



Direct Manager:  
PATRICK KLEIN

XXXXXXXXXXXXXX

Annual Performance Evaluation XXXXXXXX 2025  
Due Date: Sat, Mar 8, 2025

General Information

Position HEALTH EDUCATOR	Division	Evaluation Type Periodic
Department Public Health	Class Spec HEALTH EDUCATOR	

Content

Competency Section| Evaluation Timeline

Evaluation Timeline

When is this evaluation taking place?

Evaluation Timeline	
Rater & Rating	Comment
PATRICK KLEIN Interim Evaluation	6 month interim

Competency Section| Merit Increase

Merit Increase

Please indicate if a merit increase is recommended for this employee. If it is recommended, please indicate which step the employee is advancing to in the comment box.

Merit Increase	
Indicate if a merit increase is recommend. If it is, please write the new step in the comment box. If a merit increase is not recommend, provide a brief explanation in the comment box.	
Rater & Rating	Comment
PATRICK KLEIN Not Applicable	n/a

## Outside Employment/Activities

It is required that supervisors discuss outside employment/activities with their employees prior to the completion of the Performance Evaluation.

**An updated Conflict of Interest Disclosure Report has been submitted to HR if a change has occurred outside of their employment with the County during this evaluation period.**

Rater & Rating	Comment
PATRICK KLEIN	A new Conflict of Interest Form is not needed at this time.

Competency Section| Delegated Director  
(Conditional Question)

## HHSA Delegated Director

**Are you (the person completing this evaluation) a Delegated Director of HHSA?**

Rater & Rating	Comment
PATRICK KLEIN	No, I am not a Delegated Director of HHSA

Competency Section| 5 Point Scale

Section Weight 12.5 %

## Communication

**Provides timely and helpful information to others, keeping supervisor informed, including when additional training is needed.**

Item Weight 33.34 %

Rater & Rating	Comment
PATRICK KLEIN	4 Highly Effective

**Oral and written communication are clear, concise, respectful, and appropriate for audience.**

Item Weight 33.33 %

Rater & Rating	Comment
PATRICK KLEIN	<a href="#">Oral and written communication are clear, concise, respectful, and appropriate for audience.</a> Opportunities to utilize this skill have been limited and will increase in the future.

**Actively listens to others and demonstrates openness to diverse ideas and opinions.**

Rater & Rating	Comment
PATRICK KLEIN 3 Effective	Opportunities to utilize this skill have been limited and will increase in the future.

Narrative Section| Text Only

**Communication Comments**

**Communication Comments**

Rater	Comment
PATRICK KLEIN	XXXXXX is a clear communicator and is capable of presenting well to the public for outreach events. With the formation of the new PHEP Team there have not been many opportunities to utilize her communication skills outside of the preparedness activities. As we expand our program and coordination with community partners XXXXXX will be given more opportunities to communicate PHEP planning and goals.

Competency Section| 5 Point Scale

Section Weight 12.5 %

**Interpersonal Skills/Building Trust**

**Treats others with dignity, respect, and fairness, acting with diplomacy and tact.**

Item Weight 33.34 %

Rater & Rating	Comment
PATRICK KLEIN 3 Effective	XXXXXX will be given more opportunities to communicate PHEP planning and goals. specific materials.

**Demonstrates awareness and acceptance of diversity.**

Item Weight 33.33 %

Rater & Rating	Comment
PATRICK KLEIN 3 Effective	

**Establishes and maintains positive working relationships with others; keeps appropriate confidences.**

Item Weight 33.33 %

Rater & Rating	Comment
PATRICK KLEIN 3 Effective	

## Interpersonal Skills/Building Trust Comments

### Interpersonal Skills/Building Trust Comments

Rater	Comment
PATRICK KLEIN	Opportunities to utilize interpersonal skills have been limited and will increase in the future. Outreach opportunities to date have offered positive interactions with community partners and indicate source for PHEP related information in the future.

### Work Performance/Quantity and Quality

#### Work products meet the requirements of the assignment(s) and are in accordance with department standards.

Item Weight 33.34 %

Rater & Rating	Comment
PATRICK KLEIN 2 Needs Improvement	<p>Focus on the completion of specific tasks can be improved to facilitate more timely creation of outreach materials. Future presentations and outreach will be supported by the materials being developed and will offer easier coordination for future events once they are complete. xxxx is learning the Emergency Preparedness language and is quickly adapting to the requirements outlined in the individual grants. With the continued development of her familiarity with the ICS, NIMS, and SEMS terminologies she will become a highly effective resource in this area.</p> <p>* We have agreed upon specific priority projects for her to complete to promote EP Education within the general public.</p> <p>* The materials will be used as part of the PHEP outreach efforts.</p> <p>* Future presentations will utilize the materials developed and will offer opportunity for further refinement.</p> <p>* We will continue to seek partnerships for resource materials and pre-established best practices.</p>

#### Conducts and performs job duties diligently and promptly; meets deadlines/commitments and responds to needs of co-workers and the public.

Item Weight 33.33 %

Rater & Rating	Comment
PATRICK KLEIN 3 Effective	

**Demonstrates the required technical skills relevant to the classification; includes understanding, interpreting and/or applying pertinent laws, codes, regulations, policies/procedures, and standards.**

Rater & Rating	Comment
PATRICK KLEIN 2 Needs Improvement	<p>In the context of her new role as the PanFlu Coordinator/PHEP xxxx is working on completing online courses, community-based trainings, and coalition gatherings to further develop her familiarity with PHEP. Additional exposure to community events, ICS, NIMS, and SEMS based trainings will improve her technical skills in this area. She has shown she is capable of learning these constructs and is motivated in her efforts to do so.</p> <p>Continued exposure to EP planning and exercises will assist in developing the technical skills required to become a highly effective and exceptional expert in this content.</p> <p>xxxxx is scheduled to attend conferences supporting these skills and will develop more expertise as a result.</p>

#### Narrative Section| Text Only

#### Work Performance/Quantity and Quality Comments

#### Work Performance/Quantity and Quality Comments

Rater	Comment
PATRICK KLEIN	<p>Continued exposure to EP planning and exercises will assist in developing the technical skills required to become a highly effective and exceptional expert in this content.</p> <p>xxxxxx is scheduled to attend conferences supporting these skills and will develop more expertise as a result. She is also attending online trainings as appropriate and will continue to participate in planning activities in collaboration with community partners.</p>

#### Competency Section| 5 Point Scale

Section Weight 12.5 %

#### Judgment

**Promotes decisions that benefit the public interest.**

Item Weight 33.34 %

Rater & Rating	Comment
PATRICK KLEIN 3 Effective	

**Requests advice and/or interpretation from a supervisor, lead person, or manager, when needed; follows instructions and adheres to departmental and County rules, regulations, policies, and procedures.**

Rater & Rating	Comment
PATRICK KLEIN 4 Highly Effective	xxxxxx is aware of the need to better understand EP planning and to clearly define the distinctions between response activities as they relate to Public Health risks. She frequently seeks out advice from her supervisor or other SMEs for clarification and clearer comprehension of the tasks that arise as part of the emergency planning processes.  The need for this level of support will reduce as her knowledge in the field increases and she becomes more confident in her understanding of the tasks at hand.

**Demonstrates the ability to make sound decisions in a timely fashion with the best information available.**

Rater & Rating	Comment
PATRICK KLEIN 3 Effective	xxxxxx seeks information to help her make decisions but there is room for improvement in priority of tasks and completion of activities in a timely manner.

#### Narrative Section| Text Only

#### Judgment Comments

#### Judgment Comments

Rater	Comment
PATRICK KLEIN	xxxxxx openly seeks information to help her make decisions but there is room for improvement in priority of tasks and completion of activities in a timely manner. As her knowledge in the field increases her ability to identify priorities will become more focused and her judgement will lead to more efficient usage of time and resources.

#### Competency Section| 5 Point Scale

#### Section Weight 12.5 %

#### Adaptability/Flexibility

**Maintains quality of work, despite disruptions or fluctuating work assignments.**

Rater & Rating	Comment
PATRICK KLEIN 3 Effective	xxxxxx's quality of work is of the highest caliber.

**Adapts to and accepts changes in job assignments, policies, procedures, and the work environment.**

Item Weight 33.33 %

Rater & Rating

Comment

PATRICK KLEIN  
3 Effective

**Demonstrates an ability to change approach to fit new situations.**

Item Weight 33.33 %

Rater & Rating

Comment

PATRICK KLEIN  
4 Highly Effective

xxxxxx has shown she is willing to adapt, learn, and change her approach to each challenge as she learns the specifics of EP Planning.

Narrative Section| Text Only

### **Adaptability/Flexibility Comments**

#### **Adaptability/Flexibility Comments**

Rater

Comment

PATRICK KLEIN

xxxxxx has consistently shown she is willing to adapt, learn, and change as she learns the specifics of EP Planning. It is clear she will be a positive influence on partnerships throughout our community as we work to build better response plans.

Competency Section| 5 Point Scale

Section Weight 12.5 %

### **Teamwork**

**Fosters team interaction to ensure teamwork is conducted cohesively.**

Item Weight 33.34 %

Rater & Rating

Comment

PATRICK KLEIN  
4 Highly Effective

**Collaborates and demonstrates positive acceptance of new ideas and procedures.**

Item Weight 33.33 %

Rater & Rating

Comment

PATRICK KLEIN  
3 Effective

**Mitigates conflict and/or provocation through self-awareness, self-regulation, and embracing inclusion.**

Item Weight 33.33 %

Rater & Rating

Comment

PATRICK KLEIN  
3 Effective

Narrative Section| Text Only

### Teamwork Comments

#### Teamwork Comments

Rater

Comment

PATRICK KLEIN  
xxxxxx communicates clearly with the team and is proactive in her approach at collaboration.

Competency Section| 5 Point Scale

Section Weight 12.5 %

### Health and Safety

**Follows safe procedures when using and maintaining tools, equipment, and resources relevant to the work performed.**

Item Weight 33.34 %

Rater & Rating

Comment

PATRICK KLEIN  
3 Effective

**Adheres to County and departmental safety, health, and security practices, procedures, and requirements.**

Item Weight 33.33 %

Rater & Rating

Comment

PATRICK KLEIN  
3 Effective

**Completes required County and department-specific training within required timelines.**

Item Weight 33.33 %

Rater & Rating

Comment

PATRICK KLEIN  
3 Effective



**Health and Safety Comments****Health and Safety Comments**

Rater

Comment

PATRICK KLEIN

xxxxxx completes assigned trainings in a timely manner and follows standard safety protocols in her daily office duties.

Competency Section| 5 Point Scale

Section Weight 12.5 %

**Customer Service****Interacts positively and responsively by displaying courtesy, respect, and patience when interacting with internal and external clients/customers.**

Item Weight 33.34 %

Rater &amp; Rating

Comment

PATRICK KLEIN  
4 Highly Effective**Provides reliable information to internal and external clients/customers.**

Item Weight 33.33 %

Rater &amp; Rating

Comment

PATRICK KLEIN  
3 Effective**Creates solutions to customers' problems, exercises appropriate tact, and is committed to improving overall quality of service.**

Item Weight 33.33 %

Rater &amp; Rating

Comment

PATRICK KLEIN  
3 Effective

## Customer Service Comments

### Customer Service Comments

Rater	Comment
PATRICK KLEIN	xxxxxx is still learning many of the EP constructs and will be tasked with communicating them to the public in community outreach events. She is a quick learner and has already obtained a good amount of background knowledge that will support her in these efforts.

## Goal Section | Future/List

### Employee Goals

#### Community Outreach Development

To raise competency in this area xxxxxxxx will focus on the completion of specific tasks related to the creation of outreach materials. Future presentations and outreach will be supported by the materials being developed. With the continued development of familiarity with the ICS, NIMS, and SEMS terminologies xxxxxxxx will become a highly effective resource in this area.

- \* We have agreed upon specific priority projects for her to complete to promote EP Education within the general public.
- \* The materials will be used as part of the PHEP outreach efforts.
- \* Future presentations will utilize the materials developed and will offer opportunity for further refinement.
- \* We will continue to seek partnerships for resource materials and pre-established best practices.

xxxxxxx will coordinate with community members to present basic Emergency Preparedness constructs for public application. Templates and guidelines development through PHEP activities will be presented. Data will be adjusted to fit the audience as appropriate. xxxxxxxx will complete a minimum of three outreach events in the next six months.

#### ICS, NIMS, and SEMS based trainings

To increase her skills set in this area xxxxxxxx will continue to complete online courses, community-based trainings, and coalition gatherings to further develop her familiarity with PHEP and PanFlu planning. Additional exposure to community events, ICS, NIMS, and SEMS based trainings will improve her technical skills in this area. She has shown she is capable of learning these constructs and is motivated in her efforts to do so.

Educational sources will include online trainings, calendared conferences, and exercises/drills hosted by CDPH or community partners.

Previous Evaluation Goals

Goals from the previous evaluation will populate here

Due Date 12/31/2024

Professional Development

xxxxxx will complete at least 4 professional development classes, webinars, courses, or trainings. At least 2 should be from the Ryan Dowd Homeless Academy trainings - one should focus on Burnout and another on a topic of her choosing that she feels would most benefit her. She will complete a basic circulation training when the Library transitions to a new ILS. She will train on the new Community Hub registration system.

Rater & Rating	Comment
PATRICK KLEIN Complete	This professional development plan is no longer applicable for xxxxxx's new role as a Pan Flu Coordinator/ Health Education Coordinator. I am marking it as complete

Due Date 08/01/2024

Expand Hub Services

xxxxxx will help to establish consistent expanded Hub services to South County and/or Pollock Pines. This may include establishing weekly Hub services in South County, transferring South County outreach to new Community Health Advocate, and/or establishing consistent Hub services at an outreach location or PP Library, etc.

Rater & Rating	Comment
PATRICK KLEIN Complete	This professional development plan is no longer applicable for xxxxxx's new role as a Pan Flu Coordinator/ Health Education Coordinator. I am marking it as complete

Due Date 11/01/2024

Establish Fleet Vehicle Procedures

xxxxxx will work with her supervisor to help create a system for borrowing and tracking fleet vehicle usage.

Rater & Rating	Comment
PATRICK KLEIN Complete	This professional development plan is no longer applicable for xxxxxx's new role as a Pan Flu Coordinator/ Health Education Coordinator. I am marking it as complete

Previous Evaluation Goals (only use if not populated from the system)

Previous Evaluation Goals

Rater	Comment
PATRICK KLEIN	