



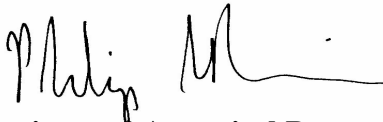
Gavin Newsom
Mayor

Philip A. Ginsburg
Human Resources Director

MEMORANDUM
DHR No. 12-2006

Date: May 30, 2006

To: The Honorable Mayor Gavin Newsom
Honorable Members of the Board of Supervisors
Honorable Members of the Civil Service Commission

From: Philip A. Ginsburg
Human Resources Director 

SUBJECT: **Citywide Performance Planning and Appraisal Report**

In May 2005, DHR issued a policy paper on this City's civil service and human resource systems. The report provided 46 specific recommendations for improvement. One of our recommendations was to require annually performance planning and appraisals for all City employees.

In August, 2005 Mayor Newsom issued an Executive Directive instructing City departments to ensure performance planning and appraisals are completed annually for every employee and to certify the percent of performance appraisals completed in time for their 06-07 proposed budget submissions. The Mayor further instructed DHR to make available performance planning and appraisal training as part of our supervisory and management training curriculum and to benchmark Departmental progress in accomplishing this important management function.

To implement this recommendation, DHR's Workforce Development (WD) Unit initiated the Citywide Mandatory Performance Planning and Appraisal Program (PPA). As a starting point, a Departmental survey was sent out Citywide, and information was collected and analyzed. Attached please find a report on the findings regarding the current status of the PPA Program.

Although we still have a long way to go in meeting the Mayor's goal that all City employees receive an annual performance plan and appraisal, I am pleased to report that the vast majority of our City departments are taking this responsibility seriously. I am also pleased to note that over the past 12 months, DHR has trained over 300 employees in this core management function, an increase of 160% over the previous year.

Attached, please our first Annual Report on the Status of Citywide Performance Planning and Appraisals. Our report benchmarks departmental compliance with the Mayor's mandate thus far, and includes feedback, best practices and recommendations from Department and DHR staff on how to improve our performance planning and appraisal program.

Lastly, I want to take this opportunity to offer the assistance of our Workforce Development Unit to any Department which needs assistance in implementing the City's PPA program. Please contact Workforce Development Director, Donna Kotake at 557-4912 with any additional questions.

cc: Department Heads
Personnel Officers

Attachment