



**Clerk of the Board of Supervisors
Performance Goals and Ratings**

Name of Clerk to the Board of Supervisors: _____

Period covered for this evaluation: _____

I. Provide Overall Management of Operational Division

Performance Rating: _____

Rating (1-4): 1 - Failed to Perform 2 - Needs Improvement, 3 - Performed Task, 4 - Excelled in Performance

Explanation:

Responsibilities Include:

1. Assure Management Team Receives - Orientation and Training
 - DHR Management Training
 - Review/approve updated Operations Manuel
 - Infrastructure operational and business needs training
 - Greet Public via walk-in, telephone and email and assist with their inquiries.
 - Furnish copies of legislation requested by public and City Depts.
 - Deliver mail. Prepare Board Packets.
 - Process legislation for COB/Mayor signing.
 - Support Leg. and Admin. divisions as needed.
 - Chamber setup/clean up.
 - Maintain copiers.
 - Submit CMMS repair requests.
 - Order office supplies.
 - Water orders and delivery.
 - Complete Clerk-to-Act requests and In-Memoriam's.
 - Maintain conference room reservations.
 - Responsible for office key log, and.
 - File all passed legislation.

- Update/maintain and distribute all dept. telephone lists, and committee rosters).
- 2. Provide all responses to language access requests within 48 hours.
 - Respond to requests from Supervisors for accommodation and resolved all inquiries within 48 hours.
- 3. Respond to all Public Records Requests/Immediate Disclosures via 311 within 24 hours.
- 4. Track weekly notices, confer with Legislative Deputies and report to COB.
- 5. Update the Records Retention Policy, post on City Administrators website.
- 6. Inspect and rotate all emergency provisions for all BOS Employees “Red Bags” and department emergency and first aid bags.
- 7. Schedule necessary Emergency Preparedness training to all BOS staff 2019-2020.
- 8. Finalize new Electronic Inventory Process.
- 9. Reorganize employee breakroom (262) to make the space more user friendly for our growing department.
- 10. Provide mid-year and full-year Performance metrics to Controller
 - Collect and compile all metrics from division leads during February and September every year for mid-year and full-year performance measure reporting, respectively.
- 11. Meet with Building Management to determine how upgrading HVAC system will impact the Board offices, Clerk’s office and Committee and Chamber rooms.
- 12. Provide performance evaluations to my direct reports in a timely manner.

II. Provide Management of Administrative Division

Performance Rating: _____

Rating (1-4): 1 - Failed to Perform 2 - Needs Improvement, 3 - Performed Task, 4 - Excelled in Performance

Explanation:

Responsibilities Include:

1. Provide office transition into the department, training on Department policies for new Board Members, and employees.
2. Provide infrastructure operational and business needs to BOS staff and our clients:
 - Prepare and manage the office budget
 - Manage the internal support, payroll auditing, compliance
 - Manage contracts with outside vendors
 - Manage the purchasing of employees
 - Manage the invoice payment
 - Take proper training
3. Prepare draft budget for the department. Meet with Board members to share plans and obtain guidance before finalizing. Present Budget in Committee.
4. Department cancelling the Nestle drinking water, moving towards participating in the SFPUC's new Bottled Water Delivery Program.
5. Transition three high profile retirements, conduct recruitment to backfill.
6. Recruit the Departments vacant new Chief Information Officer and other vacant positions.
7. Transition the new BOS General Counsel.
8. Ensure all staff are compliant with regulations and trainings.
 - Form 700 filings
 - Incompatible activities memo reviewed and distributed

III. Provide Overall Management of Legislative Division

Performance Rating: _____

Rating (1-4): 1 - Failed to Perform 2 - Needs Improvement, 3 - Performed Task, 4 - Excelled in Performance

Explanation:

Responsibilities Include:

1. Provide infrastructure operational and business needs to BOS staff and our clients including:
 - Daily Legislative tracking
 - Answering any questions from all departments and Board offices.
2. All introduced Legislative files have been analyzed and deemed complete before scheduling and ensure that all legislation meets mandates.
3. All Board and Committee Agendas posted at least 72 hours in advance.
4. Minutes contain an accurate record of the votes and actions taken by the Committee or Board.
5. All notices are timely posted in the newspaper.
6. All files requiring post passage follow up have been handled in a timely manner.
7. Manage logistics of Committee and Board meeting set ups and needs of attendees.
8. Ensure weekly legislation gets to the Mayor's desk by Wednesday, 5:00 p.m.
9. Ensure all legislation signed by the Mayor are returned timely.
10. All finally enacted legislation is timely/properly processed and posted to our website.
11. Finalize the 2020 Maddy Act.
12. Set up a meeting with the Sherriff and City Hall Sergeant to discuss cuing for large hearings in City Hall and food for persons and families in attendance.
13. Engage Board Aides towards final implementation, maintenance and support through Nov. 2022 for the Salesforce Constituent Management System Contract (Westcoast Consulting Group).
14. Assist Supervisor Mar's \$50,000 District Addback.

IV. Provide management of IT division staff

Performance Rating: _____

Rating (1-4): 1 - Failed to Perform 2 - Needs Improvement, 3 - Performed Task, 4 - Excelled in Performance

Explanation:

Responsibilities Include:

1. Manage IT infrastructure operational and business needs including:
 - Daily computer management
 - Tracking of Equipment
 - Procurement of goods and services
 - Manage Security and incident planning
2. Once the CIO is hired, update Computer Use Policy.
3. Work with the Assessors Team to configure the AAB system to engage their new system.
4. The Salesforce constituent management system needs shepherding of issues between offices and the contractor. Begin to discuss next phase of contract with Board Aides.
5. Maintain the Granicus/Legistar system for the Departments legislative needs.
6. Scope the next phase for Legislative files digitization, approval of budget needs replenishing to continue. (1970 to 2014 completed by Wilson Ng).
 - Completed by beginning of FY20-21
7. Old VHS/DVD proceedings fund procurement for digitization

V. Provide oversight for Youth Commission

Performance Rating: _____

Rating (1-4): 1 - Failed to Perform 2 - Needs Improvement, 3 - Performed Task, 4 - Excelled in Performance

Explanation:

Responsibilities Include:

1. Review Youth Commission applications for the next term.
2. Mid-year retreat – Reviewing capacity building, planning, strategy, goals
3. New Commission Chair and Vice Chair training
4. Commission Resolution Training
5. Budget Advocacy – Track City Budgets, prepare Commission presentations to Budget Committee Presentations
6. DCYF OAC Recommendations
7. Juvenile Hall Report - Due March

VI. Provide Oversight for the Assessment Appeals Board

Performance Rating: _____

Rating (1-4): 1 - Failed to Perform 2 - Needs Improvement, 3 - Performed Task, 4 - Excelled in Performance

Explanation:

1. Train new Acting Administrator
 - DHR management training scheduled for June
 - Review and approve updated AAB Manual.
2. Review and approve updated AAB Manual, ongoing process for the next 2 years.
3. Manage AAB infrastructure operational and business needs for our Taxpayers, and the Assessor and Tax Collector offices.
4. Ensure the Office is on course to meet the 2-year timeframes for all AAB filings.
5. Continue to onboard/train new AAB Board Members.
6. Ensure Board Members receive State Board of Equalization training.

7. Administrator spot checks decisions to ensure decisions are based on market comparables, by attending every hearing.
8. Prepare a standard template for Findings of Fact. Work with Administrator continued are finalized on time. (Since October seven hotels have requested findings of fact: Ritz Carlton, Mark Hopkins, St. Francis, the intercontinental...)
9. Review the November 2020 ballot measure "Split Roll" Initiative. If approved, impactful, will quadruple the annual appeals filed. Would necessitate hiring many new staff to handle the onslaught at AAB. "Split Roll," would raise \$10 billion a year by taxing commercial properties based on their fair market value instead of their purchase price.

VII. COB Performance Goals (Provide 2-4 personal goals not measured in the other performance indicators.)

Goal 1. _____

Goal Reached: YES/NO _____

Goal 2. _____

Goal Reached: YES/NO _____