

Performance Document - Mid-Year Performance Review

Performance Criteria

MG1: Parks & Preservation
Mid-Year Performance Review

Section 1 - Core/Individual Competencies

Core/Individual Competencies will be evaluated by: Employee, Manager

Customer Service

Description Understands that all employees have external and/or internal customers that they provide services and information to; honors all of the State's commitments to customers by providing helpful, courteous, accessible, responsive, and knowledgeable service.

- Critical: Yes

Created By : Template 07/13/2012 10:10AM

Teamwork and Cooperation

Description Cooperates with others to accomplish common goals; works with employees within and across his/her department to achieve shared goals; treats others with dignity and respect and maintains a friendly demeanor; values the contributions of others.

- Critical: Yes

Created By : Template 07/13/2012 10:10AM

Results Orientation

Description Consistently delivers required business results; sets and achieves achievable, yet aggressive, goals; consistently complies with quality standards and meets deadlines; maintains focus on Agency and State goals.

- Critical: Yes

Created By : Template 07/13/2012 10:10AM

Accountability

Description Accepts full responsibility for self and contribution as a team member; displays honesty and truthfulness; confronts problems quickly; displays a strong commitment to organizational success and inspires others to commit to goals; demonstrates a commitment to delivering on his/her public duty and presenting oneself as a credible representative of the Agency and State to maintain the public's trust.

- Critical: Yes

Created By : Template 07/13/2012 10:10AM

Judgement and Decision Making

Description Analyzes problems by evaluating available information and resources; develops effective, viable solutions to problems that can help drive the effectiveness of the department and/or State of Georgia.

- Critical: Yes

Created By : Template 07/13/2012 10:10AM

Talent Management

Description Clearly establishes and communicates expectations and accountabilities; monitors and evaluates performance; provides effective feedback and coaching; identifies development needs and helps employees address them to achieve optimal performance and gain valuable skills that will translate into strong performance in future roles.

- Critical: No

Created By :

Profile

07/13/2012 10:10AM

Transformers of Government

Description Develops innovative approaches to address problems and drive continuous improvement in State programs and processes; drives effective and smooth change initiatives across the State by communicating, confirming understanding, and actively working with stakeholders to overcome resistance.

- Critical: No

Created By :

Profile

07/13/2012 10:10AM

Section Summary

Section Weight: 25% (not less than 25%)

Section 2 - Individual Goals

Individual Goals will be evaluated by: Employee, Manager

Communication

Description Respectfully listens to others to gain a full understanding of issues; comprehends written material; presents information in a clear and concise manner orally and in writing to ensure others understand his/her ideas; appropriately adapts his/her message, style, and tone to accommodate a variety of audiences.

Created By :

James Hamilton

12/28/2012 2:32PM

Flexibility

Description Adapts to change and different ways of doing things quickly and positively; does not shy away from addressing setbacks or ambiguity; deals effectively with a variety of people and situations; appropriately adapts one's thinking or approach as the situation changes.

Created By :

James Hamilton

12/28/2012 2:32PM

Professional Development

Description Demonstrates a commitment to professional development by proactively seeking opportunities to learn new capabilities, skills, and knowledge; acquires the skills needed to continually enhance his/her contribution to the State and to his/her respective profession.

Created By :

James Hamilton

12/28/2012 2:33PM

Negotiation and Influence

Description Effectively represents his/her position on issues to gain support and buy-in from others; generates multiple alternatives to a problem to meet the needs of other stakeholders; works to achieve win-win outcomes

that others can accept; appropriately utilizes settlement strategies, such as compromise.

Created By :

James Hamilton

12/28/2012 2:34PM

Teaching Others

Description Enhances the capabilities of the organization by openly and effectively sharing his/her subject matter expertise with others; supports a continuous learning environment by preserving and compiling intellectual capital which can be used by others within his/her work group, department and State entities, as appropriate.

Created By :

James Hamilton

12/28/2012 2:36PM

Initiative

Description Proactively identifies ways to contribute to the State's goals and missions; achieves results without needing reminders from others; identifies and takes action to address problems and opportunities.

Created By :

James Hamilton

12/28/2012 2:37PM

Project Management

Description Effectively manages multiple projects by appropriately focusing attention on the critical few priorities; effectively creates and executes against project timelines based on priorities, resource availability, and other project requirements (i.e., budget); effectively evaluates planned approaches, determines feasibility, and makes adjustments when needed.

Created By :

James Hamilton

12/28/2012 2:38PM

Creativity and Innovation

Description Applies creative problem solving skills to his/her work to develop solutions to problems; recognizes and demonstrates the value in taking "smart" risks and learning from mistakes; develops multiple alternatives and understands the feasibility of each; effectively shares and implements his/her ideas.

Created By :

James Hamilton

12/28/2012 2:38PM

Team Leadership

Description Effectively manages and guides group efforts; tracks team progress, adequately anticipates roadblocks, and changes course as needed to achieve team goals; provides appropriate feedback concerning group and individual performance, including areas for improvement.

Created By :

James Hamilton

12/28/2012 2:48PM

Last Modified By :

James Hamilton

12/28/2012 2:49PM

Section Summary

Section Weight: 25%

Section 3 - Job Responsibilities

Job Responsibilities will be evaluated by: Employee, Manager

Resource Planning

Description Works with subordinates and assisting agencies/partners to develop and update natural resource management plans for individual parks and historic sites.

Created By : James Hamilton 12/28/2012 2:53PM

Last Modified By : James Hamilton 12/28/2012 3:07PM

Interpretive Programming & Education

Description Supervises parks program coordinator and supports their efforts to promote quality interpretive and recreational programs at Georgia's state parks and historic sites. Support to include staff training, partnership development, annual interpretive plans, and monitoring results of these efforts for future evaluation.

Created By : James Hamilton 12/28/2012 2:58PM

Last Modified By : James Hamilton 12/28/2012 3:22PM

State Parks Volunteer Program

Description Supervises the state parks volunteer coordinator and supports all efforts to administer a vigorous volunteer program across the Division.

Created By : James Hamilton 12/28/2012 3:01PM

Last Modified By : James Hamilton 12/28/2012 3:26PM

Administration

Description Ensures that all sections under direct supervision meet administrative requirements, including: tracking and reporting resource management income and expenditures, personnel records, timesheets, leave requests, and a variety of updates and reports as required from each section.

Created By : James Hamilton 12/28/2012 3:16PM

Resource Management

Description Serves as Division expert and lead coordinator on all issues involving natural resource management on any park property. Areas include but are not limited to: development of resource management plans, resource restoration efforts, aquatic resources, invasive species eradication, timber management, prescribed burn plans and coordination thereof, endangered species management, and support of field operations. Provides technical advice and assistance to state park and historic site managers and region administrative staff. Monitors and appraises State Parks and Historic Sites' cultural and natural resource protection procedures to ensure compliance to division standards.

Created By : James Hamilton 12/28/2012 3:22PM

Last Modified By : James Hamilton 12/28/2012 3:43PM

Supervision

Description Interviews, hires, directs, trains, evaluates and coaches the performance of subordinates who manage state and regional programs in the park system.

Created By : James Hamilton 12/28/2012 3:34PM

Division Representation

Description Serves as the Divisional representative with the public, stakeholders, or state/federal/local agencies in dealing with any natural resource management issues. Promotes preservation through contact with governmental agencies, organizations, and the general public. Makes presentations and coordinates public meetings, and assists the agencies listed above when requested for expertise.

Created By : James Hamilton 12/28/2012 3:41PM

Last Modified By : James Hamilton 12/28/2012 3:44PM

Section Summary

Section Weight: 50%

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