

Performance Goal	Criteria
<b>Budget Analysis</b>	
Assist members of the Board of Supervisors in preparing policy priorities during Spring 2018	◆ Work with Board members to draft potential motion on policy priorities prior to May 2018
Prepare report showing historical budget trends and major changes or issues in Mayor’s proposed FY 2018-19 budget	◆ Submit report to the Board of Supervisors by second week of June 2018
Submit final budget analysis reports on time to the Board of Supervisors with findings and recommendations	◆ Timely submission of budget analysis reports and recommendations to the Board of Supervisors
Budget analysis reports contain useable recommendations	◆ Clearly stated and specific recommendations that can be practically implemented
<b>Legislative Reports</b>	
Provide weekly legislative reports to the Budget and Finance Committee three business days in advance of meetings	◆ Reports provided on time
Provide a weekly briefing on our legislative reports as requested to members of the Board of Supervisors	◆ Weekly legislative report briefings provided as requested
On an ongoing basis, identify policy considerations and options for the Board of Supervisors	◆ Policy considerations and options included in legislative reports as appropriate
<b>Performance Audits and Policy Analysis</b>	
Provide recommendations for performance audit topics to the Board of Supervisors	◆ Recommend topics and prepare draft audit motions
Submit final performance audit reports with clearly stated findings and recommendations, consistent with the audit objectives, timeline and budget agreed to by the Government Audit and Oversight Committee	◆ Provide status updates to members of the Government Audit and Oversight Committee ◆ Present reports that address audit objectives and provide clearly-stated findings and detailed and specific recommendations within the estimated hours and by the expected completion date
Respond to Board member or staff requesting a policy analysis by email within 48 hours	◆ Respond to requesting Board member or staff person within 48 hours
Conduct initial analysis of up to approximately 40 hours per request, and in consultation with the requesting member, may conduct more detailed analyses once the 40 hour analysis is completed	◆ Provide results of 40-hour analysis and consult with requesting Board member on more detailed analysis
Policy analysis reports to be clearly presented and responsive to intent of request	◆ Clearly presented reports that are responsive to intent of request; and detailed and specific recommendations, if requested.