

**PERFORMANCE PLANNING AND REVIEW RECORD - EXEMPT & NON-EXEMPT** \_\_\_\_\_REGULAR  
\_\_\_\_\_SPECIAL

Employee: Mike Battenfield

Dept: Park and Recreation

Employee Number: 107949

Classification: Park Building & Operations Mgr.

Division: 005

Supervisor: Lucy Dolman

Planning Date: 2/16

Review Date: 12/16

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The purpose of the Performance Planning and Review (P.P.R.) process is to improve performance by promoting mutual understanding and agreement between employees and supervisors as to the employee's job responsibilities, key projects and work objectives for the upcoming evaluation period as well as the performance standards to be used in measuring performance. The steps in the process are as follow:

1. At the start of employment or beginning of a performance evaluation period, the supervisor and employee meet to discuss and record job responsibilities, key projects, work objectives and performance standards and agree on these items as well as developmental activities which are to be reflected on the P.P.R. form. The employee and supervisor should each keep a copy of the form.

2. A subsequent review meeting of the employee and supervisor should be held at least one time during the review period, to review the employee's performance and to discuss any changes in job responsibilities, key projects, work objectives or related standards. (See PPM Section 703.)

3. At the conclusion of the performance evaluation period, the supervisor and employee meet to discuss evaluation of the employee's performance in accordance with established standards. If appropriate, a pay administration decision will be made based, at least in part, on that evaluation.

4. The completed form is submitted to the Human Resources Department with an accompanying Personnel Action form to adjust the employee's pay rate, if appropriate.

5. A new P.P.R. form is completed which again establishes job responsibilities, key projects, work objectives, standards, and developmental activities for the upcoming evaluation period.

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**PART I. - JOB RESPONSIBILITIES, KEY PROJECTS, WORK OBJECTIVES AND PERFORMANCE STANDARDS** ("City Values" additions listed as items 1 through 4)

**I. Job Responsibility/Project/Objective (A)                      Performance Standard (B)**

**1A.** Take personal responsibility for providing internal and external customers with the most cost efficient, prompt, and highest quality services possible.

**1B.** Feedback from customers, co-workers and observation.

Rating comments:

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**2A.** Take personal responsibility for seeking continuous improvement in departmental and City work efforts.

**2B.** Suggested or implemented improvements in service delivery.

Rating comments:

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**3A.** Take responsibility for continuous learning; attend appropriate training, education, and apply new and improved job skills.

**3B.** Attendance of training, education, and review of job skills based behavioral changes.

Rating comments:

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**4A.** (Management/Supervisory Responsibility Only) Use customer based planning processes for successful implementation and review of existing or new programs and service efforts.

**4B.** Feedback from customers, completion date targets, and project timeline reviews.

Rating comments:

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- 5A.** Take personal responsibility to attend Safety and Health Training; apply and/or adhere to all safety policies and standards.
- 5B.** Eliminate safety hazards when possible or report to the appropriate person those hazards you cannot eliminate on your own; demonstrate a positive safety culture by your actions and decision. (Management/Supervisory Responsibility Only) Ensure compliance and enforcement by their subordinates of all applicable safety policies/procedures.

Rating comments:

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- 6A.** Site Inventory: Assess all site amenities within the Park Department
- 6B.** Work with the park planning group to develop an Inventory of park amenities and facilities. Develop Replacement priority of park amenities. Identify funding sources for amenities replacement or submit for capital funding consideration.

Rating comments:

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- 7A.** Serve on various city-wide committees and task force as requested by the Park director.
- 7B.** AFSCME Contract negotiations, 2016 Fleet Management steering Committee

Rating comments:

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- 8A.** Structural and Land related project development and oversight.
- 8B.** Review plans for compliance with Park Standard Specifications. Attend or assign staff to attend, Pre-bid, pre-construction and progress meetings on all projects. Work with Park Planning group to develop plans for in-house projects.

Rating comments:

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**9A.** Provide leadership to develop and implement a vision in the Park and Recreation that Creates a standard of excellent in service.

**9B.** On the CAPRA Agency Accrediation Committee and create maintenance documents to be in compliance with the maintenance standards. Oversee and review maintenance narratives by Review plans for compliance with maintenance standards. Oversee and review maintenance narratives by January 31, 2016.

**Rating comments:**

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**10A.** Work with neighborhood organizations and groups to discuss park issues.

**10B.** Meet with park patrons and neighbors to resolve safety concerns. Safety and training of work group or employees assigned. Conduct one division safety meeting during the review period. Issue disciplinary action as needed to correct inadequate performance in safety. Review all accident and injury reports as per city policy.

**Rating comments:**

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**11A.** The Park Building and Operations Manager will be the Risk Manager for the park and recreation department.

**11B.** Meets with park employees and ensure that safety standards are being met. Leads the safety committee and oversees training for the department.

**Rating comments:**

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## PART II. - GENERAL WORK BEHAVIOR RATINGS

Rate how the employee's on the job behavior conforms to the level expected by the supervisor (as applicable).

### A. Work Habits & Attitudes

1. Conformance with rules, policies and instructions

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2. Cooperation and support of City work objectives

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3. Competent performance without close supervision

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### B. Relationships with Others

1. General Teamwork

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2. Supervisor

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3. Public

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### C. Personal Qualities

1. Dependability

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2. Initiative

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3. Orderliness

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## PART IV. - CAREER GROWTH AND DEVELOPMENTAL OBJECTIVES

Developmental - Current Position

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Promotional /Career improvements

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## PART V. - FINAL RATINGS

(E)  Exceptional - Performance/skills exceed almost all standards and/or exceed all critical standards.

Very Proficient - Performance/skills meet all standards and exceed some standards.

(P)  Proficient - Performance/skills meet standards.

Need Some Improvement - Performance/skills generally meet standards but slightly below on particular area(s).

(I)  Inadequate (\*required) - Performance/skills below expected standards in many areas or critical area(s) described under remedial activities.

\* See Remedial Actions

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## REMEDIAL ACTIONS

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**FINAL RATING COMMENTS**

Employee:

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Supervisor

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Review Session  
Supervisor's initial    Date

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Review Session  
Supervisor's initial    Date

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Review Session  
Supervisor's initial    Date

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Employee's initial    Date

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Employee's initial    Date

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Employee's initial    Date

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Planning Session  
Supervisor's signature    Date

Lucy Dyer    2/18/16

Employee's signature    Date

Mark Dattag    02/08/16

Reviewing Official    Date

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Final Review Session  
Supervisor's signature    Date

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Employee's signature    Date

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Reviewing Official    Date

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