

LEGISLATIVE BUDGET OFFICE (LBO) OVERSIGHT COMMISSION

Legislative Budget Office Director Performance Evaluation Policy

Annual Evaluation.

The chair, working in consultation with the vice chair, of the LBO Oversight Commission, must conduct an annual performance evaluation of the LBO Director. The review must correspond, when possible, with the anniversary date of the director's appointment.

The purpose of the evaluation is to review the work of the director, and the overall performance of the LBO. A copy of the completed evaluation must be provided to the LBO director and filed with the director of the Legislative Coordinating Commission.

Evaluation Components.

The evaluation criteria must include an assessment of the director and office in the following areas:

- (1) overall management of the office and staff
- (2) nonpartisanship and independence
- (3) execution of the core functions and responsibilities of the office
- (4) internal and external leadership
- (5) collaboration and communication
- (6) individual and office performance goals
- (7) conflict management

At the discretion of the chair, and in consultation with the vice chair, the evaluation may include best practices for conducting a performance assessment of senior legislative staff, such as those recommended by the National Conference of State Legislatures.

The evaluation must include an in-person meeting between the chair and the LBO director to discuss the work of the director and the LBO.

The evaluation conducted during the fifth year of the director's six-year appointment must include a recommendation to the full LBO Oversight Commission on whether the incumbent director should be considered for reappointment, and may also include suggested follow-up or other ongoing monitoring of the director's work. In preparing the recommendation, the chair and vice-chair must take steps to protect personnel and other information that is protected by law.

Review of LBO staff.

The director of the LBO must create a performance evaluation process and conduct an annual performance evaluation for each of the staff within the LBO.

Date adopted:

Signed:

SENATOR MARY KIFFMEYER, CHAIR

REPRESENTATIVE LYNDON CARLSON, VICE-CHAIR