Nevada Statewide Independent Living Council

STAFF WORK PERFORMANCE STANDARDS FORM Standards must be reviewed annually and amended when appropriate. The employee must be given the opportunity to provide comment when the standards are revised (NAC 284.468).

Employee Name: Last Lyons First Dawn Ini Employee ID # xxxxxx

Class Title: Executive Liaison Officer Date Standards Est/Rev: 11/14/2018

Council: Nevada Statewide Independent Living Council

I have read and understand the work performance standards for this position. I understand these standards may be modified after discussion with the Chair and my immediate supervisor and with the concurrence of the appointing authority through the State Agency.

Staff Signature: Date:

Chair Signature: Date:

DSE Representative Title & Signature: Date:

Vice-Chair Signature (if applicable): Date:

Job Elements

(Defined as principal assignments, goals,

responsibilities and/or related factors.) \*Weighted Value Performance Standards

Job Element #1: Acts as Primary Liaison Between SILC and DSE

Manage financial relationship between DSE and SILC – Together with the DSE Representative, designs, implements and monitors Requests for Application(s) RFP and RFP process; ensures compliance with all applicable federal and state laws and regulations; negotiate grant scopes of work and costs; conduct ongoing program evaluation and quality assurance activities including expenditures of funds. Staff provides SILC with a quarterly financial report.

10% Exceeds Standard: All financial requests are completed timely and accurately in the Spirit of the Council’s mission.

Meets Standard: Financial requests are completed as required with minimal follow up to ensure timely processing. No financial request is ignored. Reports are completed quarterly.

Does Not Meet Standard: Financial requests are ignored or postponed unreasonably, causing Council hardship. Reports are inaccessible.

Fulfilling the Council’s Mission – Staff supports the Council in achieving stated goals and objectives, assisting in both the development and execution. Staff understands federal, state and local laws and regulations affecting work and implements them into practice, informing the Council regarding Nevada Open Meeting Law and customary meeting etiquette as established in the bylaws. Staff assists with the annual completion and submission of the required 704 report and researches, including seeking stakeholder input, for program implementation and/or improvement which includes: collecting data, reading and analyzing information relevant to disability issues, summarizing and evaluating information, and developing the State Plan for Independent Living, including recommendations. 20% Exceeds Standard: Staff offers valuable suggestions to operations, programming and policy that assist in achieving the Council’s mission and goals.

Meets Standard: Staff has reviewed Council SPIL and policy information and can summarize laws and regulations applicable to his/her position. Staff implements and incorporates Council policies and procedures into practice and complies with mandated federal and state guidelines and restrictions. Staff provides stakeholders and the public with policy and procedure information in a manner that is comprehensive and understandable, including the distribution of brochures or other handouts.

Staff consistently and clearly explains policies and law to stakeholders and Council members and ensures that they understand individual rights under the policies/laws.

Does Not Meet Standard: Staff is unaware of applicable federal, state and local laws and regulations governing position. Staff willfully ignores policies and procedures after a reasonable period of instruction.

Assumes Responsibility of Other Council Officers when Needed – Works closely with the Chair and Vice-Chair (if applicable) to assure leadership is properly represented including holding elections and managing appropriate duties interim. Assists Council members and recruits with all Council business as needed. 3% Meets Standard: Staff promotes proactive membership and participation as described for the position held and takes initiative to complete appropriate tasks within leadership. Promotes an atmosphere of camaraderie and functionality within Council and with agency staff.

Does Not Meet Standard: Staff does not assist with leadership tasks when needed. Elections are mismanaged, and Council is not instructed appropriately when leadership is absent. Causes friction among the Council, in the office or at the agency.

Job Element #2: Serve as Liaison Between SILC and Community Partners

Adjustment, Adaptability and Initiative – Able to independently adjust work schedule and tasks to accommodate SILC priorities. Takes initiative to ensure tasks and assignments are completed and is able to successfully adapt professionally with limited frustration. Communicates effectively verbally and in writing. Prepare informational and educational materials and prepare and conduct presentations before public groups and committees. Establishes and maintains effective working relationships and positive communication with a variety of groups and represents the Council accordingly. 12% Exceeds Standard: Shows consistent willingness to assume additional responsibilities by Council request. Imaginative and resourceful in recruitment and coordination of Council relationships. Regularly provides clearly thought-out recommendations for improving the NV SILC image. Ideas are appropriate and sound.

Meets Standard: Demonstrates satisfactory promotion of Council and mission. Able to accept added reporting responsibility periodically. Is confident in making recommendations. Generally aware of how and why things are done a certain way.

Does Not Meet Standard: Has not adapted well to present job. Fails to strategize recruitment efforts. Has not been able to attend any outside engagements for Council representation. Unable to originate new or better ways of doing things. Resents having to step out of comfort of day-to-day duties.

Job Element #3: Training

Growth – Obtains relevant, ongoing trainings and education to enhance knowledge and ability to apply it. Shares knowledge with Council members and others learned through group trainings, summits, expos, classes and conferences/workshops for improving independent living efforts statewide.

Leadership – Provides Council with information regarding all known opportunities for growth via registration and coordination of trainings, summits, expos, classes and conferences/workshops for improving independent living efforts statewide. 20% Exceeds Standard: Consistently seeks out opportunities for growth and development. Maintains a positive outlook on a learning task or assignment when under pressure. Provides a calming influence within the Council. Utilizes knowledge to promote Council advancement.

Meets Standard: Willing to complete mandatory trainings. Complies with all reasonable and proper training requests from the Chair and DSE Representative.

Does Not Meet Standard: Does not take responsibility for areas in need of improvement. Is not open to requests or suggestions. Holds low standards for individual responsibility.

Job Element #4: Ensure Coordination of Activities and Meetings for the Council.

Makes all arrangements for the Council coordinating the arrangement of meetings and their associated activities, including travel; Drafts meeting agendas, handles the coordination of nominations and resignation of the council members ensuring good communication of all Council business; Supervises the DSE support staff in managing meeting minutes, notices, and other supportive tasks. 20% Exceeds Standard: Coordination, communication and compliance with the Open Meeting Law is adhered to before the required deadline and includes all necessary materials or information to ensure smooth operations.

Meets Standard: Coordination, communication and compliance with the Open Meeting Law is adhered to with all required elements by the required deadline. Occasional, small mistakes are made.

Does Not Meet Standard: Coordination, communication and compliance with the Open Meeting Law is not adhered to before the stated deadline and multiple mistakes cause added expenses and inconveniences.

Job Element #5: Provide Technical Support to the Council

Provides basic technical support for Council business including, but not limited to meeting video conference scheduling and logistics, outreach that involves the use of technology, media and marketing materials, SILC purchase orders and work orders, etc.. 10%

Exceeds Standard: Projects and forms are completed before the stated deadline and include material or suggestions that surpassed the stated objectives/goals when assigned. Potential barriers are identified in advance and solutions are sought proactively.

Meets Standard: Project and/or forms are completed with all requested elements by the deadline given, with few setbacks.

Does Not Meet Standard: Project and/or forms are missing or incomplete or cause avoidable delays. Project and/or forms are turned in after stated deadline.

Job Element #6: Other Duties/Projects as Assigned

Other Duties/Projects as Assigned – These assigned tasks are generally outside the normal daily assignments. They are related to Council priorities and are not expected to be ongoing. Specific project goals and objectives will be discussed at the time of assignment. 5% Exceeds Standard: Project is completed before the stated deadline and included material or suggestions that surpassed the stated objectives/goals when assigned.

Meets Standard: Project is completed with all requested elements by the deadline given.

Does Not Meet Standard: Project is missing or incomplete. Project is turned in after stated deadline.

Distribution: Original to Council Record; Copy to Staff; Copy to Chair Revised 11/18 DS