



Watertown City Council

Administration Building

149 Main Street

Watertown, MA 02472

Phone: 617-972-6470

Report of the Committee on Personnel and City Organization Meeting Date: June 25, 2024

The Committee convened on Tuesday, June 25, at 6:15 pm in the City Council Office.

Present were Councilors Caroline Bays, chair and Nicole Gardner, secretary.

The Chair called the meeting to order at 6:19pm. The purpose of the meeting was to discuss the process the Council will use to review the City Clerk for this year.

The meeting began with a review of the current form and a discussion of whether there is an opportunity to strengthen the review process for all employees reviewed by the City Council (the Clerk, the Analyst, the Auditor, and the Manager).

The Committee concluded that a review of the performance management process for Council staff is warranted, and that in the meantime, it makes sense for the Council to use the existing form to evaluate the Clerk.

→ **Action Item:** Councilor Gardner made a motion, seconded by Councilor Bays, to recommend that the City Council approve the use of the current evaluation form for the 2024 review of the City Clerk. The motion was approved unanimously.

The PCO requests a referral be made regarding the performance management process used to evaluate Council staff, with the goal of the PCO making recommendations to the City Council on how to strengthen the process going forward.

The meeting adjourned at 6:38 pm.

Report prepared by Nicole Gardner

ELECTED OFFICIALS

Caroline Bays,
Chair

John G. Gannon,
Vice Chair

Nicole Gardner,
Secretary

Town of Watertown

EMPLOYEE PERFORMANCE REVIEW – COUNCIL CLERK

Reviewer:

Date:

EVALUATION

(1) Unsatisfactory (2) = Marginal (3) = Meets Requirements (4) = Exceeds Expectations (5) = Exceptional

Demonstrates Required Job Skills And Knowledge

Has The Ability To Learn And Use New Skills

Uses Resources Available In An Effective Manner

Responds Effectively To Assigned Responsibilities

Meets Attendance Requirements

Listens To Direction From Councilors

Takes Responsibility For Actions

Honors Commitments

Demonstrates Problem Solving Skills

Offers Constructive Suggestions For Improvement

Generates Creative Ideas And Solutions

Meets Challenges Head On

ADDITIONAL COMMENTS (Use reverse if necessary):

GOALS FOR THE COMING YEAR