

MEMORANDUM

To: PERSONNEL MANAGEMENT LIAISONS

Date: July 18, 1988
Reference Code: 88-61

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Agency Secretaries and Department Directors

From: **Department of Personnel Administration**
Office of the Director

Subject: Managerial Performance Appraisal System (MPAS) training on writing work plan objectives

This memorandum announces training on writing objectives (critical elements) for the work plans used in the Managerial Performance Appraisal System (MPAS). This system covers approximately 2,600 designated civil service managers and is the basis for the managerial bonus program.

The MPAS rates performance based on individual work plans containing critical elements that the manager is expected to accomplish during the year. The success of MPAS, and its resultant benefit as a management tool, hinges on each manager having clearly written, meaningful, and measurable critical elements. With MPAS now entering its fourth year, State agencies are generally making good progress in this area. However, the 1986-87 MPAS audit and input from departments during the recently completed MPAS update seminars have prompted the Department of Personnel Administration to present several special training sessions on writing critical elements. These sessions should further encourage departments to fully utilize the concepts of the MPAS. In order to accomplish this most effectively the initial training target group is managers who supervise other managers, e.g., managers who are at the first, second or possibly the third organizational level. Through participation in these sessions managers can expect to:

1. Better understand the benefits of a goals/objectives system and how the process should work.
2. Learn how to develop and write "quality" objectives.
3. Improve their ability to evaluate their subordinate's objectives.

The sessions will be held at the State Training Center, 1515 "S" Street. They will be of three hours duration. Registration will be conducted through the regular training enrollment system at the State Training Center at (916) 445-5121 or ATSS 485-5121. The schedule of sessions is as follows:

August 1	8:30 - 11:30 a.m.	McCloud Room
August 5	8:30 - 11:30 a.m.	McCloud Room
August 8	8:30 - 11:30 a.m.	McCloud Room
August 11	1:30 - 4:30 p.m.	Klamath Room

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Classes will be limited to twenty participants; enrollment will be accepted on a first-come, first served basis. Additional sessions will be presented on the basis of need demonstrated by enrollment.

There will be a \$25 charge per person for the sessions.

Questions on the program may be referred to Peter Strom on (916) 324-0468 or ATSS 454-0468.

Wendell M Coon
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David J. Tirapelle
Chief Deputy Director