

City and County of San Francisco

Edwin M. Lee

Mayor



Department of Human Resources

Micki Callahan

Human Resources Director

DATE: October 4, 2016

TO: Commission Presidents
CC: Commission Secretaries

FROM: Micki Callahan
Human Resources Director

SUBJECT: Department Head Strategic Plan and Performance Plan/Appraisal

As in previous years, we are beginning the Department Head Strategic Plan and Performance Plan/ Appraisal (PPAR) process for the next fiscal year. As you know, our performance goals are measured throughout the year, but this is the formal process to assess what we've accomplished this past fiscal year and set out goals for the new fiscal year.

Last year we communicated the City's interest in a consistent approach and tools utilized to evaluate all Department Heads, whether reporting to the Mayor or to a Commission.

Attached is a copy of the FY 2016-17 PPAR form that was sent out to Department Heads earlier this week. This is a revision from the FY15-16 form, made even simpler. For the new form, draft key goals you expect the Department Head to accomplish during the fiscal year, which are linked to the Department's Strategic Plan. As part of the PPAR form, it is important to attach a copy of the Department's Strategic Plan.

If you have any questions, contact Workforce Development Director Donna Kotake at donna.kotake@sfgov.org or 415 557-4912.

Thank you for your cooperation with this important citywide program.

Attachment 1: 2016-17 Department Head Strategic Plan and Performance Plan/Appraisal Report



CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

2016-17

DEPARTMENT HEAD

Strategic Plan

and

**Performance Plan/
Appraisal Report**

(Reporting to Commission)

DEPARTMENT HEAD IDENTIFICATION INFORMATION

1. LAST NAME, FIRST NAME, MIDDLE INITIAL	2. JOB CODE NUMBER AND TITLE	3. STATUS: Permanent Exempt (PEX)
4. WORK LOCATION & DIVISION	5. DEPARTMENT	6. REASON FOR REPORT <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Unscheduled
	7. REVIEW PERIOD July 1, 2016-June 30, 2017	

I. PERFORMANCE PLAN - GOALS

In this section, list the key goals you plan to accomplish or achieve within the year. These goals should be SMART – Specific, Measureable, Achievable, Relevant and Time-Framed and linked to the Department’s Strategic Plan.

II. APPRAISAL REPORT SUMMARY

COMMENTS REGARDING OVERALL PERFORMANCE

The appraisal report on overall performance should include a consideration of all goals identified in Section I. Performance Plan – Goals and Leadership Competencies (such as collaboration, equity, fiscal management, engagement, etc.). Areas of growth and development for the future should also be included.

Accomplishments:

Areas of Growth/Development:

III. SIGNATURE PAGE

PERFORMANCE PLAN

A. Performance Plan - Goals

1. DEPARTMENT HEAD SIGNATURE	3. DATE
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APPRAISAL REPORT SUMMARY

B. Reviewer

1. REVIEWER SIGNATURE	2. DATE
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C. Department Head's Statement

1. DEPARTMENT HEAD SIGNATURE	2. DATE
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IV. DEPARTMENT STRATEGIC PLAN (attached)
