

# DEPARTMENT OF HUMAN RESOURCES

Marc A. Fox  
Director of Human Resources



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June 11, 2013

The Honorable Paul Beeman  
Presiding Judge of the Superior Court  
Solano Superior Court  
600 Union Avenue  
Fairfield, CA 94533

Regarding: Response to the FY2012/13 Grand Jury Report – Performance Evaluations

Dear Honorable Presiding Judge Beeman:

Pursuant to Penal Code sections 933(c) and 933.05, I am responding to the findings and recommendations to the FY2012/13 Grand Jury Report received on May 21, 2013 regarding Solano County Performance Evaluations that pertain to matters under my control as the Director of Human Resources.

### **Finding 5**

The Department of Human Resources does not have any mechanism to ensure all Solano County employees receive performance evaluations in compliance with county policy and procedures.

### **Response to Finding 5**

The Director of Human Resources agrees with the finding that the Human Resources Department does not track performance evaluations and does not record performance evaluations into a centralized database. Historically, individual departments tracked the due dates when the employee's next performance evaluation is to be given. Completed performance evaluations are submitted to the Human Resources Department where they are filed in the employee's permanent personnel file.

### **Recommendation 5**

The Department of Human Resources' current automated system be upgraded to provide the capability to track personnel performance evaluations to ensure compliance with Solano County policy and procedures.

### **Response to Recommendation 5**

This recommendation has been partially implemented. The existing human resources information system (PeopleSoft) does include fields for recording when an employee's performance evaluation is next to be completed, and when the employee's performance evaluation was last given. The Human Resources Department is working with all County departments to populate those two fields so that departments can run their own monthly reports on upcoming and past-due performance evaluations.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Marc A. Fox", is written over a faint, larger version of the same signature.

Marc A. Fox  
Director of Human Resources

Copy:

Grand Jury

Board of Supervisors

Birgitta Corsello, County Administrator

Dennis Bunting, County Counsel

Michelle Heppner, Legislative, Intergovernmental and Public Affairs Officer