also attach his or her **Accomplishments List or Report** to the form.
- Charter Officer to submit completed self-evaluation and accomplishments report to Human Resources.
- Charter Officer to schedule individual evaluation discussion meetings with each Commission member to discuss self-evaluation and list of accomplishments. Charters should also be prepared to discuss objectives for next fiscal year.
- After reviewing the Charter Officer self-evaluation and accomplishments report with the Charter Officer, each Commission member will provide an evaluation rating, using the above Rating Scale.
- Following Commission and Charter performance evaluation discussion, completed performance evaluations are returned to Human Resources.
- Human Resources will compile and aggregate all Charter Officer evaluation ratings, coordinate and present for discussion during a publicly noticed Commission meeting. Note: Salary increases are budgeted in a personal services contingency account and recommended salary increases will be processed within established payroll processing timelines.





## Charter Officer Annual Performance Evaluation Form

Fiscal Year: 2021	Evaluator: WARD
Charter Officer: B2/B28	Title: ASSTOR

**Goal(s) If needed use additional goals sheet (page 5):**

**\*Overall Support of City Commission Goals and Objectives.** Demonstrates an understanding of and supports the City's philosophy (vision, mission, values); actively pursues an understanding of organizational goals and objectives and how these relate to the Charter Officers' job and department.

**\*Charter to attach Accomplishments Report for Evaluation Period**

Describe Goal(s):

Commission Member: Check performance rating	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
---------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	---------------------------------------	------------------------------

Commission Member Comments:

Charter Officer: Check self-evaluation rating	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
-----------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Charter Officer Comments:

**Competencies:**

**1. Business Acumen.** Understands the business, financial status of the organization and core operational area of responsibility; realizes implications of key financial indicators, and uses economic and industry data to accurately diagnose business strengths and weaknesses.

Commission Member: Check competency rating	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
--------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	---------------------------------------	------------------------------

Commission Member Comments:

Charter Officer: Check self-evaluation rating	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
-----------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Charter Officer Comments:



## Charter Officer Annual Performance Evaluation Form

- 2. Communication and Building Relationships.** Communicates and listens effectively, open to receiving and giving constructive feedback, promotes frank and open discussions on issues. Cultivates a network of relationships both internal and external, promotes collaboration and removes barriers across organizational lines, builds credibility for the City.

Commission Member: Check competency rating    1 ☐    2 ☐    3 ☐    4 ☐    5 ☒    N/A ☐

Commission Member Comments:

*It is essential that your leadership between charter officers be clear and trustworthy, and it is.*

Charter Officer: Check self-evaluation rating    1 ☐    2 ☐    3 ☐    4 ☐    5 ☐    N/A ☐

Charter Officer Comments:

- 3. Fiscal Management.** Prepares a balanced budget to provide services at a level directed by the Commission, ensuring actions and decisions reflect an appropriate level of responsibility for financial planning and accountability.

Commission Member: Check competency rating    1 ☐    2 ☐    3 ☐    4 ☐    5 ☒    N/A ☐

Commission Member Comments:

Charter Officer: Check self-evaluation rating    1 ☐    2 ☐    3 ☐    4 ☐    5 ☐    N/A ☐

Charter Officer Comments:



## Charter Officer Annual Performance Evaluation Form

4. **Integrity.** Demonstrates the highest level of integrity and ethical behavior, adhering to the City's code of conduct upholding the values of the City, challenges questionable work standards and confronts or reports suspicious practices to appropriate leaders or authorities.

Commission Member: Check competency rating    1 ☐    2 ☐    3 ☐    4 ☐    5 ☒    N/A ☐

Commission Member Comments:

*This should go without saying,  
and with you, it does.*

Charter Officer: Check self-evaluation rating    1 ☐    2 ☐    3 ☐    4 ☐    5 ☐    N/A ☐

Charter Officer Comments:

5. **Leading and Supervision.** Effectively establishes strategies to develop and maximize employee performance, foster high standards in meeting the vision, mission and goals of the department.

Commission Member: Check rating    1 ☐    2 ☐    3 ☐    4 ☐    5 ☒    N/A ☐

Commission Member Comments:

*I have been very pleased with your department's  
work which is a reflection of your leadership*

Charter Officer: Check self-evaluation rating    1 ☐    2 ☐    3 ☐    4 ☐    5 ☐    N/A ☐

Charter Officer Comments:

Charter Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Commission Member Signature:  \_\_\_\_\_

Date: *2/28/22* \_\_\_\_\_

Return fully completed Charter Officer Performance Evaluation form to Human Resources Director, Box 20



# Charter Officer Annual Performance Evaluation Form

## Additional Goals Sheet

**\*Overall Support of City Commission Goals and Objectives.** Demonstrates an understanding of and supports the City's philosophy (vision, mission, values); actively pursues an understanding of organizational goals and objectives and how these relate to the Charter Officers' job and department.

**\*Charter to attach Accomplishments Report for Evaluation Period**

**Goal 2 - Describe Goal(s):**

Commission Member: Check performance rating	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
---------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Commission Member Comments:

Charter Officer: Check self-evaluation rating	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
-----------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Charter Officer Comments:

**Goal 3 - Describe Goal(s):**

Commission Member: Check performance rating	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
---------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Commission Member Comments:

Charter Officer: Check self-evaluation rating	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	N/A <input type="checkbox"/>
-----------------------------------------------	----------------------------	----------------------------	----------------------------	----------------------------	----------------------------	------------------------------

Charter Officer Comments:

