

JOB DESCRIPTIONS AND PERFORMANCE EVALUATIONS

Ivette L. Dubois
Board Secretary
Long Beach Transit
Long Beach, CA



GROUP DISCUSSION

- Small system where TBA reports to agency head
- Large agency where TBA reports to Board
- Medium sized agency where TBA reports to agency head
- Medium sized agency where TBA reports to Board



EXERCISE #1

- Do you have annual goals?
 - Who sets them?
 - Is there a mid-year or annual performance review?
- Is your review only based on goals or are there other metrics/measures?
- Is your achievement of goals tied to pay increases/bonuses?
- How often in a year do you/your staff review your performance goals?
- How often is your job description updated/who approves it?



EXERCISE #2

- How has your job changed since you first started?
- Is your job description up to date?
- Is your performance evaluation tied to your job description?
- How do you capture/describe the “other duties as assigned?”



EXERCISE #3

Share 2-3 goals that you're evaluated on and how you're measured/rated (pass/fail, % of achievement)



EXERCISE #4

- Are there other goals/standards/projects that we're evaluated on that are more unspoken?
- How are you evaluated on "other duties as assigned?"
- Does your performance evaluation account for the unmeasurable or the achievement of Transit Agency goals that aren't necessarily part of your job/within your control.

