



COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

June 6, 2005

To: Each Supervisor

From: Michael J. Henry
Director of Personnel *MJH*

Subject: **PERFORMANCE EVALUATION STATUS REPORT**

Per your motion of July 24, 2001, we are continuing to collect Performance Evaluation Report data from all departments. Two reports are submitted. The first report is a summary of this data for the period of July 1, 2004 through December 31, 2004 prepared for all departments with the exception of the Department of Health Services (DHS). The second report represents DHS' overall data as well as individual data on King/Drew Medical Center (KDMC) for the twelve (12) month period ending 5/23/05.

The overall completion rate for departments, excluding DHS, for the current reporting period is 99%. The departments are making great strides toward achieving a 100% completion of performance evaluations. There continues to be a decrease in the number of departments reporting less than a 100% (three departments for this period compared to the five departments in the last report).

DHS and KDMC's completion rate is reported separately in the second report due to the department implementing a new performance evaluation tracking system with data reflecting a twelve month reporting period ending 5/23/05. DHS has a completion rate of 85% which is a considerable increase over the 70% completion rate of the last reporting period. KDMC's performance evaluation completion rate is currently 81% which is significantly higher than the 43% completion rate reported by DHS for the last reporting period and the 54% reported by Navigant in their February 2005 report.

DHS has assured us that their data on the next report will reflect the six month reporting period of the Status Report Summary. In addition, DHS has informed us they are developing a system that will automatically generate delinquency notices to managers notifying them of which Performance Evaluations are delinquent and due, in an effort to improve their timely submission of Performance Evaluations.

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The Department of Human Resources will continue to communicate with those departments who have less than 100% to stress the importance of completing timely performance evaluations. While most of the departments with less than a 100% completion rate have increased their percentage from the last reporting period, the continued intervention of top departmental management is especially vital in establishing full compliance as a priority. We will continue to work with these departments in an effort to achieve a completion rate of 100% Countywide. This status report excludes MAPP evaluations which are reported to you separately.

My staff continues to provide Performance Evaluation Workshops as requested by individual departments and also offers open sessions to supervisors Countywide.

Please call me if you have any questions.

MJH:TJH
LT:LM

Attachments

c: Department Heads

PERFORMANCE EVALUATION STATUS REPORT SUMMARY				
For The Period Ending DECEMBER 31, 2004				
DEPARTMENT	# of Evaluations due between 07-01-04 and 12-31-04	# of Evaluations Completed for that Period	Difference	Percentage Completed
Affirmative Action Compliance	13	13	0	100%
Ag. Commissioner/Weights & Measures	131	131	0	100%
Alternate Public Defender	127	127	0	100%
Animal Care and Control	105	105	0	100%
Assessor	1378	1378	0	100%
Auditor-Controller	234	234	0	100%
Beaches & Harbors	111	111	0	100%
Board of Supervisors	4	4	0	100%
Chief Administrative Office	169	169	0	100%
Chief Information Officer	1	1	0	100%
Child Support Services	905	905	0	100%
Community & Senior Services	210	210	0	100%
Consumer Affairs	17	17	0	100%
County Counsel	82	82	0	100%
District Attorney	896	896	0	100%
Fire	2458	2458	0	100%
Human Relations	11	11	0	100%
Human Resources	98	98	0	100%
Internal Services	929	929	0	100%
LACERA	111	111	0	100%
Mental Health	1059	1059	0	100%
Military & Veterans Affairs	9	9	0	100%
Museum of Art	40	40	0	100%
Museum of Natural History (no data for this period)	0	0	0	0%
Ombudsman	8	8	0	100%
Parks & Recreation	342	342	0	100%
Probation	2266	2266	0	100%
Public Defender	463	463	0	100%
Public Library	347	347	0	100%
Public Safety	259	259	0	100%
Public Social Services	7854	7854	0	100%
Public Works	1771	1771	0	100%
Regional Planning	47	47	0	100%
Registrar-Recorder	283	283	0	100%
Treasurer & Tax Collector	235	235	0	100%
Coroner	84	82	2	98%
Sheriff	6408	6198	210	97%
Children & Family Services	2772	2530	242	91%
TOTAL	32237	31783	454	99%

DEPARTMENT OF HEALTH SERVICES
 PERFORMANCE EVALUATION STATUS REPORT SUMMARY
 FOR THE PERIOD ENDING MAY 23, 2005

DEPARTMENT	# of Evaluations due between 05/24/04 and 05/23/05	# of Evaluations Completed for that Period	Difference	Percentage Completed
Health Services (Cumulative Report)	21597	18264	6383	85%
King Drew Medical Center	2340	1885	1043	81%