County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE
713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
http://cao.co.la.ca.us

To enrich lives through effective and caring service

DAVID E. JANSSEN
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE BRATHWAITE BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

January 27, 2003

To: All Department Heads

From: David E. Janssen
Chief Administrative Officer

Michael J. Henry
Director of Personnel

MID-YEAR ADJUSTMENT TO DEPARTMENT HEAD GOALS – REVISED COUNTY STRATEGIC PLAN AND CONTRACTING POLICIES AND PROCEDURES

On October 8, 2002, the Board of Supervisors directed the Chief Administrative Office (CAO) to include compliance with new and existing contracting policies and procedures regarding contract monitoring in department head performance evaluations. On October 15, 2002, the Board directed incorporation of this provision as a mid-year adjustment to Management Appraisal and Performance Plan (MAPP) agreements along with any adjustments related to the revisions to the County Strategic Plan, which the Board subsequently adopted on December 17, 2002. This is an appropriate juncture to remind all MAPP participants that, despite the absence of a merit pool due to fiscal uncertainties, goal-setting through the MAPP process remains an integral part of strategic planning and maintaining accountability to the Board and the public.

Accordingly, and consistent with the October 15, 2002 Board action, each Department Head is requested to complete a MAPP Mid-Year Adjustment form to add the additional goal as follows:

> "Comply with new and existing contract, and contract monitoring, policies, and procedures, including the prohibition against retroactive contracts."

This statement will be included in future revisions of the MAPP form under the behaviors section "Compliance with County Policies and Board Directives".

We also request that you review your Department Head Goals, as submitted to the CAO in October 2002, to ensure your goals are aligned with the revised County Strategic Plan. If required, include the adjustments or amendments on the Mid-Year Adjustment form. The changes may include adding a new goal, replacing one goal with another, or amending an existing goal.

United We Stand

special projects/misc/map adjustments

To enrich lives through effective and caring service

All Department Heads are responsible for ensuring MAPP Managers in their departments review the alignment of their goals with the revised Strategic Plan and, if required, make appropriate adjustments based on the nine months remaining in the 2002-03 MAPP cycle. All MAPP managers must include the additional contract compliance goal in their Plan. The same Mid-Year Adjustment form should be used to reflect the changes.

Revised Department Head MAPP Mid-Year Adjustment agreements are due to this office, for subsequent transmittal to the Board, by **Monday, February 10, 2003**, to the attention of:

Lari Sheehan, Assistant Administrative Officer
723 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Please remember to submit a signed original. Each department head should establish similar deadlines within their department for submission of Mid-Year Adjustment forms for affected managers.

A hard copy of the Mid-Year Adjustment form is attached. It has been slightly revised from the original version which was included in your MAPP form submitted for the current cycle. An electronic copy will be provided to each department. If you have any questions, please let me know, or questions can be directed to Ms. Sheehan of CAO or Lu Takeuchi of the Department of Human Resources, at (213) 974-1174 (lsheehan@cao.co.la.ca.us), or (213) 738-2299 (ltakeuch@dhr.co.la.ca.us), respectively.

Thank you for your continued support of high priority Board initiatives, and for pursuing and reflecting the vision, mission, and goals of the County Strategic Plan.

DEJ:MJH :nl

Attachment

c: Each Supervisor
All Personnel Officers
Administrative Deputies Network

COUNTY OF LOS ANGELES – MANAGEMENT APPRAISAL AND PERFORMANCE PLAN

ANNUAL REPORT

Name: _____ Payroll Title: _____ Emp. Number: _____

Dept.: _____ Division: _____ Rating Period: _____ to _____

MID-YEAR ADJUSTMENTS AND AMENDMENTS

Amended Goals: For goals that were created or put in place after the original plan was developed, describe the product or service to be delivered, and how it will be measured. Goals should be written to improve service delivery through new program development or by enhancing ongoing operations. Show links to a Countywide Strategic Goal number and to a Departmental Goal, if applicable.

The rater may attach a supplemental sheet for comments.

New or Amended Goal
Stretch Goal: ☐ Supports Countywide Strategic Goal Number: 3 Departmental Goal: Evaluator's Rating: 1 2 3 4

Comply with new and existing contract, and contract monitoring, policies, and procedures, including the prohibition against retroactive contracts

Self-Assessment: State whether you achieved the goal and describe your accomplishments.

New or Amended Goal
Stretch Goal: ☐ Supports Countywide Strategic Goal Number: Departmental Goal: Evaluator's Rating: 1 2 3 4

Self-Assessment: State whether you achieved the goal and describe your accomplishments.

APPROVAL OF MID-YEAR ADJUSTMENTS

Employee Signature Date Evaluator Signature Date

Other Accomplishments / Participant Comments:
State any other accomplishments for this rating period, and add any other performance-related comments as necessary.