



Pomona Valley
Transportation
Authority

A partnership of the cities of Claremont, La Verne, Pomona and San Dimas

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May 9, 2018

**AGENDA
ITEM #6**

MEMORANDUM

To: Pomona Valley Transportation Authority
From: George L. Sparks, PVRTA Administrator
GLS
Subject: **Administrator Evaluation**

Recommendation: 1) Authorize initiation of Administrator evaluation process. 2) Direct the Technical Committee to review the evaluation process and make appropriate changes. 3) Appoint a member of the Technical Committee to coordinate the evaluation process.

Background

The last evaluation of the Administrator was completed in 2016. The evaluation process allows the Administrator to review his progress over the last two years and suggests goals for the coming year. It allows the Board to provide the Administrator with valuable feedback on performance and PVRTA's future direction. It also provides an opportunity for the Administrator and the Board to establish mutually agreed upon expectations regarding job performance objectives.

Evaluation Process

The evaluation process we have followed for the past several years operates as follows:

1. A staff member of one of the cities is selected to coordinate the process.

2. The Administrator submits a written self-evaluation along with his recommendations regarding goals and objectives to the evaluation coordinator.
3. The coordinator circulates a standard evaluation document along with the Administrator's self evaluation to elected board members and staff representatives. The evaluation covers the following areas:
 - Dependability
 - Quality of Work
 - Vision/Creativity/Problem Solving
 - Decision Making
 - Communication Skills
 - Planning and Organizing
 - Professionalism
 - Overall Performance
4. An evaluation committee of one staff representative from each city is convened to review evaluation results with the Administrator, suggest goals for the coming year and as well as feedback regarding his performance.
5. The evaluation committee will also make a recommendation regarding any salary adjustment.
6. The evaluation, goals and contract recommendations are forwarded to the Board for formal consideration. The Board meets with Administrator to discuss evaluation results and to take any formal action required.
7. Review the Administrator employment agreement to bring it up to date.

We are recommending Cari Dillman of the City of Claremont be appointed to coordinate the evaluation process since she is familiar with the process.