



General Information

Position ADMINISTRATIVE	Division ADMINISTRATION	Evaluation Type Periodic
Department EXECUTIVE	Class Spec Chief Deputy	

Ratings Summary : EDDIE CATHEY

Total Score			
3.96			

Rater	Type	Total Score	Weight
EDDIE CATHEY	Rater	3.96	100 %

Content

Competency Section 5 Point Scale	Section Weight 25 %
Job Specific Competencies	

Community Oriented Policing Intelligence Led Policing		Item Weight 16.67 %
Seeks opportunities to integrate organization's mission into delivery of services to the community. Works to establish and maintain positive relationships between agency, other government entities, and other law enforcement agencies. Encourages subordinates to undertake community problem-solving projects and tracks progress, participates in and supports those projects. Uses internal and external intelligence sources to structure deployment of resources, and measures results using methods. Reports Division status to Sheriff through Chief Deputy at least quarterly, using predefined reporting criteria approved by Sheriff.		
Rater & Rating	Comment	
EDDIE CATHEY 4 4 - Exceeds Expectations	Seeks opportunities to integrate organization's mission into delivery of services to the community. Works to establish and maintain positive relationships between agency, other government entities, and other law enforcement agencies. Encourages subordinates to undertake community problem-solving projects and tracks progress, participates in and supports those projects. Uses internal and external intelligence sources to structure deployment of resources, and measures results using methods. Reports Division status to Sheriff through Chief Deputy at least quarterly, using predefined reporting criteria approved by Sheriff.	

Credibility		Item Weight 16.67 %
Provides reliable and accurate information; Offers fully researched recommendations; Ability for own actions and mistakes; Demonstrates honesty and integrity.		
Rater & Rating	Comment	
EDDIE CATHEY 4 4 - Exceeds Expectations	Provides reliable and accurate information; Offers fully researched recommendations; Ability for own actions and mistakes; Demonstrates honesty and integrity.	

Organizational Savvy

Displays understanding of organizational culture and practices; Incorporates organizational politics effectively; builds alliances across the organization.

Rater & Rating	Comment
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EDDIE CATHEY

3 3 - Fully Meets Expectations

Political Savvy

Displays understanding of political culture and practices; Incorporates political awareness into decision making, utilizes both formal and informal channels to achieve results, navigates the use of politics effectively, builds alliances across the organization.

Rater & Rating	Comment
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EDDIE CATHEY

4 4 - Exceeds Expectations

Displays understanding of political culture and practices; Incorporates political awareness into decision making, utilizes both formal and informal channels to achieve results, navigates the use of politics effectively, builds alliances across the organization.

Public Contact

Demonstrates helpfulness; Uses respectful and non-discriminatory language; Treats people fairly; Displays cultural sensitivity; Exhibits empathy towards victims.

Rater & Rating	Comment
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EDDIE CATHEY

4 4 - Exceeds Expectations

Demonstrates helpfulness; Uses respectful and non-discriminatory language; Treats people fairly; Displays cultural sensitivity; Exhibits empathy towards victims

Technology Leadership/Trends & Directions

Leverages technology for improved efficiency and growth; Tracks emerging technologies; Determines organizational implications of major technology trends; Assesses risks and benefits of adopting new technologies; Addresses implementation and change management issues. Identifies and understands emerging technologies; Assesses risks and benefits of emerging technologies; Identifies issues around implementing new technologies; Determines organizational implications of major trends.

Rater & Rating	Comment
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EDDIE CATHEY

4 4 - Exceeds Expectations

Leverages technology for improved efficiency and growth; Tracks emerging technologies; Determines organizational implications of major technology trends; Assesses risks and benefits of adopting new technologies; Addresses implementation and change management issues. Identifies and understands emerging technologies; Assesses risks and benefits of emerging technologies; Identifies issues around implementing new technologies; Determines organizational implications of major trends.

Organization Wide Competencies

Accountability

Item Weight 16.67 %

Accepts individual responsibility for work product and personal actions. Follows through and takes ownership for achieving objectives. Understands consequences for failures and mistakes, as well as, accomplishments and successes. Ensures work responsibilities are covered when absent. Deals with anger, frustration and disappointment in a mature manner.

Rater & Rating	Comment
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EDDIE CATHEY

4 4 - Exceeds Expectations

Accepts individual responsibility for work product and personal actions. Follows through and takes ownership for achieving objectives. Understands consequences for failures and mistakes, as well as, accomplishments and successes. Ensures work responsibilities are covered when absent. Deals with anger, frustration and disappointment in a mature manner

Confidentiality/Data Security

Item Weight 16.67 %

Protects sensitive information from disclosure to others. Understands and follows applicable laws and regulations that govern the protection of sensitive information as it may relate to law enforcement sensitive, HIPAA regulations, data security and compliance, etc. Establishes and implements security procedures. Identifies tools to prevent unauthorized access and prevent a breach in security. Monitors security exceptions and violations and adherence to standards.

Rater & Rating	Comment
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EDDIE CATHEY

4 4 - Exceeds Expectations

Protects sensitive information from disclosure to others. Understands and follows applicable laws and regulations that govern the protection of sensitive information as it may relate to law enforcement sensitive, HIPAA regulations, data security and compliance, etc. Establishes and implements security procedures. Identifies tools to prevent unauthorized access and prevent a breach in security. Monitors security exceptions and violations and adherence to standards.

Customer Focus

Item Weight 16.67 %

Treats customers with courtesy and sensitivity; Builds positive rapport; Applies problem solving skills: Takes extra effort to satisfy customers; Meets commitments to customer.

Rater & Rating	Comment
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EDDIE CATHEY

4 4 - Exceeds Expectations

Protects sensitive information from disclosure to others. Understands and follows applicable laws and regulations that govern the protection of sensitive information as it may relate to law enforcement sensitive, HIPAA regulations, data security and compliance, etc. Establishes and implements security procedures. Identifies tools to prevent unauthorized access and prevent a breach in security. Monitors security exceptions and violations and adherence to standards.

Ethics & Integrity

Acts in a trustworthy and honest manner based on a moral conviction to do the right thing. Complies with rules, regulations, and policies. Exhibits sensitivity to ethical issues and takes appropriate action when necessary. Demonstrates a high regard for truth and accuracy.

Rater & Rating	Comment
EDDIE CATHEY 4 4 - Exceeds Expectations	Acts in a trustworthy and honest manner based on a moral conviction to do the right thing. Complies with rules, regulations, and policies. Exhibits sensitivity to ethical issues and takes appropriate action when necessary. Demonstrates a high regard for truth and accuracy.

Initiative

Continuously seeks increased responsibilities and takes advantage of opportunities for self improvement. Is able to take independent actions and calculated risks. Will volunteer for other tasks and asks for help when needed.

Rater & Rating	Comment
EDDIE CATHEY 4 4 - Exceeds Expectations	Continuously seeks increased responsibilities and takes advantage of opportunities for self improvement. Is able to take independent actions and calculated risks. Will volunteer for other tasks and asks for help when needed.

Judgment

Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Rater & Rating	Comment
EDDIE CATHEY 4 4 - Exceeds Expectations	Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions

Basic Job Competencies

Appearance

Dresses appropriately for position; Keeps self well-groomed; Presents a positive public image; Properly maintains agency issued equipment.

Rater & Rating	Comment
EDDIE CATHEY 5 5 - Exceptional Performance	Dresses appropriately for position; Keeps self well-groomed; Presents a positive public image; Properly maintains agency issued equipment.

Attendance & Punctuality

Employee arrives and begins work on time, schedules time off in advance, arrives at meetings and appointments on time and follows agency guidelines regarding absences.

Rater & Rating	Comment
EDDIE CATHEY 4 4 - Exceeds Expectations	Employee arrives and begins work on time, schedules time off in advance, arrives at meetings and appointments on time and follows agency guidelines regarding absences

Documentation

Obtains and logs necessary information as required by work processes and policies. Keeps factual and legally compliant documentation using professional language and tone.

Rater & Rating	Comment
EDDIE CATHEY 3 3 - Fully Meets Expectations	

Job Knowledge Skills

Demonstrates technical skills and knowledge; Knows laws, statutes and codes if applicable to assignment; Exhibits ability to learn; Keeps skills and knowledge current; Completes training activities; Shares knowledge and skills with others as needed or required.

Rater & Rating	Comment
EDDIE CATHEY 4 4 - Exceeds Expectations	Demonstrates technical skills and knowledge; Knows laws, statutes and codes if applicable to assignment; Exhibits ability to learn; Keeps skills and knowledge current; Completes training activities; Shares knowledge and skills with others as needed or required.

Systems & Technical Use

Employee displays a working knowledge of systems used, is able to navigate through them quickly and accurately, exhibits required keyboarding skills if applicable, accesses data efficiently and follows established procedures.

Rater & Rating	Comment
EDDIE CATHEY 4 4 - Exceeds Expectations	Demonstrates technical skills and knowledge; Knows laws, statutes and codes if applicable to assignment; Exhibits ability to learn; Keeps skills and knowledge current; Completes training activities; Shares knowledge and skills with others as needed or required.

Teamwork

Balances team and individual responsibilities; Exhibits objectivity and openness to others views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

Rater & Rating	Comment
EDDIE CATHEY 5 5 - Exceptional Performance	Balances team and individual responsibilities; Exhibits objectivity and openness to others views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

Executive Command Competencies

Item Weight 14.29 %

Decision Making/Problem Solving

Recognizes and/or analyzes an issue or difficult situation and develops an appropriate and effective plan of action for resolution. Considers the impact of decisions and selects an appropriate choice after carefully reviewing applicable information. Makes independent and timely decisions when appropriate.

Rater & Rating	Comment
EDDIE CATHEY 4 4 - Exceeds Expectations	Recognizes and/or analyzes an issue or difficult situation and develops an appropriate and effective plan of action for resolution. Considers the impact of decisions and selects an appropriate choice after carefully reviewing applicable information. Makes independent and timely decisions when appropriate

Item Weight 14.29 %

Developing Others/Vision/Organizational Commitment

Delegates assignments to appropriate staff, encourages members to take initiative and ownership for their projects, provides timely and objective performance feedback, and gives employees honest and clear feedback regarding strengths, weaknesses and areas for development. Creates and communicates clear vision of agency goals and gains employee commitment.

Recognizes the importance of the mission of each agency division and its contribution to making the overall organization better.

Rater & Rating	Comment
EDDIE CATHEY 4 4 - Exceeds Expectations	Delegates assignments to appropriate staff, encourages members to take initiative and ownership for their projects, provides timely and objective performance feedback, and gives employees honest and clear feedback regarding strengths, weaknesses and areas for development. Creates and communicates clear vision of agency goals and gains employee commitment. Recognizes the importance of the mission of each agency division and its contribution to making the overall organization better.

Item Weight 14.29 %

Leadership/Employee Management

Provides clear expectations and direction to staff in order to meet goals and objectives. Sets standards of performance and holds others accountable for results. Builds consensus, motivates, and encourages others. Demonstrates knowledge of appropriate policies and procedures for recruiting, selecting, counseling, disciplining, and evaluating employees. Establishes acceptable levels of quality and quantity of work, evaluates employees, and implements appropriate disciplinary/counseling measures as necessary.

Rater & Rating	Comment
EDDIE CATHEY 4 4 - Exceeds Expectations	Provides clear expectations and direction to staff in order to meet goals and objectives. Sets standards of performance and holds others accountable for results. Builds consensus, motivates, and encourages others. Demonstrates knowledge of appropriate policies and procedures for recruiting, selecting, counseling, disciplining, and evaluating employees. Establishes acceptable levels of quality and quantity of work, evaluates employees, and implements appropriate disciplinary/counseling measures as necessary.

Managing Change

Demonstrates support for innovation and organizational changes needed to improve the County's effectiveness. Develops, plans, and follows through on change initiatives. Delivers positive communications regarding change initiatives and aids in employee understanding and buy-in. Maintains stability through change and adversity.

Rater & Rating	Comment
EDDIE CATHEY 4 4 - Exceeds Expectations	Demonstrates support for innovation and organizational changes needed to improve the County's effectiveness. Develops, plans, and follows through on change initiatives. Delivers positive communications regarding change initiatives and aids in employee understanding and buy-in. Maintains stability through change and adversity.

Planning & Organizational Skills

Anticipates changes in order to effectively allocate and supply necessary resources for ongoing projects, agency operations, and initiatives. Effectively manages time and priorities. Uses foresight and resources to develop and accomplish work objectives.

Rater & Rating	Comment
EDDIE CATHEY 4 4 - Exceeds Expectations	Anticipates changes in order to effectively allocate and supply necessary resources for ongoing projects, agency operations, and initiatives. Effectively manages time and priorities. Uses foresight and resources to develop and accomplish work objectives

Policy Development

Researches and develops policies and/or programs in response to agency needs and legal requirements. Initiates updates or improvements to existing policies or programs to meet the business needs of the Sheriff's Office.

Rater & Rating	Comment
EDDIE CATHEY 3 3 - Fully Meets Expectations	

Strategic Planning & Analysis/Financial Planning/Budget

Assists in preparing budget documents and reports, allocates provided resources and plans for procurement in assigned divisions. Monitors and verifies ongoing cost effectiveness of assigned divisions to ensure fiscal stability of the agency. Prioritizes, plans, and coordinates work and agency vision with respect to goals, objectives and performance measures set forth by the Sheriff. Contemplates the effectiveness and implications of plans for long and short term goals.

Rater & Rating	Comment
EDDIE CATHEY 4 4 - Exceeds Expectations	Assists in preparing budget documents and reports, allocates provided resources and plans for procurement in assigned divisions. Monitors and verifies ongoing cost effectiveness of assigned divisions to ensure fiscal stability of the agency. Prioritizes, plans, and coordinates work and agency vision with respect to goals, objectives and performance measures set forth by the Sheriff. Contemplates the effectiveness and implications of plans for long and short term goals.

Overall Comment

Rater	Comment
EDDIE CATHEY	Does excellent job. Very involved with all aspects of the agency.

Process

1	Rater EDDIE CATHEY	Completed On Thu, May 4, 2017	By clicking certify and submit, you confirm that your rating is complete and accurate. Once your rating is submitted, you will no longer be able to make changes without administrator assistance.
2	Approval KRISTA CAHOON Comment Released 06/05/2017 KGC	Completed On Mon, Jun 5, 2017	
3	Signature TODD ELMORE	Completed On Mon, Jun 5, 2017	x <u>TODD ELMORE</u>