

MEMORANDUM

To: PERSONNEL MANAGEMENT LIAISONS

Date: March 15, 1989  
Reference Code: 89-15

**THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:**

Managerial Performance Appraisal System Coordinators

From: Department of Personnel Administration

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. State agencies are generally making good progress in this area. However, the 1987-88 MPAS audit has indicated a continuing need for managers to receive training in objective writing; therefore, the Department of Personnel Administration will present several special training sessions on writing critical elements. These sessions should further encourage departments to fully utilize the concepts of the MPAS. Managers who supervise other managers are encouraged to attend. 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 , North Building, 1st Floor. They will be of three hours duration.

Section 1	May 1	8:30 - 11:30 a.m.
Section 2	May 1	1:30 - 4:30 p.m.
Section 3	May 8	8:30 - 11:30 a.m.
Section 4	May 8	1:30 - 4:30 p.m.

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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. To register for this training, a Program Registration Form (STD697) approved by the department training office must be submitted by April 18, 1989 for Section 1 and 2, and by April 25, 1989 for Section 3 and 4 to:

Department of Personnel Administration  
Policy Development Office  
1515 S Street, North Building, Suite 400  
P.O. Box 944234  
Sacramento, CA 94244-2340  
Attn: Julie Nakao

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

*Wendell M. Coon*

Wendell M. Coon, Chief  
Policy Development Office