



SMART EXPECTATIONS Management Analyst

OFFICE MANAGEMENT

During the rating period, will provide office management duties to ensure the OIG is operating efficiently and effectively.

Performance Rating of "3"

- Independently processes staff vacancy advertisements, new employment and employee termination paperwork
- Handles all aspects of purchasing for the Office of Inspector General in compliance with Department policy and state purchasing requirements.
- Maintains and or updates as requested OIG policies and procedures as directed by OIG supervisory personnel.
- Monitors the activities of the Commission on Florida Accreditation (CFA) to identify new or changing standards and will maintain the OIG accreditation files in accordance with CFA guidelines
- Initial and annual required certifications and forms for all OIG personnel will be processed and training documentation will be acquired and maintained.
- Coordinates interviews and meetings as requested
- Maintains all OIG personnel files to include all initial employment paperwork, annual certifications, training, and other documentation as needed.
- Maintains the Inspector General calendar and scheduling
- Performs additional tasks as requested by OIG supervisory personnel.
- Provides weekly detailed briefings to the Inspector General on administrative and office management matters.

Performance Rating of "4"

- In addition to the requirements of a performance rating of "3," cross trains another OIG staff member on CFA accreditation requirements and utilization of Power DMS.
- Provides formal briefings to OIG supervisory personnel on state of accreditation files and outstanding proofs.

Performance Rating of "5"



- In addition to the requirements of a performance rating of “4” develops and maintains a comprehensive listing of OIG equipment and system access by staff member.
- Coordinates with personnel and ISA staff to obtain network access by 2nd day of employment.
- Coordinate with ISA and the Department’s budget office and by May 1, 2013 submits a written plan to the Inspector General to include budgetary requirements to replace/repair outdated and/or poor performing computers within the OIG.

Performance Rating of “2”

- Any one of the conditions for achieving a “3” has not been met.

Performance Rating of “1”

- Any two of the conditions for achieving a “3” has not been met.

REPORTING

Expectation: Throughout the evaluation period, is responsible for independently and accurately compiling reports issued and data analyzed by the Office of Inspector General.

Performance Rating of “3”

- OIG Annual Report and is issued by September 30th each year.
- Florida Commission on Accreditation (CFA) Annual Report is issued in July of each year.
- Florida Highway Patrol Internal Affairs Annual Report is issued by September 30th each year.
- OIG Quarterly Update is issued within 45 days after the end of each quarter.
- On a monthly basis compiles and reports performance tracking data for the Office of Inspector General.

Performance Rating of “4”

- OIG Annual Report and is issued by September 15th each year.
- Florida Commission on Accreditation (CFA) Annual Report is issued in July of each year.



- Florida Highway Patrol Internal Affairs Annual Report is issued by September 30th each year.
- OIG Quarterly Update is issued within 30 days after the end of each quarter.
- On a monthly basis compiles and reports performance tracking data for the Office of Inspector General.

Performance Rating of “5”

- OIG Annual Report and is issued by August 15th each year.
- Florida Commission on Accreditation (CFA) Annual Report is issued in July of each year.
- Florida Highway Patrol Internal Affairs Annual Report is issued by September 30th each year.
- OIG Quarterly Update is completed and ready for distribution within 30 days after the end of each quarter.
- On a monthly basis compiles and reports performance tracking data for the Office of Inspector General.

Performance Rating of “2”

- Any one of the conditions for achieving a “3” has not been met.

Performance Rating of “1”

- Any two of the conditions for achieving a “3” has not been met.

TEAMWORK

Expectation: Throughout the evaluation period, effectively works and communicates with all members of OIG in order to foster a healthy work environment.

Note: All standards must be met under a performance rating in order to earn that rating.

Performance Rating of “3”

Professionally communicates with supervisor to proactively address issues.

- Communicates with coworkers in a calm, professional manner.
- Regularly offers assistance to co-workers upon completion of personal assignments on a daily basis.



- Willingly accepts assignments of temporary job duties.

Performance Rating of “4”

Professionally communicates with supervisor to proactively address issues.

- Communicates with coworkers in a calm, professional manner.
- Regularly offers assistance to co-workers upon completion of personal assignments on a daily basis.
- Willingly accepts assignments of temporary job duties.
- Proactively seeks additional assignments from supervisor.

Performance Rating of “5”

Professionally communicates with supervisor to proactively address issues.

- Communicates with coworkers in a calm, professional manner.
- Regularly offers assistance to co-workers upon completion of personal assignments on a daily basis.
- Willingly accepts assignments of temporary job duties.
- Proactively seeks additional assignments from supervisor.
- Demonstrates initiative by identifying office needs and independently completing work.

Performance Rating of “2”

Any one of the conditions for achieving a “3” has not been met.

Performance Rating of “1”

Any two of the conditions for achieving a “3” has not been met.