



# The State Bar of California

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## **OPEN SESSION AGENDA ITEM JULY 2020 FINANCE COMMITTEE III.C**

**DATE:** July 6, 2020

**TO:** Members, Finance Committee

**FROM:** John Adams, Chief Financial Officer

**SUBJECT:** Review of Metrics for Offices Under Finance Committee Purview

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A brief explanation of performance metrics under the Finance Committee's purview that did not meet its March and April 2020 monthly target is provided below.

### **FINANCE COMMITTEE METRICS PERFORMANCE**

- **HR-1, Process performance evaluations within 30 days of due date**
  - Target, 100 percent, March and April 2020 performance, 85 and 62 percent, respectively

Human Resources is engaging in key initiatives to ensure greater understanding of the importance of performance evaluations (PE) and management to employee engagement, including the redesign of the Performance Management process.

- HR sends out reminder emails to Chiefs 30 days prior to PE due dates as well as a reminder for any past due PEs. The move to using Oracle Fusion for performance evaluation management has been delayed; automated reminders will be issued once fully implemented.
- In April 2020 HR began to personally reach out to all supervisors/executives to remind them of overdue and upcoming evaluations to encourage them to ensure that they are done in a timely manner.
- An emphasis on the importance of Performance Management has been added as an element of the New Supervisor training being done by HR and Recruitment and Retention (R2).

On March 17, 2020, the State Bar transitioned to mandatory telecommuting for all staff, as a result of the Shelter at Home orders related to the Coronavirus pandemic. While the State Bar has successfully carried out the majority of its functions during this time, the abrupt transition and the adjustment period that followed did contribute to a delay in some administrative processes, including the timely completion of performance evaluations.



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## **March and April 2020 Monthly Metrics for Offices Under the Finance Committee's Purview**

### **Human Resources**

The State Bar of California, Finance Committee Meeting, July 6, 2020

# HUMAN RESOURCES

## HR-1 Process performance evaluations within 30 days of due date

