COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES

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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

April 16, 2008

To: Each Supervisor

From: Michael J. Henry
Director of Personnel

Subject: **PERFORMANCE EVALUATION STATUS REPORT**

Per your motion of July 24, 2001, we are continuing to collect Performance Evaluation (PE) report data from all departments. Attached is a summary of this data for the period of July 1, 2007 through December 31, 2007. The Countywide overall completion rate for this period is 96%, a 4% increase since the last reporting period.

I am pleased to announce for the first time since the 2001 Board order all County departments, with the exception of the Department of Health Services (DHS), are reporting ***100%*** PE completion rates. DHS has made significant progress as they continue to implement new procedures to help improve their completion rates, reporting an overall completion rate of 79%, a 16% increase since the last reporting period.

As discussed in a memo to your Board dated May 9, 2007, the County is in the process of acquiring an enterprise license for an Employee Performance System (EPS). The EPS solution, when implemented, will facilitate tracking and timely completion of the employee performance reviews.

We will continue to work with departments who have less than 100% to stress the importance of timely completion of performance evaluation reports. 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
BM:LM

Attachment
c: Department Heads

PERFORMANCE EVALUATION STATUS REPORT SUMMARY

For The Period Ending December 31, 2007

DEPARTMENT	# of Evaluations due between 07-01-07 and 12-31-07	# of Evaluations Completed for that Period	Difference	Percentage Completed
Affirmative Action Compliance	18	18	0	100%
Ag. Commissioner/Weights & Measures	122	122	0	100%
Alternate Public Defender	151	151	0	100%
Animal Care and Control	85	85	0	100%
Assessor	1342	1342	0	100%
Auditor-Controller	325	325	0	100%
Beaches & Harbors	95	95	0	100%
Board of Supervisors	66	66	0	100%
Chief Executive Office	193	193	0	100%
Chief Information Officer	2	2	0	100%
Child Support Services	1055	1055	0	100%
Children & Family Services	3200	3200	0	100%
Community & Senior Services	196	196	0	100%
Consumer Affairs	28	28	0	100%
Coroner	90	90	0	100%
County Counsel	137	137	0	100%
District Attorney	990	990	0	100%
Fire	2593	2593	0	100%
Human Relations	10	10	0	100%
Human Resources	108	108	0	100%
Internal Services	900	900	0	100%
LACERA	138	138	0	100%
Mental Health	1467	1467	0	100%
Military & Veterans Affairs	7	7	0	100%
Museum of Art	34	34	0	100%
Museum of Natural History	24	24	0	100%
Ombudsman	1	1	0	100%
Parks & Recreation	521	521	0	100%
Probation	2778	2778	0	100%
Public Defender	541	541	0	100%
Public Library	331	331	0	100%
Public Health	1675	1675	0	100%
Public Safety	220	220	0	100%
Public Social Services	8252	8252	0	100%
Public Works	1966	1966	0	100%
Regional Planning	68	68	0	100%
Registrar-Recorder	360	360	0	100%
Sheriff	6656	6656	0	100%
Treasurer & Tax Collector	226	226	0	100%
Health Services	8602	6819	1783	79%
TOTAL	45573	43790	1783	**96%**