



**Department of Health and Human Services  
Competency Assessment For DPH Banded Positions**

Division/Facility/School: \_\_\_\_\_

<input checked="" type="checkbox"/> Rollover to Banded Class <input type="checkbox"/> New Hire <input type="checkbox"/> Annual Assessment <input type="checkbox"/> Other:			
Employee Name: Dot Matrix	Position Number: 1234 5678 9123 456	Overall Employee Competency Rating: <input type="checkbox"/> Contributing <input type="checkbox"/> Journey <input type="checkbox"/> Advanced	Date of Assessment:
Banded Position Title: Business/Technology Applications Analyst Current Position Title (if different): <u>applications analyst programmer II</u>			
Person Conducting Assessment (Please Print):  Signature: <i>Hugh Packard</i> Date: February 23, 2006		Employee signature: <i>Dot Matrix</i> Date: February 23, 2006 <small>This signature documents that the employee has reviewed the assessment but does not necessarily indicate agreement.</small>	
HR mgr or designee:  Signature <i>Herman Recurso</i> Date: 2/25/06		Facility Director or designee    Date: 2/24/06  Signature <i>Ronald Von Newman</i>	
Division of Public Health - IT Director:  Signature: Larry Forrister		Date:	

**Employee's Description of Work (from the position description):**  
 The primary purpose of this position is to provide systems analysis, business analysis and modeling and programming. Duties include developing requirements, designing new programs, analyzing and modifying existing programs, providing complete documentation, debugging programs, writing specifications, writing test plans and testing. Responsibilities include producing deliverables for all phases of the standard development project life cycle, from functional requirements through final implementation and production support. Duties include participation in project planning, design with clients and senior analytical staff, consultation and planning for specific modifications and enhancements to the system, status reporting, project monitoring for quality assurance and adherence to procedures. Also included in this position's purview are system assessment and performance monitoring in order to avoid preventable interruption of production and provide optimum quality service to the clients are included in the responsibilities of this position.

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**For New Hires and any other career banding salary decisions, complete and attach a salary decision worksheet.**

## Instructions for Assessing Competency Levels

**Important Note:** All Hiring Managers and Supervisors must complete training before being authorized to assess employee competency levels. The following instructional notes are reminders from the classroom sessions.

**Purpose:** Complete this assessment to determine an employee's overall competency level of contributing, journey, or advanced for a banded position. The level of the position should already be set based on your work unit's organizational needs.

**Section 1:** Complete applicable blocks and sections depending on the type of competency assessment you are completing. You will be checking the "Overall Employee Competency Rating" and getting the signatures after you complete the rest of the form.

**Employee's Description of Work:** Insert the description of work from the employee's up-to-date position description.

**Competency:** Review the current job description and competencies listed on the competency profile for this banded class.

**Documentation of Demonstrated Competencies:** As you review the employee's records (workplans, STARS, etc.) and other methods of evaluation (supervisor observance, monthly reports, etc.), write 3 to 4 summary statements for each competency to document the employee's demonstrated competency levels. Note: If the employee is not consistently demonstrating a competency in the current position, you cannot rank the employee's competency level based solely on the employee's "ability to" demonstrate a competency or obtaining a certification or training.

**Special Note for New Hires:** Review the application and interview notes on the applicant's history of demonstrating the competencies required for the position. In some cases, you will be able to readily link past experience to match the competencies needed but in other situations, you may have to use your best judgment on the expected competency level of the applicant. Remember to plan ongoing measurements during the probationary period to confirm or change the newly hired employee's preliminary competency levels at their probationary review.

**Initial Level:** After writing your documentation, check the level that best fits the employee's competency level for each competency listed.

**Supervisor Comments:** Document any objectives, expectations, opportunities for competency development, problems, and/or deficiencies not captured in the competency documentation. Enter the banded class title and check the overall competency level (based on the employee's level on the majority of the competencies). Get the required signatures on the form. The original should be maintained in the departmental personnel file. Forward a copy of the document to your local Human Resources Office. Keep a copy for yourself and give one to the employee.

**Other Required Form:** If you are completing this assessment on a new hire or to recommend a salary increase for an employee in a banded class, you must also attach a [Salary Decision Worksheet](#).

**Note: See the [Competency Assessment Guide for Rollover to Banded Classes](#) for more details on the process for assessing employee levels at the time of rollover to banded positions**

Competency	Documentation of Demonstrated Competencies	Initial Level
Communication	Dot communicates well with both internal and external clients, making sure that she provides timely written and verbal updates on progress made or problems that arise. She also makes sure that she discusses issues with clients to get their input on solving problems.	Contributing <input type="checkbox"/> Journey <input type="checkbox"/> Advanced <input type="checkbox"/>
Consulting	Dot created custom solutions and worked closely with clients to ensure that solutions meet needs. She served as the lead consultant and contact person for internal and external customers. She worked with senior leaders on long range planning and setting strategic goals in the IT unit.	Contributing <input type="checkbox"/> Journey <input type="checkbox"/> Advanced <input type="checkbox"/>
Customer Service	Dot recognizes many clients do not understand technology and spends extra time asking clarifying questions and checking details with clients. She anticipates possible issues the client may have and works to develop solutions before they become problems.	Contributing <input type="checkbox"/> Journey <input type="checkbox"/> Advanced <input type="checkbox"/>
Organizational Awareness	Dot recognizes that her work supports program areas whose work would be impacted without her help. She seeks out end users to test sample work to reduce rework and cut development time.	Contributing <input type="checkbox"/> Journey <input type="checkbox"/> Advanced <input type="checkbox"/>
Planning and Organizing	Dot consistently uses a priority checklist and a daily to-do list to ensure that her work is completed. She has prepared implantation schedules for clients. She pulled together team members to solve scheduling problems.	Contributing <input type="checkbox"/> Journey <input type="checkbox"/> Advanced <input type="checkbox"/>
Project Management	Dot has managed projects with one module and only two team members. She established project plans, timelines, milestones, etc.	Contributing <input type="checkbox"/> Journey <input type="checkbox"/> Advanced <input type="checkbox"/>
Teamwork	Dot works well with both her primary team and project teams. She consistently checks with team members and clients to ensure work meets specified objectives. Dot independently works to resolves issues before involving her supervisor in critical issues.	Contributing <input type="checkbox"/> Journey <input type="checkbox"/> Advanced <input type="checkbox"/>
Technical Solution Development (Technical Knowledge)	Dot is currently performing at the journey level. She has extensive knowledge of C++, SQL, VB and UNIX. She has demonstrated development, testing and implementation of technical solutions using these applications. Dot trained other employees in SQL and UNIX.	Contributing <input type="checkbox"/> Journey <input type="checkbox"/> Advanced <input type="checkbox"/>
Technical Support	Dot made recommendations for broad scale solutions by analyzing business processes as well as code to provide better products and service to clients. She has kept up with client business changes to pro-actively address system changes.	Contributing <input type="checkbox"/> Journey <input type="checkbox"/> Advanced <input type="checkbox"/>

EMPLOYEE COMMENTS:

SUPERVISOR COMMENTS:

*Dot consistently performs at the Journey level. She has not had the opportunity to be involved in large scale projects here in the two years she has been employed in this agency.*