

**CITY OF LAKE CITY
SUPERVISORY GENERAL
EMPLOYEE EVALUATION FORM**

Name Pay Grade
Department Date of Hire
Job Title
Reporting Period: From: To:

Employee's attendance record this period:

Annual: Sick: Unexcused:

I. General Performance Evaluation Standard

10.8 - 12.0 Outstanding	3.6 - 4.8	Needs Improvement
8.4 - 9.6 Above Standard	1.2 - 2.4	Unsatisfactory
6.0 - 7.2 Standard		

II. Evaluation Criteria (Please check only one per category)

Knowledge of work: ☐ 1.2 ☐ 2.4 ☐ 3.6 ☐ 4.8 ☐ 6.0 ☐ 7.2 ☐ 8.4 ☐ 9.6 ☐ 10.8 ☒ 12.0

Comments:

Quality of work: ☐ 1.2 ☐ 2.4 ☐ 3.6 ☐ 4.8 ☐ 6.0 ☐ 7.2 ☐ 8.4 ☐ 9.6 ☐ 10.8 ☒ 12.0

Comments:

Quantity of work: ☐ 1.2 ☐ 2.4 ☐ 3.6 ☐ 4.8 ☐ 6.0 ☐ 7.2 ☐ 8.4 ☐ 9.6 ☒ 10.8 ☐ 12.0

Comments:

Initiative: ☐ 1.2 ☐ 2.4 ☐ 3.6 ☐ 4.8 ☐ 6.0 ☐ 7.2 ☐ 8.4 ☐ 9.6 ☒ 10.8 ☐ 12.0

Comments:

Dependability: ☐ 1.2 ☐ 2.4 ☐ 3.6 ☐ 4.8 ☐ 6.0 ☐ 7.2 ☐ 8.4 ☐ 9.6 ☐ 10.8 ☒ 12.0

Comments:

FY21
dab

Decision Making: ☐ 1.2 ☐ 2.4 ☐ 3.6 ☐ 4.8 ☐ 6.0 ☐ 7.2 ☐ 8.4 ☐ 9.6 ☐ 10.8 ☒ 12.0

Comments: Paul carefully evaluates situations before making decisions.

Work Relations: ☐ 1.2 ☐ 2.4 ☐ 3.6 ☐ 4.8 ☐ 6.0 ☐ 7.2 ☐ 8.4 ☐ 9.6 ☒ 10.8 ☐ 12.0

Comments: Under Mr. Dyal's direction, all the various utility departments work harmoniously.

Public Relations: ☐ 1.2 ☐ 2.4 ☐ 3.6 ☐ 4.8 ☐ 6.0 ☐ 7.2 ☐ 8.4 ☐ 9.6 ☒ 10.8 ☐ 12.0

Comments: Mr. Dyal does not participate in public relations unless directed to do so. I would like Paul to submit pictures and stories to Terri Phillips of major projects.

III. Total General Performance Evaluation:

Legend:

9.6 - 19.2 = Unsatisfactory

19.3 - 38.4 = Needs Improvement

38.5 - 57.6 = Standard

57.7 - 76.8 = Above Average

76.9 - 96 = Outstanding

IV. Supervisory Evaluation: (Please check only one per category)

Supervisory Control: ☐ 1.0 ☐ 2.0 ☐ 3.0 ☐ 4.0 ☐ 5.0 ☐ 6.0 ☐ 7.0 ☐ 8.0 ☐ 9.0 ☒ 10.0

Comments: Paul has a high level of supervisory control over the staff of all the utility departments.

Leadership: ☐ 1.0 ☐ 2.0 ☐ 3.0 ☐ 4.0 ☐ 5.0 ☐ 6.0 ☐ 7.0 ☐ 8.0 ☐ 9.0 ☒ 10.0

Comments: Paul provides leadership for all Utility Departments and Customer Service. Many Directors and rank and file employees place a high value on Mr. Dyal's leadership.

Organizational Skills: ☐ 1.0 ☐ 2.0 ☐ 3.0 ☐ 4.0 ☐ 5.0 ☐ 6.0 ☐ 7.0 ☐ 8.0 ☒ 9.0 ☐ 10.0

Comments: Paul continues to create organizational improvements.

Ability to Instruct and Train: ☐ 1.0 ☐ 2.0 ☐ 3.0 ☐ 4.0 ☐ 5.0 ☐ 6.0 ☐ 7.0 ☐ 8.0 ☒ 9.0 ☐ 10.0

Comments: Mr. Dyal continues to guide his directors in job-specific training for their employees.

Ability to Evaluate Employees:

☐ 1.0 ☐ 2.0 ☐ 3.0 ☐ 4.0 ☐ 5.0 ☐ 6.0 ☐ 7.0 ☐ 8.0 ☐ 9.0 ☒ 10.0

Comments:

Mr. Dyal's evaluation of employees is accurate and he is pro-active in managing his staff.

III. Total Supervisory Performance Evaluation:

48

Legend:

5.0 - 11.0 = Unsatisfactory

12.0 - 22.0 = Needs Improvement

23.0 - 32.0 = Standard

33.0 - 43.0 = Above Average

44.0 - 50.0 = Outstanding

IV. Constructive Comments

Major strong points and how they may be used more effectively:

Mr. Dyal can unite diverse groups of employees to a common purpose. Paul needs to continue to build unity between Utility employees and all city departments. Paul needs to focus on the long-term planning and continue to do an excellent job on maintenance of the utilities.

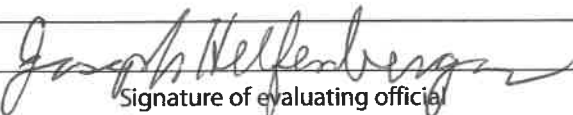
Identification and recommendation where improvement is needed:


Paul has done a good job unifying the existing utility departments. He needs to resolidify these departments and continue to foster good working relations with other city departments such as Growth Management and Public Works.

Suggested action to achieve improvement in performance:

Once COVID is behind us, it would be helpful to have a staff appreciation luncheon like Paul has done in the past. Continue to build morale and foster positive relations among all city departments. Mr. Dyal can take a lead role in master planning of future utility needs.

Evaluator: This evaluation is based on my knowledge and observations of this employee and represents my best judgement of the employee's performance.


Signature of evaluating official


Date

Endorsing Official:

I ☐ do ☐ do not concur with the evaluation and comments of the evaluating official.

Comments:



Signature of endorsing official

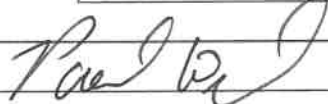


Date

Employee Acknowledgement:

I ☒ do ☐ do not concur with the ratings and comments of the evaluating and endorsing official.

Comments: I enjoy my work with the City. My staff contributes greatly to my ~~success~~ success.


Employee Signature

1-29-2021
Date

Note to employee: If you disagree and wish to appeal this evaluation, your appeal must be made in writing and submitted to your Supervisor within ten (10) working days of the verbal review of this evaluation. If you have difficulty in preparing such a document, you may request assistance from the Personnel Office.

City Manager review:  Date: 1/29/21



CITY OF LAKE CITY, FLORIDA SUPERVISORY EMPLOYEE EVALUATION FORM

NAME: PAUL DYAL

DEPARTMENT: Utilities

DATE OF HIRE: February 6, 2012

JOB TITLE: Asst. City Mgr. Utilities/Public Works

GRADE: 20

Reporting Period: From: February 7, 2017

To: February 6, 2018

EMPLOYEE'S ATTENDANCE RECORD THIS PERIOD:

Sick: _____ Annual: _____ Unexcused: _____

I. GENERAL PERFORMANCE EVALUATION STANDARD

10.8 – 12.0	OUTSTANDING	3.6 – 4.8	NEEDS IMPROVEMENT
8.4 – 9.6	ABOVE STANDARD	1.2 – 2.4	UNSATISFACTORY
6.0 – 7.2	STANDARD		

II. GENERAL PERFORMANCE EVALUATION CRITERIA

1. Knowledge of Work 1.2 2.4 3.6 4.8 6.0 7.2 8.4 9.6 10.8 **12.0**

Comments: Paul has continued simply outstanding day-to-day direction of our utilities function and construction oversight activity. As a result of his vast utility knowledge and expertise, he was reclassified on October 1, 2017 to the position of Assistant City Manager for Utilities/Public Works. He now has full management oversight for the all utilities functions and the previously independent Public Works Department – a 110 man operation.

2. Quality of Work 1.2 2.4 3.6 4.8 6.0 7.2 8.4 9.6 10.8 **12.0**

Comments: Paul demands 100% effort and expects 100% excellence; he sets the standard for nothing less than quality service and work products from his Staff.

3. Quantity of Work 1.2 2.4 3.6 4.8 6.0 7.2 8.4 9.6 10.8 **12.0**

Comments: Paul is an exceptional task manager who puts in the time to get a job done properly; no matter how demanding! He is a manager with a respectful presence who will always have boots on the ground with his Staff in all conditions. He definitely does not practice the “nine to five” philosophy.

4. Initiative 1.2 2.4 3.6 4.8 6.0 7.2 8.4 9.6 10.8 **12.0**

Comments: Paul is independent and self-motivated. His natural initiative and skill in knowing what needs to be done and when it needs to be done has contributed immeasurably to obvious improvements that have evolved within the Utilities Department since he assumed the executive leadership role.

SUPERVISORY EMPLOYEE EVALUATION FORM (June 2010)



5. Dependability 1.2 2.4 3.6 4.8 6.0 7.2 8.4 9.6 10.8 12.0

Comments: Paul consistently demonstrates a remarkable dedication and professional knowledge in the development and administration of highly demanding projects within the Utilities Department involving millions of dollars. In my opinion, no one could be more dependable!

6. Decision Making: 1.2 2.4 3.6 4.8 6.0 7.2 8.4 9.6 10.8 12.0

Comments: There is no lack of confidence in Paul's ability to make a difficult decision and take personal ownership of the consequence. His use of experienced judgement and power of habit routinely result in the desired outcome.

7. Work Relations: 1.2 2.4 3.6 4.8 6.0 7.2 8.4 9.6 10.8 12.0

Comments: Paul can easily distinguish between what is trivial and what is crucial. Although he is kindhearted to others his emphasis on organizational success will be blended and will prevail.

8. Public Relations: 1.2 2.4 3.6 4.8 6.0 7.2 8.4 9.6 10.8 12.0

Comments: Paul interacts with local citizens, engineers and developers on a frequent basis and has become a respected authority on Lake City's utility infrastructure and services operations. He is fair and consistent in his ability that actions taken will be in the best interest to all concerned.

III. TOTAL GENERAL PERFORMANCE EVALUATION:

								94.8	
9.6	19.2	19.3	38.4	38.5	57.6	57.7	76.8	76.9	96
Unsatisfactory		Needs Improvement		Standard		Above Average		Outstanding	

IV. SUPERVISORY EVALUATION

1. Supervisory Control: 1.0 2.0 3.0 4.0 5.0 6.0 7.0 8.0 9.0 10.0

Comments: Paul exercises exceptional supervisory control of his department which is transparent, consistent and fair to all.

2. Leadership: 1.0 2.0 3.0 4.0 5.0 6.0 7.0 8.0 9.0 10.0

Comments: Leads by example.... a natural leader who has continued a leadership pattern characterized by a well-functioning departmental operation.

3. Organizational Skills: 1.0 2.0 3.0 4.0 5.0 6.0 7.0 8.0 9.0 10.0

Comments: Paul's organizational skills are exceptional the effect resonates throughout the organizational climate of the Department.

4. Ability to Instruct and Train: 1.0 2.0 3.0 4.0 5.0 6.0 7.0 8.0 9.0 10.0

Comments: Paul recognizes the skill sets and abilities of his personnel and is highly effective facilitating necessary training to bring them to the next level. He encourages participative interaction among his Staff.

5. Ability to Evaluate

Employees: 1.0 2.0 3.0 4.0 5.0 6.0 7.0 8.0 9.0 10.0

Comments: Paul is fair with well-defined objectives and clear expectations for his staff to understand. His methods provide a practical career path for employees to move up within the Utilities Department.

V. TOTAL - SUPERVISORY PERFORMANCE EVALUATION

								50	
5.4	10.8	10.9	21.6	21.7	32.4	32.5	43.2	43.3	50.0
Unsatisfactory		Needs Improvement		Standard		Above Standard		Outstanding	

VI. CONSTRUCTIVE COMMENTS

Major strong points and how they may be used more effectively: As with last year, this City is fortunate to have you at the helm of the Utilities/Public Works operations. To justify, the "Cross Connection Control" Program is near 100% and is now managed efficiently. After three years of trying, we were finally approved for the SR-47/I-75 Sewer connection at a funding amount \$2.7 million. Might not sound like much, but your application and included data was the reason. The amount of additions to capital equipment and infrastructure improvements (future value) are unprecedented. Just to mention a few: 1) The \$210,000 Directional Drilling Machine (will pay for itself), 2) \$810,000 St. Margarets Centrifuge and \$450,000 plant generator, 4 4) Four Stationary (85KW) Generators for lift stations, 5) \$92,000 Skid Steer Loader and finally 6) Your entire Utilities Annex and adjoining compound is totally transformed from a mostly blighted condition to a very nice and professional looking operation. Need I say more? You have done a great job this year Paul.

EVALUATOR: This evaluation is based on my knowledge and observations of this employee and represents my best judgment of the employee's performance. Employee is recommended for merit increase (YES_X_NO_)

SIGNATURE OF EVALUATING OFFICIAL

DATE:

EMPLOYEE ACKNOWLEDGEMENT: I (do)(do not) concur with the ratings and comments of the evaluating and endorsing official.

COMMENTS: (If applicable)

EMPLOYEE SIGNATURE

DATE:

NOTE TO EMPLOYEE: If you disagree with this performance evaluation and wish to appeal, your appeal must be made in writing and submitted to your Supervisor within ten (10) working days of the verbal review of this evaluation. If you have difficulty in preparing such a document you may request assistance from the Personnel Office.

CITY MANAGER REVIEW: _____
DATE: _____



CITY OF LAKE CITY, FLORIDA SUPERVISORY EMPLOYEE EVALUATION FORM

NAME: PAUL DYAL

DEPARTMENT: Utilities

DATE OF HIRE: February 6, 2012

JOB TITLE: Executive Director

GRADE: 20

Reporting Period: **From:** February 7, 2016 **To:** February 6, 2017

EMPLOYEE'S ATTENDANCE RECORD THIS PERIOD:

Sick: _____ Annual: _____ Unexcused: _____

I. GENERAL PERFORMANCE EVALUATION STANDARD

10.8 – 12.0	OUTSTANDING	3.6 – 4.8	NEEDS IMPROVEMENT
8.4 – 9.6	ABOVE STANDARD	1.2 – 2.4	UNSATISFACTORY
6.0 – 7.2	STANDARD		

II. GENERAL PERFORMANCE EVALUATION CRITERIA

1. Knowledge of Work 1.2 2.4 3.6 4.8 6.0 7.2 8.4 9.6 10.8 12.0

Comments: I can safely say Paul has evolved to become the most knowledgeable Executive Director in the history of this City. His day-to-day direction of our utilities function and construction oversight activity is proof positive of his Outstanding Knowledge and we could have no one better taking care of this City's utility services program.

2. Quality of Work 1.2 2.4 3.6 4.8 6.0 7.2 8.4 9.6 10.8 12.0

Comments: Paul has held steadfast in his determination to bring the City's Utility Department to a new standard of excellence; he has accomplished just that in an incredibly short time frame. The quality of his work is second to none!

3. Quantity of Work 1.2 2.4 3.6 4.8 6.0 7.2 8.4 9.6 10.8 12.0

Comments: An extremely high volume of utilities work in this City has continued since early 2016 and seems to be growing. Paul takes control of this sometimes challenging workload and does so with optimum results. He will not hesitate to commit the extra time needed in a demanding environment; a personal standard that all should emulate!

4. Initiative 1.2 2.4 3.6 4.8 6.0 7.2 8.4 9.6 10.8 12.0

Comments: I have never worked with anyone who is more "self-motivated" with unbridled, selfless initiative. It is obvious that his life experiences and understanding of what one must do to be successful is a way-of-life with Paul.

SUPERVISORY EMPLOYEE EVALUATION FORM (June 2010)

Supper

5. Dependability 1.2 2.4 3.6 4.8 6.0 7.2 8.4 9.6 10.8 12.0

Comments: Paul is categorically dependable and one of the most reliable individuals I have ever worked with!

6. Decision Making: 1.2 2.4 3.6 4.8 6.0 7.2 8.4 9.6 10.8 12.0

Comments: Paul has truly excelled in perfecting his ability for making the many difficult decisions which are frequently required to effectively operate the City Utility Department. He understands the importance of decisions made at his level and confidently makestough calls with impeccable results.

7. Work Relations: 1.2 2.4 3.6 4.8 6.0 7.2 8.4 9.6 10.8 12.0

Comments: Paul has evolved to become a respected authority on the City's most visible and critical public utility operations; he is the epitome of a Utilities Director and has succeeded in gaining the respect of his fellow employees, peers, upper management and members of the City Council.

8. Public Relations: 1.2 2.4 3.6 4.8 6.0 7.2 8.4 9.6 10.8 12.0

Comments: Paul is faced with challenging public interactions on a daily basis and deals with construction and development officials in a most respectful and highly commendable manner.

III. TOTAL GENERAL PERFORMANCE EVALUATION:

								<u>94.8</u>	
9.6	19.2	19.3	38.4	38.5	57.6	57.7	76.8	76.9	96
Unsatisfactory	Needs Improvement			Standard		Above Average		Outstanding	

IV. SUPERVISORY EVALUATION**1. Supervisory Control:** 1.0 2.0 3.0 4.0 5.0 6.0 7.0 8.0 9.0 10.0

Comments: Continues to set the example and mentors his subordinates toward improved skills and knowledge. Paul naturally displays genuine concern for our employees and it shows.

2. Leadership: 1.0 2.0 3.0 4.0 5.0 6.0 7.0 8.0 9.0 10.0

Comments: Paul is a natural leader who has continued a leadership pattern characterized by a calm and professional temperament; a most amicable workplace atmosphere is the result of his leadership.

3. Organizational Skills: 1.0 2.0 3.0 4.0 5.0 6.0 7.0 8.0 9.0 10.0

Comments: Outstanding organizational skills; very meticulous in doing things the right way.

4. Ability to Instruct and Train: 1.0 2.0 3.0 4.0 5.0 6.0 7.0 8.0 9.0 10.0

Comments: Paul has implemented a new philosophy for his Department for professional training and the results are already showing.

5. Ability to Evaluate**Employees:** 1.0 2.0 3.0 4.0 5.0 6.0 7.0 8.0 9.0 10.0

Comments: Paul knows how to get the "right people" for the right job. The results of his appointments to key positions this past year shows his evaluation ability is outstanding.

V. TOTAL - SUPERVISORY PERFORMANCE EVALUATION

								<u>50</u>	
5.4	10.8	10.9	21.6	21.7	32.4	32.5	43.2	43.3	50.0
Unsatisfactory	Needs Improvement			Standard		Above Standard		Outstanding	

VI. CONSTRUCTIVE COMMENTS

Major strong points and how they may be used more effectively: Paul, I made comments in your 2016 Evaluation that it was "with confidence" that positive trends in the Utilities Department would continue with your leadership and guidance. That was an understatement and I could not be more pleased with where we are today with our utilities operation atmosphere of stability and a positive work environment. I know the community workload has peaked to an unprecedented high this past year and it will most surely continue. Utility infrastructure projects have also peaked. This City is fortunate to have you at the helm of our Utilities Department – So am I....Keep up the good work Paul!

EVALUATOR: This evaluation is based on my knowledge and observations of this employee and represents my best judgment of the employee's performance. Employee is recommended for merit increase (YES_X_NO__)

Wendell [Signature]
SIGNATURE OF EVALUATING OFFICIAL

2-15-17
DATE:

EMPLOYEE ACKNOWLEDGEMENT: I (do)(do not) concur with the ratings and comments of the evaluating and endorsing official. *I'm thankful for my opportunities and the support of*

COMMENTS: (If applicable) *Mr. Soliman. I'm also thankful for my team members and their support. I oversee a great department.*

Paul Dyl
EMPLOYEE SIGNATURE

2-15-17
DATE:

NOTE TO EMPLOYEE: If you disagree with this performance evaluation and wish to appeal, your appeal must be made in writing and submitted to your Supervisor within ten (10) working days of the verbal review of this evaluation. If you have difficulty in preparing such a document you may request assistance from the Personnel Office.

[Signature]
CITY MANAGER REVIEW:

2-21-17
DATE:

**CITY OF LAKE CITY, FLORIDA
SUPERVISORY
EMPLOYEE EVALUATION FORM**

PAUL DYAL 20
DEPARTMENT EMPLOYEE DATE OF HIRE
Utilities February 6, 2012

JOB TITLE: Executive Director

Reporting Period: From: February 7, 2015 To: February 6, 2016

EMPLOYEE'S ATTENDANCE RECORD THIS PERIOD:

Sick: _____ Annual _____ Unexcused: _____

I. GENERAL PERFORMANCE EVALUATION STANDARD

10.8 – 12.0	OUTSTANDING	3.6 – 4.8	NEEDS IMPROVEMENT
8.4 – 9.6	ABOVE STANDARD	1.2 – 2.4	UNSATISFACTORY
6.0 – 7.2	STANDARD		

II. GENERAL PERFORMANCE EVALUATION CRITERIA

1. Knowledge of Work 1.2 2.4 3.6 4.8 6.0 7.2 8.4 9.6 **10.8 12.0**

Comments: Paul was promoted from Assistant Utilities Director to Utilities Executive Director on November 9, 2015. This promotion was due to his well-developed knowledge of innumerable aspects of utilities administration and construction. Drawing from his vast knowledge and life experiences, Paul has quickly resolved several long-standing internal management and operational problems within the Utilities Department.

2. Quality of Work 1.2 2.4 3.6 4.8 6.0 7.2 8.4 9.6 10.8 **12.0**

Comments: Quality of work is visibly reflected through positive feedback from his peers, subordinates and construction industry representatives. Paul understands the operational atmosphere of utilities from many perspectives including GIS/CAD, engineering design and field construction operations.

3. Quantity of Work 1.2 2.4 3.6 4.8 6.0 7.2 8.4 9.6 10.8 **12.0**

Comments: The activity level of utilities work in this City is at an unprecedented high. Paul does well in balancing a heavy workload parallel to our City's growth needs - with optimum results!

4. Initiative 1.2 2.4 3.6 4.8 6.0 7.2 8.4 9.6 10.8 **12.0**

Comments: Paul routinely exhibits unyielding initiative and has the City's best interest at heart in all he does. You do not have to wait for him to move on a task at hand and his expectations are well known and understood by utility employees.

5. Dependability 1.2 2.4 3.6 4.8 6.0 7.2 8.4 9.6 10.8 12.0

Comments: Paul is inherently dedicated to the philosophy of "*doing the right thing*" and is resolute in his professional and personal convictions. His strong character and personal integrity foster a relationship of unfailing dependability!

6. Decision Making: 1.2 2.4 3.6 4.8 6.0 7.2 8.4 9.6 10.8 12.0

Comments: He can and will make difficult and/or challenging decisions without hesitation; however, he seeks management input when needed and advises of potential problems. Paul is consistent in making sound and well thought out decisions.

7. Work Relations: 1.2 2.4 3.6 4.8 6.0 7.2 8.4 9.6 10.8 12.0

Comments: Paul has established himself as an outstanding department leader and is well respected by the Staff and City patrons.

8. Public Relations: 1.2 2.4 3.6 4.8 6.0 7.2 8.4 9.6 10.8 12.0

Comments: Paul interacts with the public diplomatically and in a very professional manner; his public reflection of the City Utilities Department image is of the highest respect.

III. TOTAL GENERAL PERFORMANCE EVALUATION:

								92.4	
9.6	19.2	19.3	38.4	38.5	57.6	57.7	76.8	76.9	96
Unsatisfactory	Needs Improvement			Standard		Above Average		Outstanding	

IV. SUPERVISORY EVALUATION**1. Supervisory Control:** 1.0 2.0 3.0 4.0 5.0 6.0 7.0 8.0 9.0 10.0

Comments: A top-notch supervisor who mentors his subordinates toward improved skills and knowledge. Paul is clearly one who not only has departmental service delivery and quality at the front, but his genuine concern for our employees is clearly apparent.

2. Leadership: 1.0 2.0 3.0 4.0 5.0 6.0 7.0 8.0 9.0 10.0

Comments: Superb leadership skills; he maintains a disciplined composure and knows how to defuse confrontational situations; no nonsense approach - but participative in context.

3. Organizational Skills: 1.0 2.0 3.0 4.0 5.0 6.0 7.0 8.0 9.0 10.0

Comments:

4. Ability to Instruct and Train: 1.0 2.0 3.0 4.0 5.0 6.0 7.0 8.0 9.0 10.0

Comments: Paul has implemented a new philosophy for his Department for professional training and the results are already showing.

5. Ability to Evaluate**Employees:** 1.0 2.0 3.0 4.0 5.0 6.0 7.0 8.0 9.0 10.0

Comments: His workforce know he is fair and honest and know he will not give what is not justifiably deserved; but he will unselfishly give what is earned. Paul does not evaluate as a popularity contest.

V. TOTAL - SUPERVISORY PERFORMANCE EVALUATION

								49	
5.4	10.8	10.9	21.6	21.7	32.4	32.5	43.2	43.3	50.0
Unsatisfactory		Needs Improvement		Standard		Above Standard		Outstanding	

VI. CONSTRUCTIVE COMMENTS

Major strong points and how they may be used more effectively: Immediately upon appointment as Executive Director of Utilities during November 2015, Paul embraced the challenge and "hit the ground running." Fortunately for this City, Paul's breadth of utilities experience and knowledge, coupled with his professional maturity is already providing visible returns to the in the form of improved quality of work and operational efficiency. The overall demeanor and atmosphere of the City Utilities Department has gradually migrated away from a period of recurring discord and employee restlessness to a Departmental atmosphere of stability and a positive work environment. The Utilities Department is now tracking in a most positive direction and with Paul's leadership and guidance, I say with confidence this trend will continue.

EVALUATOR: This evaluation is based on my knowledge and observations of this employee and represents my best judgment of the employee's performance. Employee is recommended for merit increase (YES_X_NO_)

SIGNATURE OF EVALUATING OFFICIAL

DATE:

EMPLOYEE ACKNOWLEDGEMENT: I ☒ (do) (do not) concur with the ratings and comments of the evaluating and endorsing official.

COMMENTS: (If applicable) *I enjoy working for the City and serving the citizens.*

EMPLOYEE SIGNATURE

DATE:

NOTE TO EMPLOYEE: If you disagree with this performance evaluation and wish to appeal, your appeal must be made in writing and submitted to your Supervisor within ten (10) working days of the verbal review of this evaluation. If you have difficulty in preparing such a document you may request assistance from the Personnel Office.

CITY MANAGER REVIEW:

DATE:



CITY OF LAKE CITY SUPERVISORY GENERAL EMPLOYEE EVALUATION FORM

[Reset Form](#)[Print Form](#)

Name Pay Grade
Department Date of Hire
Job Title
Reporting Period: From: To:

Employee's attendance record this period:

Annual: Sick: Unexcused:

I. General Performance Evaluation Standard

10.8 - 12.0	Outstanding	3.6 - 4.8	Needs Improvement
8.4 - 9.6	Above Standard	1.2 - 2.4	Unsatisfactory
6.0 - 7.2	Standard		

II. Evaluation Criteria (Please check only one per category)

Knowledge of work: ☐ 1.2 ☐ 2.4 ☐ 3.6 ☐ 4.8 ☐ 6.0 ☐ 7.2 ☐ 8.4 ☐ 9.6 ☒ 10.8 ☐ 12.0

Comments: Paul has a generous knowledge of legal descriptions and sketches, AutoCADD, legal research, easements, underground utility projects, and has handled the daily functions of the Utility Annex compound well.

Quality of work: ☐ 1.2 ☐ 2.4 ☐ 3.6 ☐ 4.8 ☐ 6.0 ☐ 7.2 ☐ 8.4 ☐ 9.6 ☐ 10.8 ☒ 12.0

Comments: Paul delivers what is requested in an understandable format and knows what it takes for a job well done.

Quantity of work: ☐ 1.2 ☐ 2.4 ☐ 3.6 ☐ 4.8 ☐ 6.0 ☐ 7.2 ☐ 8.4 ☐ 9.6 ☒ 10.8 ☐ 12.0

Comments: Paul has high levels of accuracy and work productivity. He takes pride in work and strives to improve work performance. All correspondence are completed on time with no errors.

Initiative: ☐ 1.2 ☐ 2.4 ☐ 3.6 ☐ 4.8 ☐ 6.0 ☐ 7.2 ☐ 8.4 ☐ 9.6 ☒ 10.8 ☐ 12.0

Comments: Paul accepts new assignments without hesitation. He develops independent thought on projects and assignments which requires him to make an independent decision and judgment.

Dependability: ☐ 1.2 ☐ 2.4 ☐ 3.6 ☐ 4.8 ☐ 6.0 ☐ 7.2 ☐ 8.4 ☐ 9.6 ☒ 10.8 ☐ 12.0

Comments: Paul is always available and can be counted upon. He has a very good attendance record and can always be counted on without complaint.

Decision Making: ☐ 1.2 ☐ 2.4 ☐ 3.6 ☐ 4.8 ☐ 6.0 ☐ 7.2 ☐ 8.4 ☐ 9.6 ☒ 10.8 ☐ 12.0

Comments:

Paul has the ability to zero in on the cause of problems and offer creative solutions. He displays strong analytical skills.

Work Relations: ☐ 1.2 ☐ 2.4 ☐ 3.6 ☐ 4.8 ☐ 6.0 ☐ 7.2 ☐ 8.4 ☐ 9.6 ☒ 10.8 ☐ 12.0

Comments:

Paul is very supportive of coworkers and subordinates attempts at improvement. He sets an example for subordinates in following city policy and procedures.

Public Relations: ☐ 1.2 ☐ 2.4 ☐ 3.6 ☐ 4.8 ☐ 6.0 ☐ 7.2 ☐ 8.4 ☐ 9.6 ☒ 10.8 ☐ 12.0

Comments:

Paul answers all questions promptly, accurately, and politely when dealing with the public. He forwards any complaints or problems to his supervisor immediately.

III. Total General Performance Evaluation:

87.6

Legend:

9.6 - 19.2 = Unsatisfactory

19.3 - 38.4 = Needs Improvement

38.5 - 57.6 = Standard

57.7 - 76.8 = Above Average

76.9 - 96 = Outstanding

IV. Supervisory Evaluation: (Please check only one per category)

Supervisory Control: ☐ 1.0 ☐ 2.0 ☐ 3.0 ☐ 4.0 ☐ 5.0 ☐ 6.0 ☐ 7.0 ☐ 8.0 ☒ 9.0 ☐ 10.0

Comments:

Paul takes a proactive approach with his employees. He has an open door policy for all subordinates.

Leadership: ☐ 1.0 ☐ 2.0 ☐ 3.0 ☐ 4.0 ☐ 5.0 ☐ 6.0 ☐ 7.0 ☐ 8.0 ☒ 9.0 ☐ 10.0

Comments:

Paul recognizes that proper delegation, communication, and the setting of priorities and goals help employees feel empowered and self-motivated. He sets realistic work demands and a fair distribution of assignments.

Organizational Skills: ☐ 1.0 ☐ 2.0 ☐ 3.0 ☐ 4.0 ☐ 5.0 ☐ 6.0 ☐ 7.0 ☐ 8.0 ☒ 9.0 ☐ 10.0

Comments:

Paul is highly regarded for his organizational skills. He organizes projects to prevent overlaps or gaps in responsibilities, he is always able to access needed items for information, and he organizes his office and work areas.

Ability to Instruct and Train:

☐ 1.0 ☐ 2.0 ☐ 3.0 ☐ 4.0 ☐ 5.0 ☐ 6.0 ☐ 7.0 ☐ 8.0 ☒ 9.0 ☐ 10.0

Comments:

Paul constantly seeks new ways to improve his employees basic communication skills. He continues to assist staff in other areas besides his own area of expertise, and he continuously strives to set the standard for the city in all areas.

Ability to Evaluate Employees:

☐ 1.0 ☐ 2.0 ☐ 3.0 ☐ 4.0 ☐ 5.0 ☐ 6.0 ☐ 7.0 ☐ 8.0 ☒ 9.0 ☐ 10.0

Comments:

Paul creates new strategies to improve performance when evaluating employees. He looks for ways to improve the performance of the employee by targeting their affected areas for maximum results. He is motivated to perform at a superior level and maintains the highest in performance standards.

III. Total Supervisory Performance Evaluation:

45

Legend:

5.0 - 11.0 = Unsatisfactory

12.0 - 22.0 = Needs Improvement

23.0 - 32.0 = Standard

33.0 - 43.0 = Above Average

44.0 - 50.0 = Outstanding

IV. Constructive Comments

Major strong points and how they may be used more effectively:

Paul's knowledge, skills and abilities make him an asset to the Utilities Department. He has been a great asset on the restructuring of personnel within the Utility Annex compound for continued growth within the City.

Identification and recommendation where improvement is needed:

Continue his learning of systems such as, utility construction, water distribution/transmission, wastewater collection, reclaimed water operation, and natural gas operation.

Suggested action to achieve improvement in performance:

Hold discussion oriented monthly staff meetings to allow employee inputs that may solve a problem or address an issue.

Evaluator: This evaluation is based on my knowledge and observations of this employee and represents my best judgement of the employee's performance.

Employee is recommended for Merit Increase: ☒ Yes ☐ No



Signature of evaluating official


2-8-15

Date

Endorsing Official:

I ☐ do ☐ do not concur with the evaluation and comments of the evaluating official.

Comments:



Signature of endorsing official

2-9-15

Date

Employee Acknowledgement.

I ☒ do ☐ do not concur with the ratings and comments of the evaluating and endorsing official.

Comments:

Paul Dye

Employee Signature

2-4-15

Date

Note to employee: If you disagree and wish to appeal this evaluation, your appeal must be made in writing and submitted to your Supervisor within ten (10) working days of the verbal review of this evaluation. If you have difficulty in preparing such a document, you may request assistance from the Personnel Office.

City Manager review:

Date:



CITY OF LAKE CITY

GENERAL EMPLOYEE EVALUATION FORM

[Reset Form](#)[Print Form](#)

Name Pay Grade
Department Date of Hire
Job Title
Reporting Period: From: To:

Employee's attendance record this period:

Annual: Sick: Unexcused:

I. General Performance Evaluation Standard

10.8 - 12.0	Outstanding	3.6 - 4.8	Needs Improvement
8.4 - 9.6	Above Standard	1.2 - 2.4	Unsatisfactory
6.0 - 7.2	Standard		

II. Evaluation Criteria (Please check only one per category)

Knowledge of work: ☐ 1.2 ☐ 2.4 ☐ 3.6 ☐ 4.8 ☐ 6.0 ☐ 7.2 ☐ 8.4 ☐ 9.6 ☒ 10.8 ☐ 12.0

Comments:

Paul has a generous knowledge of legal descriptions and sketches, AutoCADD, legal research, easements and underground utility projects.

Quality of work: ☐ 1.2 ☐ 2.4 ☐ 3.6 ☐ 4.8 ☐ 6.0 ☐ 7.2 ☐ 8.4 ☐ 9.6 ☐ 10.8 ☒ 12.0

Comments:

Paul delivers what is requested in an understandable format and knows what it takes for a job well done. Specific projects require a specific mindset such as Paul's.

Quantity of work: ☐ 1.2 ☐ 2.4 ☐ 3.6 ☐ 4.8 ☐ 6.0 ☐ 7.2 ☐ 8.4 ☐ 9.6 ☒ 10.8 ☐ 12.0

Comments:

Paul is capable of increased production with proper supervision, instruction and training.

Dependability: ☐ 1.2 ☐ 2.4 ☐ 3.6 ☐ 4.8 ☐ 6.0 ☐ 7.2 ☐ 8.4 ☐ 9.6 ☒ 10.8 ☐ 12.0

Comments:

Paul is always reachable and can be counted upon to oversee a project from inception to completion. He separates professional from personal life.


Initiative: ☐ 1.2 ☐ 2.4 ☐ 3.6 ☐ 4.8 ☐ 6.0 ☐ 7.2 ☐ 8.4 ☐ 9.6 ☒ 10.8 ☐ 12.0

Comments:

Paul accepts new assignments without hesitation. I hope to work with Paul to develop independent projects and assignments which will require him to make independent decisions and use thoughtful judgment.

Evaluator: This evaluation is based on my knowledge and observations of this employee and represents my best judgement of the employee's performance.

Employee is recommended for Merit Increase: ☒ Yes ☐ No



Signature of evaluating official

5-19-14
Date

Endorsing Official:

I ☒ do ☐ do not concur with the evaluation and comments of the evaluating official.

Comments: Signed for Jason Sparks, the Supervisor for Mr. Dyal during the time period listed.


Signature of endorsing official

5-19-14
Date

Employee Acknowledgement:

I ☒ do ☐ do not concur with the ratings and comments of the evaluating and endorsing official.


Comments: Reporting period was extended due to change in R/official & promotion (see below comment)


Employee Signature

5-19-14
Date

Note to employee: If you disagree and wish to appeal this evaluation, your appeal must be made in writing and submitted to your Supervisor within ten (10) working days of the verbal review of this evaluation. If you have difficulty in preparing such a document, you may request assistance from the Personnel Office.

City Manager review:  Date: 5-21-14

* Paul was promoted to "Assistant Executive Director" of utilities during the time frame. 



CITY OF LAKE CITY

GENERAL EMPLOYEE EVALUATION FORM

[Reset Form](#)[Print Form](#)

Name Pay Grade
Department Date of Hire
Job Title
Reporting Period: From: To:

Employee's attendance record this period:

Annual: Sick: Unexcused:

I. General Performance Evaluation Standard

10.8 - 12.0	Outstanding	3.6 - 4.8	Needs Improvement
8.4 - 9.6	Above Standard	1.2 - 2.4	Unsatisfactory
6.0 - 7.2	Standard		

II. Evaluation Criteria (Please check only one per category)

Knowledge of work: ☐ 1.2 ☐ 2.4 ☐ 3.6 ☐ 4.8 ☐ 6.0 ☐ 7.2 ☐ 8.4 ☐ 9.6 ☒ 10.8 ☐ 12.0

Comments:

Quality of work: ☐ 1.2 ☐ 2.4 ☐ 3.6 ☐ 4.8 ☐ 6.0 ☐ 7.2 ☐ 8.4 ☐ 9.6 ☒ 10.8 ☐ 12.0

Comments:

Quantity of work: ☐ 1.2 ☐ 2.4 ☐ 3.6 ☐ 4.8 ☐ 6.0 ☐ 7.2 ☐ 8.4 ☒ 9.6 ☐ 10.8 ☐ 12.0

Comments:

Dependability: ☐ 1.2 ☐ 2.4 ☐ 3.6 ☐ 4.8 ☐ 6.0 ☐ 7.2 ☐ 8.4 ☐ 9.6 ☒ 10.8 ☐ 12.0

Comments:

Initiative: ☐ 1.2 ☐ 2.4 ☐ 3.6 ☐ 4.8 ☐ 6.0 ☐ 7.2 ☐ 8.4 ☒ 9.6 ☐ 10.8 ☐ 12.0

Comments:

Learning Ability:

☐ 1.2 ☐ 2.4 ☐ 3.6 ☐ 4.8 ☐ 6.0 ☐ 7.2 ☐ 8.4 ☒ 9.6 ☐ 10.8 ☐ 12.0

Comments:

Paul has many training opportunities both onsite and offsite and uses them and absorbs new skills easily.

Attendance:

☐ 1.2 ☐ 2.4 ☐ 3.6 ☐ 4.8 ☐ 6.0 ☐ 7.2 ☐ 8.4 ☐ 9.6 ☒ 10.8 ☐ 12.0

Comments:

Paul has missed very little time and has used no vacation time in this evaluation period.

Work relations:

☐ 1.2 ☐ 2.4 ☐ 3.6 ☐ 4.8 ☐ 6.0 ☐ 7.2 ☐ 8.4 ☒ 9.6 ☐ 10.8 ☐ 12.0

Comments:

Paul works well within his team and with outer departments as needed.

Total

81.6

Legend:

9.6 - 19.2 = Unsatisfactory

19.3 - 38.4 = Needs Improvement

38.5 - 57.6 = Standard

57.7 - 76.8 = Above Average

76.9 - 96 = Outstanding

IV. Constructive Comments

Major strong points and how they may be used more effectively:

Continue to guide the City down the right path with regard to quality designs.

Recommended improvement areas:

None at this time.

Evaluator: This evaluation is based on my knowledge and observations of this employee and represents my best judgement of the employee's performance.

Employee is recommended for Merit Increase: ☒ Yes ☐ No



Signature of evaluating official

3-7-13

Date

Endorsing Official:

I ☐ do ☐ do not concur with the evaluation and comments of the evaluating official.

Comments:



Signature of endorsing official

3-7-13

Date

Employee Acknowledgement:

I ☒ do ☐ do not concur with the ratings and comments of the evaluating and endorsing official.

Comments:



Employee Signature

3-7-2013

Date

Note to employee: If you disagree and wish to appeal this evaluation, your appeal must be made in writing and submitted to your Supervisor within ten (10) working days of the verbal review of this evaluation. If you have difficulty in preparing such a document, you may request assistance from the Personnel Office.

City Manager review:



Date:

3-8-13



City of Lake City
Information Technology Department

205 NORTH MARION AVENUE
LAKE CITY, FLORIDA 32055

TELEPHONE: (386) 719-5810
FAX: (386) 752-4896

MEMORANDUM

DATE: 3/27/2012

TO: Human Resources

FROM: Zachary Mears

CC: Paul Dyal

REF: Termination of probationary period

This memo is to confirm that Paul Dyal (G.I.S. Technician) has satisfactorily completed his probationary period.