

**DRAFT Feb. 11, 2015**  
**Guidelines for Evaluation of Director of Elections**

This document sets forth some guidelines for the Commission's evaluation of the Director of Elections ("Director"). This procedure may vary from year to year, and for each evaluation, the Commission will vote on the specific procedures to be followed. The evaluation will consist of the following components – interviews of Elections Department employees, Commissioner written evaluations, Director of Elections self-evaluation, and Commission discussion. Each of these components are discussed below.

**Interviews of Department of Elections Employees**

The Commission will interview Department of Elections employees using the following process:

- a. The President of the Commission will select approximately two Department employees to be invited to a Commission meeting to discuss the performance of the Director. The President may seek the input of the Director and all Commission members as to the number and identity of the persons to be invited. However, the decision with respect to the number and identify will rest in the sole discretion of the President.
- b. The Commission will invite the employees identified by the President and the Director to appear at a Commission meeting to discuss the Director's performance. The meeting will be scheduled as a special meeting to occur during the Department's normal working hours. The invited employees will be advised that their participation is voluntary, and that the Commission anticipates their statements will occur in closed session and remain confidential to the maximum extent permitted under the open meeting and other applicable laws. The Director will not be present for these employee interviews.
- c. The Commission will advise the Director that the Commission expects him not to question employees regarding the employee interviews.

**Director Self-Evaluation**

The Director of Elections will be asked to provide a written self-evaluation to each of the Commissioners. The self-evaluation will be on the form attached as Exhibit A.

**Commissioners' Individual Written Evaluations**

Following the employee interviews and receipt of the Director's self-evaluation, the Commissioners will each submit a written evaluation of the Director. The written evaluations will be on the form attached as Exhibit A. Each Commissioner's written evaluation will be provided to the President or the President's designee. Following the completion of the evaluation process, the President or the President's designee will provide the Commissioner evaluations and the Director's self-evaluation to the Deputy City Attorney office for retention so long as such retention is required by law.

### Commission's Collective Written Evaluation

Following the employee interviews, the Director's self-evaluation, and the Commissioners' individual written evaluations, the Commission will discuss the Director's performance during a Commission meeting. Following this discussion, the President or the President's designee will reduce the Commission's collective evaluation to writing, which will be provided confidentially to the Director, each Commissioner, and the Deputy City Attorney.

Exhibit A

**CONFIDENTIAL**

Submitted by Commissioner: \_\_\_\_\_

Date: \_\_\_\_\_

**San Francisco Elections Commission  
Director of the Department of Elections  
Performance Evaluation**

The following is the calendar year \_\_\_\_\_ performance evaluation of  
\_\_\_\_\_, Director of the San Francisco Department of Elections.

Rating Scale:

- 1 = Unsatisfactory
- 2 = Needs Improvement
- 3 = Average
- 4 = Above Average
- 5 = Superior

**I. ELECTIONS**

1. Ensures free, fair and functional elections with no or only non-material errors, and deals effectively with anomalies.

Rating (1-5):

Comments:

2. Demonstrates an understanding of and effectively implements election laws, codes and deadlines.

Rating (1-5):

Comments:

3. Shows innovation and effectiveness in the elections process.

Rating: (1-5)

Comments:

4. Implements programs to effectively communicate with voters and educate them on election requirements, deadlines and procedures.

Rating (1-5):

Comments:

## **II. COMMUNICATION**

1. Effectively communicates the Department of Elections' mission, strategy, goals and other essential information to the Commission including, but not limited to duties specified in City Charter Section 13.105;

Rating (1-5):

Comments:

2. Effectively interacts with the Commission through timely and thorough providing of information;

Rating (1-5)

Comments:

**3. Implements the Commission's policies**

**Rating (1-5)**

**Comments:**

**III. ADMINISTRATION**

**1. Builds and maintains an environment that fosters and contributes to the effective operation of the DOE including teamwork among DOE staff;**

**Rating (1-5):**

**Comments:**

**2. Effectively uses and manages DOE personnel;**

**Rating (1-5):**

**Comments:**

**3. Demonstrates the ability to manage changing work conditions and problem situations quickly and effectively.**

**Rating (1-5):**

**Comments:**

#### **IV. RESOURCES**

- 1. Effectively uses and manages DOE budget and resources.**

**Rating (1-5):**

**Comments:**

#### **V. OVERALL**

- 1. Overall Evaluation (based on the above factors)**

**Rating (1-5):**

**Comments:**