

2023 – 2024 Director Evaluation Form

(This form will be used for both the evaluation and self-evaluation.)

Date:

Director Name:

Start and end date of current five-year Director term:

Commissioner Name (if not a self-evaluation):

For the questions below that ask for a rating between 1 and 5, the rating scale is:
1=unsatisfactory, 2=needs improvement, 3=average, 4=above average, 5=superior

I. Operations

A. ELECTIONS

1. Ensures free, fair, and functional elections with no or only non-material errors, and deals effectively with anomalies. *Criteria: (1) election plan fully implemented and materially adhered to; (2) No legal or administrative findings against Director Arntz or DOE for violation of law, codes, deadlines; (3) No errors that impact an accurate, timely outcome of any election contest.*
2. Demonstrates an understanding of and effectively implements election laws, codes, and deadlines. *Criteria: (1) Election plan takes into account all relevant laws, codes and deadlines for each election; (2) Is aware of, plans and implements changes to assure compliance with election law, codes and deadlines keeping the Commission fully informed during this cycle.*
3. Shows innovation and effectiveness in the elections process. *Criteria: (1) Plans and implements continuous improvement; (2) Leads innovation in developing and implementing new election processes and systems.*
4. Implements programs to effectively communicate with voters and educate them on election requirements, deadlines, and procedures. *Criteria: (1) Plans and implements continuous improvement to voter outreach, and education and awareness; (2) Voter communications and information is accurate and conveyed to voters per the election plan, and legal requirements according to the election calendar.*

Rating (1 – 5):

Comments/Reason for Rating:

B. COMMUNICATION

1. Effectively communicates the Department of Elections' mission, strategy, goals, and other essential information to the Commission including, but not limited to duties specified in City Charter Sec. 13.104. Department of Elections. *Criteria: (1) Communicates relevant information to the Commission at the earliest opportunity.*
2. Effectively communicates and interacts with the Commission. *Criteria: (1) Maintains openness to dialogue with and input from the Commission on policies effecting the DOE and conduct of elections.*

Rating (1 – 5):

Comments/Reason for Rating:

C. ADMINISTRATION

1. Builds and maintains an environment that fosters and contributes to the effective operation of the Department of Elections (DOE) including teamwork among DOE staff. *Criteria: (1) Commissioner observation and perception of the work environment and operation effectiveness.*
2. Effectively uses and manages DOE personnel. *Criteria: (1) Commissioner observation or perception of staffing of critical functions according to department strategic and election plans.*

Rating (1 – 5):

Comments/Reason for Rating:

D. RESOURCES

1. Effectively uses and manages DOE budget and resources. *Criteria: (1) Personnel costs are within budget; (2) On-going strategy considers strategies and approaches to meeting DOE goals that seek to minimize cost to San Francisco's taxpayers and optimize value to voters.*

Rating (1 – 5):

Comments/Reason for Rating:

E. OVERALL (OPERATIONS)

The overall rating for operations below should be an overall assessment (so not a computed average of the ratings above).

Rating (1 – 5):

Comments/Reason for Rating:

II. Commission Department Policies

For each of the Commission's current policy priorities for the Department listed below, rate the Director's progress on implementing the policy.

A. Results Reporting Priority

Rating (1 – 5):

Comments/Reason for Rating:

B. Voter Registration Policy Priority

Rating (1 – 5):

Comments/Reason for Rating:

C. Open Source Voting Policy Priority

Rating (1 – 5):

Comments/Reason for Rating:

III. Overall

A. Without giving a numeric rating, what is your overall assessment of the Director's performance, spanning operations and implementing current policies?

B. What are the areas in which the Director can improve, and what steps can the Director take to improve in these areas?