

**Jacksonville Police and Fire Pension Fund
Executive & Manager Performance Plan**

Part 1.

Performance Plan <i>We have conferred on the development of this plan.</i>	
Title:	Appraisal Period:
Employee Name:	Date:
Signature:	Date:
Supervisor Name:	Date:
Signature:	Date:

Part 2.

Progress Review	
Comments:	
Employee Name: Signature:	Date:
Supervisor Name: Signature:	Date:

Part 3.

Critical Elements
Leading Change Develops and implements an organizational vision that integrates key organizational and program goals, priorities, values, and other factors. Assesses and adjusts to changing situations, implementing

innovative solutions to make organizational improvements, ranging from incremental improvements to major shifts in direction or approach, as appropriate. Balances change and continuity; continually strives to improve service and program performance; creates a work environment that encourages creative thinking, collaboration, and transparency; and maintains program focus, even under adversity.

Leading People Designs and implements strategies that maximize employee potential, connect the organization horizontally and vertically, and foster high ethical standards in meeting the organization's vision, mission, and goals. Provides an inclusive workplace that fosters the development of others to their full potential; allows for full participation by all employees; facilitates collaboration, cooperation, and teamwork, and supports constructive resolution of conflicts. Ensures employee performance plans are aligned with the organization's mission and goals, that employees receive constructive feedback, and that employees are realistically appraised against clearly defined and communicated performance standards. Holds employees accountable for appropriate levels of performance and conduct. Seeks and considers employee input. Recruits, retains, and develops the talent needed to achieve a high quality, diverse workforce that reflects the nation, with the skills needed to accomplish organizational performance objectives while supporting workforce diversity, workplace inclusion, and equal employment policies and programs.

Business Acumen Assesses, analyzes, acquires, and administers human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission. Uses technology to enhance processes and decision making. Executes the operating budget; prepares budget requests with justifications; and manages resources.

Building Coalitions Solicits and considers feedback from internal and external stakeholders or customers. Coordinates with appropriate parties to maximize input from the widest range of appropriate stakeholders to facilitate an open exchange of opinion from diverse groups and strengthen internal and external support. Explains, advocates, and expresses facts and ideas in a convincing manner and negotiates with individuals and groups internally and externally, as appropriate. Develops a professional network with other organizations and identifies the internal and external politics that affect the work of the organization.

Results Driven This critical element includes specific performance results expected from the executive during the appraisal period, focusing on measurable outcomes from the strategic plan or other measurable outputs and outcomes clearly aligned to organizational goals and objectives. At a minimum, the performance plan will include performance requirements (including measures, targets, timelines, or quality descriptors, as appropriate) describing the range of performance at Level 3 for each result specified. The Results-Driven critical element must also identify clear, transparent alignment to relevant PFPF goals/objectives.

Part 4.

Performance Levels

Level 5: Outstanding. Exceptional. Fostering a climate that sustains excellence and optimizes results.

Level 4: Exceeds Fully Successful. Beyond that required for the position.

Level 3: Fully Successful. Positively contributes to the achievement of strategic goal and results

Level 2: Minimally Successful. Acceptable. But not appreciably advancing the organizations goal and objectives

Level 1: Unsatisfactory. Does not meet established performance expectations.

Part 5.

Derivation Formula and Calculation of Annual Summary Rating				Summary Level Range	Compensation
Critical Element	Rating Level	Weight	Score		
Leading Change		20%		475-500 = Level 5	5%
Leading People		20%		400-474 = Level 4	4%
Business Acumen		20%		300-399 = Level 3	3%
Building Coalitions		20%		200-299 = Level 2	2%
Results Driven		20%			
Total		100%			

Part 6.

Strategic Goal: Business Acumen	
Performance Objective	Pension Reform Updates to Jax Pension -Ordinance 2017-258 & 259 (B)
Performance Objective	Custody & Consulting RFP (F)
Performance Objective	Reform Admin Working Group (A)
Performance Objective	Bailiffs' Time Service Connections (B)
Performance Objective	Term Limits and Election Procedures (A)
Performance Objective	FIAC Fiduciary, Ethics & PR Training (F)
Performance Objective	Re-employment Affidavit (B)

Performance Objective

Local Agency Procedures (B)

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