



*Webb County*  
*Administrative Services Department*

Risk Management

Human Resources

**M E M O R A N D U M**

**TO:** Hon. County Judge Tano E. Tijerina  
Hon. Commissioner Frank Sciaraffa  
Hon. Commissioner Rosaura Tijerina  
Hon. Commissioner John Galo  
Hon. Commissioner Jaime Canales

**FROM:** Cynthia Mares, Administrative Services Director

**DATE:** April 20, 2016

**RE:** DEPARTMENT HEAD ANNUAL PERFORMANCE REVIEWS

Department head annual performance review will be held, as agreed to by the Court, on Monday, April 25<sup>th</sup>, 2016. We are looking at starting the evaluations at 11:00 a.m.

We have enclosed the individual department head job descriptions, as well as some other resource information.

If you should have questions feel free to contact me at Ext. 4144.

Thank you for your time and attention.

CC: Leroy Medford, Executive Administrator to Court  
Lalo Uribe, Executive Administrator to the Judge  
Marco Montemayor, County Attorney  
Ramon Villafranca, Asst. County Attorney

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**Webb County Departments**  
**Under the Purview of Commissioners Court**

| <b>Department Name</b>                     | <b>Department Head/Director</b> |
|--|---------------------------------|
| 1. Administrative Services Department      | Cynthia Mares                   |
| 2. Bruni Community Center                  | Nelda Cortinas                  |
| 3. Building Maintenance/Engineering        | Luis Perez Garcia               |
| 4. Carlos Aguilar Activity Center          | Jesus Ramirez                   |
| 5. CAA / Self Help                         | Ricardo D. Martinez             |
| 6. Economic Development                    | Juan Vargas                     |
| 7. El Cenizo Community Center              | Ricardo Molina                  |
| 8. Ernesto J. Salinas Community Center     | Vicenta Johnson                 |
| 9. Fernando A. Salinas Community Center    | Jose A. Pantoja                 |
| 10. Fred M. & Anita Bruni Community Center | Javier Cavazos                  |
| 11. Head Start Program                     | Aliza F. Oliveros               |
| 12. Indigent Health Care Services          | Nancy Cadena                    |
| 13. La Presa Community Center              | Elizabeth Lopez                 |
| 14. Ladrillito Activity Center             | Sara Jo Davila                  |
| 13. Larga Vista Community Center           | Gregorio B. Araiza              |
| 14. Law Library                            | Yolanda Carrillo                |
| 15. Information Technology                 | Rafael Pena                     |
| 16. Medical Examiner                       | Dr. Corinne Stern               |
| 17. Mirando Activity Center                | Juana Maria Lopez               |
| 18. Planning & Physical Development        | Rhonda M. Tiffin                |
| 19. Pre Trial Services                     | Cornell Mickley                 |
| 20. Public Defenders                       | Virginia Aranda                 |
| 21. Public Information Officer             | Larry Sanchez                   |
| 22. Rio Bravo Activity Center              | Christina Lara                  |
| 23. Rio Bravo Community Center             | Virginia Ibarra                 |
| 24. Road & Bridge Department               | Jose Luis Rodriguez             |
| 25. Santa Teresita Community Center        | Armandina Garcia                |
| 26. Veterans Service Office                | David Garza                     |
| 27. Webb County Fire/EMS Chief             | Ricardo A. Rangel               |



## Sample Questions

Answers should be as specific as possible.

- ◆ What do you consider to be your major on-the-job accomplishments since your last review?
- ◆ List your areas of strengths and areas needing improvement.
- ◆ How thorough is your knowledge of the facets and workings of your position? What additional information and/or training would be helpful?
- ◆ Are there any changes that could be made to improve your effectiveness?
- ◆ What skills or new knowledge would you like to develop to improve your performance?
- ◆ What can you or the County do to improve your performance and increase your overall job satisfaction?
- ◆ How would you assess communication within your department?
- ◆ What are your long-range career objectives and what are your plans to accomplish these objectives? Objectives include potential job rotations, promotions, additional job responsibilities, education, and training.
- ◆ What goals would you be interested in working toward between now and the next performance evaluation?
- ◆ How will you measure progress toward these goals?



## Webb County Employee Performance Evaluation

|                       |   |   |             |
|-----------------------|---|---|-------------|
| <b>Employee Name</b>  | <b>Position/Title</b>                                 | <b>Employee ID No.</b>                  | <b>Date</b> |
| <b>Period Covered</b> | <b>Evaluation Type:</b> _____ Annual<br>_____ Special | <b>Evaluated By (Name &amp; Title):</b> |             |

**I. PERFORMANCE**    Circle One Number Only

|   |   |   |  |  |  |              |
|---|---|---|--|--|--|--------------|
| <b>JOB KNOWLEDGE</b><br>Degree of familiarity with job procedures and equipment essential to the job. Ability to be innovative. | Poor knowledge of the simplest duties or assignments; has no knowledge of related work. | Limited knowledge of the duties or assignments; has insufficient knowledge of related work. | Satisfactory knowledge of duties or assignments; has fair working knowledge of related work. | Demonstrates knowledge of most phases of job and related work. | Excellent knowledge of all duties, assignments and related duties. | <b>Point</b> |
|   | <b>1</b>  | <b>2</b>  | <b>3</b>   | <b>4</b>   | <b>5</b>   |              |

**COMMENTS**

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|  |  |   |  |   |                    |              |
|--|--|---|--|---|--------------------|--------------|
| <b>DEPENDABILITY</b><br>Ability to carry out tasks to completion and degree of supervision required. | Unable to carry out tasks to completion without constant supervision and repeated instruction. | Needs frequent supervision or help to complete tasks. | Seeks help when needed. Fulfills responsibilities with some supervision. | Self-starter. Rarely needs assistance to complete job responsibilities on time. | Highly dependable. | <b>Point</b> |
|  | <b>1</b>   | <b>2</b>  | <b>3</b>   | <b>4</b>  | <b>5</b>           |              |

**COMMENTS**

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|  |  |   |   |   |  |              |
|--|--|---|---|---|--|--------------|
| <b>WORK HABITS</b><br>Consider attendance and punctuality. | Work habits unsatisfactory. Too poor to retain in job without improvement. Frequently absent or tardy. | Work habits need improvement. Needs counseling. Occasional problems with attendance, punctuality. | Work habits satisfactory. Regular attendance and punctuality. | Work habits very good. Good attendance and punctuality. | Excellent work habits, attendance, rarely misses or is late. | <b>Point</b> |
|  | <b>1</b>   | <b>2</b>  | <b>3</b>  | <b>4</b>  | <b>5</b>   |              |

**COMMENTS**

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|  |  |   |   |   |  |              |
|--|--|---|---|---|--|--------------|
| <b>COOPERATION</b><br>Ability to get along with co-workers in support of work group objectives. Willingness to accept supervision. | Fails to cooperate with work group or to contribute to work group objectives. Resents supervision. | Contributes to work group but may have occasional difficulty accepting supervision. Needs prodding. | Maintains good will among co-workers and supports work group objectives. Accepts supervision. | Promotes good will among co-workers. Works actively to complete work group objectives. Willingly accepts supervision. | Excellent cooperation with employees, supervisors, and the public. Responds quickly and positively to supervision. | <b>Point</b> |
|  | <b>1</b>   | <b>2</b>  | <b>3</b>  | <b>4</b>  | <b>5</b>   |              |

**COMMENTS**

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|  |   |  |   |   |   |              |
|--|---|--|---|---|---|--------------|
| <b>INTERPERSONAL RELATIONS</b><br>Ability to communicate effectively with the public; degree to which a positive image of agency is projected and sustained. | Very brusque: Does not convey a positive image of the agency. | Tends to be impersonal and perfunctory in dealings with public; lacks professionalism. | Usually is positive and supportive of mission: gives agency good image. | Always gives courteous service; is a good communicator. | Exceptional courtesy, communicates clearly, listens well. | <b>Point</b> |
|  | <b>1</b>  | <b>2</b>   | <b>3</b>  | <b>4</b>  | <b>5</b>  |              |

**COMMENTS**

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|  |  |  |   |  |   |              |
|--|--|--|---|--|---|--------------|
| <b>QUALITY OF WORK</b><br>Consider accuracy, attention to detail and neatness to work, need to redo work: Orderliness of work place. | Does poor work; frequently has to redo tasks; tends to be messy. | Does acceptable work but needs more attention to accuracy; sometimes lacks neatness. | Few errors; usually thorough and attentive; generally neat. | Consistently accurate, constant attention to detail; good organizer. | Work is of exceptionally high quality, no rework required, excellent organizer. | <b>Point</b> |
|  | <b>1</b>   | <b>2</b>   | <b>3</b>  | <b>4</b>   | <b>5</b>  |              |

**COMMENTS**

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|   |  |   |  |   |  |       |
|---|--|---|--|---|--|-------|
| ADAPTABILITY Ability to quickly adapt to changes in job assignments, methods, personnel, or surroundings. | Resists change. Unwilling to learn new procedures. | Slow to accept change. Adapts with some difficulty. | Easily adapts to change. Learns to use new procedures quickly. | Responds to change as a positive challenge. Demonstrates initiative in learning new procedures. | Undisturbed by change. Welcomes new assignments. | Point |
|   | 1  | 2   | 3  | 4   | 5  |       |
| COMMENTS  |  |   |  |   |  |       |
|   |  |   |  |   |  |       |

**(A) Total Performance Points (Maximum 35 Points):** \_\_\_\_\_

| II. EVALUATE (On 1-4 Scale)                            | Hardly Ever | Seldom | Usually | Almost Always |
|--|-------------|--------|---------|---------------|
|  | 1           | 2      | 3       | 4             |
| Follows attendance and punctuality rules               |             |        |         |               |
| Observes safety rules and regulations                  |             |        |         |               |
| Maintains neat and orderly work area                   |             |        |         |               |
| Completes assignments timely and accurately            |             |        |         |               |
| Participates in meetings, training, and special events |             |        |         |               |

**(B) Total Evaluate Points (Maximum 20 Points):** \_\_\_\_\_

|                              |                    |                   |  |
|------------------------------|--------------------|-------------------|--|
| <b>OVERALL RATING SCALE:</b> |                    |                   | <b>(A + B) = Total Overall Points:</b> _____ |
| 1-20 Unacceptable            | 33-45 Satisfactory | 51-55 Outstanding |  |
| 21-32 Unsatisfactory         | 46-50 Excellent    |                   | <b>Overall Rating:</b> _____                 |

**III. ACTION PLAN & GOALS FOR EMPLOYEE** (To be filled out by evaluator. Attach additional sheets if necessary)

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**IV. EVALUATOR'S COMMENTS** (Attach additional sheets if necessary)

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**V. RECOMMENDED ACTION**

The Employee (IS), (IS NOT) recommended for **Continued Employment**.

If the employee (IS NOT) recommended for Continued Employment, (HE) / (SHE) is being placed on *performance notice* for a period of three (3), six (6) months, or **Termination**.

My signature indicates that the appraisal interview has been completed and discussed. I understand that I have the right to respond in writing within 5 working days and to have these comments attached to this performance appraisal. My signature *does not* necessarily mean that I agree with this report.

**Employee Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Evaluator Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_