

Council Appointee Evaluation Form

Mary Jane Grubb	Municipal Court Clerk	March 2019
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Section 6: Discussion of Anticipated Future Performance Issues and Key Result Areas
<ul style="list-style-type: none"> Identify goals and objectives to be met during the upcoming performance period. Identify key issues and result areas

Government that Works for All of Us – Believing that city government works effectively and collaboratively for all of us—that it is equitable, ethical and innovative.

1. Staff Development
 - a. Implement strategies identified by focus groups to improve the Listening to the Workforce results. Below are the strategies that we will move forward with; these will be implemented in stages. FY 2019 and 2020
 - Increased training on performance measures (individual and organizational)
 - Restructure of voting process for quarterly and annual employee awards
 - Training on pay structure and zoning
 - Supervisor and staff training on effective evaluation processes (SSPR)
 - Enhance the professional development of staff by creating an internal “Court Supervisor” program inspired by the National Center for State Courts’ (NCSC) model
 - Surveys for employee feedback on the performance of the management team
 - Restructure of our intranet site (SharePoint)
 - Request for certification incentive pay
 - Request for the reclassification of the position of Court Clerk Assistant
 - Expansion of panic button and security camera systems

PRIDE Values: Public Service & Engagement, Responsibility and Accountability, Diversity & Inclusion, Innovation & Sustainability, Ethics and Integrity

2. Resources – New Case Management Software
 - a. Continue to monitor and provide support to ensure that the project does not experience further delays. Current “go live” date is slated for the fall of 2020.
 - b. Further develop performance metrics to support resolution 2017-1214-060

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3. Facilities
 - a. Work with stakeholder groups to manage the relocation of the downtown location to Bergstrom Tech. December 2019
 - b. Identify opportunities to expand services in our north substation. FY 2020

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