

10-00119 - Administrative Associate**Contact Information -- Person ID: 8214489**

Name:  leslie pool Address:
Email:
Notification Preference: Email
Home Phone:
Alternate Phone:
Person ID: 8214489 Former Last Name:
Month and Day of Birth:

Personal Information

Driver's License:
Can you, after employment, submit proof of your legal right to work in the United States? Yes
What is your highest level of education? Bachelor's Degree

Preferences


Preferred Salary: \$40,000.00 per year
Are you willing to relocate? No
not applicable
Types of positions you will accept: Regular
Types of work you will accept: Full Time , Part Time
Types of shifts you will accept: Day

Objective**Education**

Graduate School <i>LBJ School of Public Affairs</i> 6/1999 - 5/2000 Austin, Texas	Did you graduate: Yes College Major/Minor: public affairs - thesis not complete Units Completed: 60 Semester Degree Received: No Degree
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College <i>Grove City College</i> 9/1973 - 5/1977 Grove City, Pennsylvania	Did you graduate: Yes College Major/Minor: Literature/Communications Units Completed: 128 Semester Degree Received: Bachelor's
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Work Experience

office manager  5/2004 - Present National Wildlife Federation nwf.org 44 East Avenue, Suite 200 Austin, Texas 78701 (512) 476-9805	Hours worked per week: 30 Monthly Salary: \$0.00 Name of Supervisor: Meg Haenn - Manager, Programs & Operations May we contact this employer? No
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Duties

Manage office operations involving variety of routine or complex processes/procedures. Assist with budget preparation/justification and monthly expense reconciliation and reporting. Monitor accounts payable and receivable for timely payments, best use of resources, and accurate record-keeping. Proof-read and edit documents (including web-based/social media postings) including scientific/technical, programmatic, donor/grant, general correspondence. Handle office inventory, supplies purchasing & approvals. Make travel arrangements for various staff members. Process incoming and outgoing mail. Field questions from staff, the general public or volunteers and resolve or assist in resolving concerns or questions.

Responsible for calendar (meeting schedules, shared resources - vehicle, projector, camera, GPS, etc.). Assist staff with various computer applications, facility with proprietary software, trouble-shoot hardware issues. Acclimate new employees to office methods/procedures. Assist with or handle event planning and logistics

Reason for Leaving

increase pay and hours, would like to work for Travis County

consultant

3/1999 - 3/2004

political consulting
Austin, Texas

Hours worked per week: 30

Monthly Salary: \$0.00

May we contact this employer? Yes

Duties

campaign work with candidates and volunteers. hours and activities varied.

Reason for Leaving

accepted position with NWF

Legislative Aide

12/2000 - 3/2003

State of Texas House of Representatives
Austin, Texas

Hours worked per week: 40

Monthly Salary: \$0.00

Name of Supervisor: Ann Kitchen - State
Representative, District 48

May we contact this employer? Yes

Duties

Worked in high-pressure environment with representative to develop and pass her legislative agenda in 77th Session. Advisor on complex policy issues. Work involved researching complex policy areas; managing multiple projects with various, often competing deadlines; advocating for specific policy goals; communicating and collaborating with elected officials & staff, state agency officials, advocacy groups, business people, constituents, media; developed knowledge base in legislative protocols, processes, procedures, the law. Focus: county and judicial affairs, budget & taxation, school finance and education policy, energy and telecommunications regulation.

Reason for Leaving

redistricting

Field Director

5/2000 - 12/2000

Congressman Lloyd Doggett
Austin, Texas

Hours worked per week: 40

Monthly Salary: \$0.00

Name of Supervisor: Kristi Willis - State Director
May we contact this employer? No

Duties

Provided support to Congressman in community outreach program for Travis County office. Work involved collaboration with elected officials, staff, advocacy groups, public & private sector representatives.

Reason for Leaving

offered job with state rep

Branch Manager / Policy & Communications Specialist

4/1991 - 3/1999

Texas Department of Transportation
Austin, Texas

Hours worked per week: 40

Monthly Salary: \$0.00

Name of Supervisor: Michele Bibby
May we contact this employer? Yes

Duties

Branch Manager, Vehicle Titles & Registration. Directed office and branch activities which included analyzing and anticipating complex trends and initiatives affecting statewide program, and analyzing and reporting specialized technical and statistical data for reports and projects.

Policy & Communications Specialist, Human Resources Division. Directed office responsible for researching, developing, writing, and communicating human resource policy and procedure to staff in large state agency. Produced agency policy/procedure documents, correspondence with the public and legislative and elected officials.

Reason for Leaving

accepted to graduate school

Assistant to the Administrator

10/1984 - 4/1991

Texas Employment (now Workforce) Commission
Austin, Texas

Hours worked per week: 40

Monthly Salary: \$0.00

Name of Supervisor: Bill Grossenbacher -
Executive Director

May we contact this employer? Yes

Duties

Provided administrative support to agency executive director; responsible for various tasks involving agency's statewide programs and state and federal legislation. Assisted with advisory council and commissioner briefing materials, including highly complex issues relating to unemployment insurance trust fund.

Reason for Leaving

accepted job at TxDOT

Special Assistant

5/1981 - 10/1984

Office of Senator Lloyd Bentsen
Austin, Texas

Hours worked per week: 40

Monthly Salary: \$0.00

Name of Supervisor: Tommy Denton

May we contact this employer? Yes

Duties

Responsible for constituent caseload in wide variety of issue areas at state agency and federal department levels.

Reason for Leaving

accepted position with state agency

Marketing Assistant

7/1980 - 5/1981

City (now Frost) Bank
Austin, Texas

Hours worked per week: 40

Monthly Salary: \$0.00

Name of Supervisor: Glenda Jackson - Assistant
VP, Marketing

May we contact this employer? Yes

Duties

Provided administrative support to Assistant Vice President for Marketing.

Reason for Leaving

accepted position with Senator Bentsen

Assistant to the Orchestra Manager / Sec'y to Development Director

10/1977 - 7/1980

Houston Symphony Society
Houston, Texas

Hours worked per week: 40

Monthly Salary: \$0.00

Name of Supervisor: Dolores Jackson - Orchestra
Manager

May we contact this employer? No

Duties

Provided administrative support to orchestra manager, including musician contracts & travel arrangements, rehearsal scheduling, concert season organization, international touring for major American symphony.

Secretary to the Development Director. Provided administrative support to director responsible for fundraising and executive board development.

Reason for Leaving

moved to Austin

Certificates and Licenses**Skills**

Office Skills

Typing: 140

Data Entry: 0

Additional Information**References**

Personal

Vaden Nagy, Gretchen

Professional

Kitchen, Ann

health care consultant

(512) 228-1645

Personal

McCormick, Donna Beth

(512) 453-2696

Resume**Text Resume****CAPABILITIES PROFILE**

Public policy professional with experience in executive & legislative branches of federal and state and municipal government and with an environmental/conservation non-profit. Experience includes forecasting, preparing, reporting on & monitoring budgets; short- and long-term strategic planning; developing & communicating policies & procedures; program evaluation; developing performance measures. Hired, trained & managed staff. Extensive knowledge of principles of public administration, organization structures and management. Actively follow issues at national, state and local levels. Excellent proofreader & editor; outstanding computer skills. Accustomed to working independently, collaboratively & cooperatively.

EXPERIENCE

May 2004 - present

National Wildlife Federation, Gulf States Natural Resource Center. Office Manager. Manage office operations. Maintain and monitor GSNRC budget according to proper accounting procedures, ensure timely payments, best use of resources, accurate record keeping. Collaborate with center director on budget review and creating new fiscal year targets.

December 2000 - March 2003

State of Texas House of Representatives. Office of State Representative Ann Kitchen, Legislative Aide. Worked in high-pressure environment with representative to develop and pass her legislative agenda in 77th Session. Work involved researching complex policy areas; managing multiple projects with various, sometimes competing deadlines; advocating for specific policy goals; communicating and collaborating with elected officials & staff, state agency officials, advocacy groups, business people, constituents,

media; developed knowledge base in legislative protocols, processes, procedures, the law. Focus: county and judicial affairs, budget & taxation, school finance and education policy, energy and telecommunications regulation.
Office of State Representative Dora Olivo, Legislative Director. Short-term project developing, drafting and filing representative's legislative package for 78th Session.

April 1991 - March 1999

Texas Department of Transportation, Vehicle Titles and Registration Division, Strategic Planner and Manager, Management Support Branch. Directed office and branch activities which included analyzing and anticipating complex trends and initiatives affecting statewide program, and analyzing and reporting specialized technical and statistical data for reports and projects. Conducted historical financial trend analyses and made forecasts on revenues. Prepared & monitored division's annual budget submission (\$47 million), produced statistical and financial analyses, strategic planning information, research, program evaluations, and management reports. Reviewed and analyzed branch & regional offices' financial activity reports, updated spreadsheets. Developed and maintained financial reports and statistical databases. Analyzed and updated division salary projections. Responded to inquiries from agency staff/legislative staff. Implemented agency's policies and procedures and contributed to long-range planning. Recruited, interviewed, hired, trained, and evaluated branch personnel. Supervised design & implementation of various program evaluation and improvement projects; reported division's legislative performance measures and prepared division's appropriations requests.
Texas Department of Transportation, Human Resources Division, Policy Development and Communications Officer, and Chief, Office of Policy, Research and Communications. Directed office responsible for researching, developing, writing, and communicating human resource policy and procedure to staff in large state agency. Produced agency policy/procedure documents, correspondence with the public and legislative and elected officials.

October 1984 - April 1991

Texas Employment (now Workforce) Commission, Assistant to the Administrator

May 1981 - October 1984

Office of Senator Lloyd Bentsen, U.S. Senate, Special Assistant

July 1980 - May 1981

City (now Frost) Bank, Marketing Assistant

October 1977 - July 1980

Houston Symphony Society, Assistant to the Orchestra Manager

Houston Symphony Society, Secretary to the Development Director

Attachments

Attachment	File Name
writing sample	Commuting Committee report



Agency-wide Questions

1. Q: Are you legally eligible to work in the United States?

A: Yes

2. Q: Are you currently employed at Travis County?

A: No

3. Q: Are you a former employee of Travis County?

A: No

4. Q: If you have been previously employed by Travis County please give dates of employment, department and position held.

A:

5. Q: Are you related to any member of the Travis County Commissioners Court or any other Travis

County Elected Official?

A: No

6. Q: If you answered 'yes' to the nepotism question please provide their name, department and relationship to you

A:

7. Q: If you are currently employed how much notice do you need to give?

A: Two to Four Weeks

8. Q: Where did you first hear about this opportunity?

A: Other

Supplemental Questions

1. Q: What type of degree(s) do you hold? Check all that apply.

A: Bachelor's Degree

2. Q: How many years of office/clerical experience do you have?

A: 5 years or more

3. Q: How many years of experience do you have with clerical experience, including familiarity with legal procedures, terminology, the court system, and customer service?

A: 4 years or more

4. Q: How many years of office/clerical experience, including the operation of computer equipment to include word processing, spreadsheets, databases and a variety of software packages do you have?

A: 4 years or more

5. Q: What is your proficiency level in MS-Excel?

A: Advanced

6. Q: What is your proficiency level in MS-Powerpoint?

A: Intermediate



BRUCE ELFANT

**TRAVIS COUNTY CONSTABLE, PRECINCT FIVE
CARLOS B. LOPEZ ~ CHIEF DEPUTY**

TRAVIS COUNTY CONSTABLE PRECINCT FIVE STATEMENT OF UNDERSTANDING

Instructions: All applicants must sign and date this document.

I understand that if hired, all Travis County Constable Precinct Five personnel have an orientation period of six months, during which time the employee must demonstrate their ability to perform the assignments of the position for which they are hired. Unsatisfactory performance will result in dismissal or other appropriate action consistent with departmental and County policy.

I understand that I or the Travis County Constable Precinct Five can terminate the employee relationship at any time during the six month orientation period, with or without prior notice. I understand that no employee of the Travis County Constable Precinct Five has any authority, either in writing or orally, to alter the aforementioned.

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination.

Cesar Hernandez

SIGNATURE

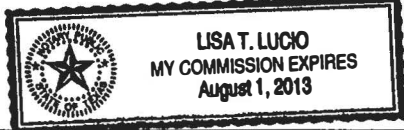
1.18.2011

DATE

Suscribed and sworn to before me, by the said

This 18th day of January, 2011 to certify which witness my hand and seal of office.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS



Lisa T. Lucio





Travis County Employee Statistical Information Reporting Form

Cover Sheet

The information in this form is required and used by Travis County for statistical reporting to various regulatory agencies and to be in compliance with various statutes and regulations.

Name: Leslie Pool Dept No. _____

Employee Identification Number: _____

Date of Birth: _____

Place of Birth (State or Foreign Country): Pittsburgh, PA

PLEASE CHECK OPTIONS THAT APPLY:

Ethnicity:

- ☒ Anglo
☐ Black
☐ Hispanic
☐ Asian/Pacific Islander
☐ Native American Indian

Gender:

- ☐ Male
☒ Female

Marital Status

VETERAN

- ☐ YES ☒ NO

Leslie Pool 1.18.2011
Signature Date

For Department use only:

Indicate, action type: _____

Check document(s) submitted:

- | | | |
|--------------------------------------|--|--|
| <input type="checkbox"/> Application | <input type="checkbox"/> Pay Determination Guide | <input type="checkbox"/> Employee Information Form |
| <input type="checkbox"/> I-9 form | <input type="checkbox"/> Copy - SS card | <input type="checkbox"/> Copy - Picture ID |
| <input type="checkbox"/> W-4 | <input type="checkbox"/> Copy - Other ID, ie: passport, naturalization | <input type="checkbox"/> Termination Letter |

Constable Precinct Five Employee Emergency Record

Employee: Leslie Pool Today's Date: 1.18.2011

Address w/ Zip: _____

Phone: _____ Pager: _____ Cellular: _____

SSN: _____ Driver's License #: _____

Date of Birth: _____ Place of Birth: Pittsburgh, PA

Marital Status: _____ # of Dependents: _____

Spouse's Name: _____

Officer's Only: Original Commission Date: _____

Contact **Person/Relation** to Employee: _____

Address: _____

Hm Phone: _____ Wk#: _____ Other#: _____

Contact **Person/Relation** to Employee: _____

Address: _____

Hm Phone: _____ Wk#: _____ Other#: _____

Primary Care Physician: _____ Phone: _____

Office Address: _____

Known food allergies: NA

Known drug allergies: NA

Specific health problems: _____

Medication taken: _____

Please return form to Betty Copeland



Human Resources Management Department

Travis County Texas Public Information Act Designation Form

1010 Lavaca, 2nd Floor

• P.O. Box 1748

• Austin, Texas 78767

• (512) 854-9165 / FAX (512) 854-4203

Dear Travis County Employee:

The Texas Public Information Act allows employees, public officials, and former employees and officials to elect whether to keep certain information about them confidential. Unless you choose to keep it confidential, the following information about you may be subject to public disclosure if requested under the Texas Public Information Act. Please note that this form must be completed and signed no later than the 14th day after an employee begins employment, a public official is elected or appointed to office, or a former employee or official ends employment or service. If you fail to complete this form within the time frame specified, the following information may be subject to public disclosure.

1. The Texas Public Information Act excepts from public disclosure information relating to a peace officer's home address, home telephone number, social security number, or information revealing whether the peace officer has family members, regardless of whether a peace officer specifically elects to prohibit public access. Are you a peace officer as defined in the Texas Code of Criminal Procedure, Article 2.12, or a security officer commissioned under Section 51.212 of the Texas Education Code?

☐ Yes

☒ No

If yes, you do not need to answer the remaining questions.

2. Please indicate whether you wish to allow public release of the following information:

Public Access?

Home Address

No ☒

Yes ☐

Home Telephone Number

No ☒

Yes ☐

Social Security Number

No ☒

Yes ☐

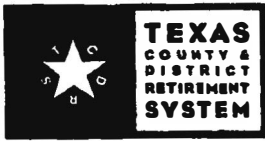
Information that reveals whether you have family members

No ☒

Yes ☐

Signature: Ceslie Pore Date: 1.18.2011

Please contact the Human Resources Management Department at 854-9165 if you have questions.



New Employee Information

TCDRS-01

REV. 08/2009

PAGE 1 OF 1

PURPOSE

Use this form to set up your Texas County & District Retirement System (TCDRS) account when you initially become employed by a county or district (employer) participating in TCERS.

NEW MEMBER INFORMATION

COUNTY/DISTRICT (EMPLOYER) NAME *				EMPLOYER'S TCERS NUMBER	
SSN *		FIRST NAME *	MIDDLE NAME	LAST NAME *	
		Leslie	H	POOL	
MAILING ADDRESS *		APT/STE #	CITY *	STATE *	ZIP CODE *
E-MAIL ADDRESS		EVENING PHONE NUMBER	DAYTIME PHONE NUMBER	FAX NUMBER	
DATE OF BIRTH *	<input type="checkbox"/> MALE <input checked="" type="checkbox"/> FEMALE	JOB TITLE			MONTHLY SALARY
		Admin Assoc			

TEXAS PUBLIC RETIREMENT SYSTEM ACCOUNTS

Service earned with another TCERS participating employer or another statewide public retirement system (listed below) may be used for your eligibility for benefit payments from TCERS under the Proportionate Retirement Program. Please check the appropriate box below if you have an account with one or more of these systems:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Employees Retirement System of Texas (ERS) | <input type="checkbox"/> Teacher Retirement System of Texas (TRS) |
| <input type="checkbox"/> Texas Municipal Retirement System (TMRS) | <input type="checkbox"/> Judicial Retirement System of Texas (JRS) |
| <input type="checkbox"/> City of Austin Employees Retirement System (COARS) | |

TCERS MEMBERSHIP INFORMATION

TCERS administers the retirement plan provided by your employer. The plan includes service retirement, disability retirement, and death benefits.

As a member of TCERS you should receive a *Guide to Member Benefits* from your employer. Additionally, each year you should receive a TCERS Annual Statement of Deposits and Estimated Retirement Benefit for the prior year.

BENEFICIARY DESIGNATION FORM

You should also fill out and send a *Beneficiary Designation* (TCERS-06) to our office so that payments can be made according to your wishes in the event of your death. If you do not have a valid beneficiary on file, it can potentially result in the loss or delay of benefits for loved ones and even possible legal disputes and expenses for your survivors.

PLEASE COMPLETE FORM: <http://www.tcds.org/forms/TCERS-06.pdf>

* REQUIRED FIELDS

PAF Number: 0175418

PERSONNEL ACTION FORM
FINAL4/ 11/ 12
11: 21: 57Employee Id Number . . . : 906089
Employee : POOL, LESLIE HHire Date: 01/ 18/ 2011
Eligible to work: YPAF Action : Mobility
Type : Market Salary Survey 2012

Effective Date of Action: 04/ 01/ 2012

Comment :

CURRENT STATUS

NEW STATUS

Authorized Posn. Code . : 14506
Authorized Posn. Title . : ADM N STRATI VE ASSOC
Actual Position Code . : 14506
Actual Position Title . : ADM N STRATI VE ASSOC
Grade/ Step : 014/ 01
Dep/ Div/ Act : 35- 01- 57117520
EXECUTIVE ASST
17520
EXECUTIVE ASST
017/ 01

Authorization (Slot) Nbr: 00026

Employee Status : REGULAR
Full Time/ Part Time . . : Full Time
Exempt from Overtime . . : No
No. Hours/ Week : 40

Yes

Hourly Rate : \$ 19. 0496
Annual Rate : \$ 39, 623. 17\$ 21. 4404
\$ 44, 596. 03 (12. 55 %)

Expense Distribution . . :

001- 3501- 571- 0701 95. 000%
001- 3502- 571- 0701 5. 000%

APPROVALS:

HRMD REQ - MASS RATE CHGS	PAFAUTO	Unknown	04/ 03/ 2012	Approved
Department Approval	KORTANC	KORTAN, CINDA - Const able	04/ 04/ 2012	Approved
HRMD Approval	LAMC	LAM, CYNTHIA - Human Reso	04/ 05/ 2012	Approved
PBO Approval	ALEMANY	Aleman-Reyes, Yolanda - PI	04/ 05/ 2012	Approved
Auditor Approval - No Chg	DIAMONS	DIAMOND, SCOTT - County A	04/ 11/ 2012	Approved

PAF Number: 0168463

PERSONNEL ACTION FORM
FINAL

1/31/11

14:00:55

Employee Id Number. . . : 906089

Hire Date: 00/00/0000

Employee. : FOOL, LESLIE H

Eligible to work: Y

PAF Action : ~~Appointment & Re-Appointment~~

Effective Date of Action: 01/18/2011

Type : Regular, CC approval not required.

Comment. :

CURRENT STATUS

NEW STATUS

Authorized Posn. Code . .	:	14506	
Authorized Posn. Title. .	:	ADMINISTRATIVE ASSOC	
Actual Position Code. . .	:	14506	
Actual Position Title . .	:	ADMINISTRATIVE ASSOC	
Grade/Step.	:	014/01	
Dep/Div/Act	:	35-01-571	
	:		
	:		
Authorization (Slot) Nbr:	:	00026	
	:		
	:		
Employee Status	:	REGULAR	
Full Time/Part Time . . .	:	Full Time	
Exempt from Overtime. . .	:	No	
No. Hours/Week.	:	40	
	:		
	:		
Hourly Rate	:	\$ 19.0496	
Annual Rate	:	\$ 39,623.17	
	:		
	:		
Expense Distribution. . .	:	001-3501-571-0701	95.000%
	:	001-3502-571-0701	5.000%
	:		
	:		
	:		
	:		
	:		

APPROVALS:

Requisitioner Approval	KORTANC	KORTAN, CINDA - Constable	01/18/2011	Approved
Department Approval	KORTANC	KORTAN, CINDA - Constable	01/18/2011	Approved
HBO Approval	BROUSSC	BROUSSARD, CHRIS - Planni	01/18/2011	Approved
HRMD Approval	LAMC	LAM, CYNTHIA - Human Reso	01/31/2011	Approved
Auditor Approval - No Chg	DIAMONS	DIAMOND, SCOTT - County A	01/31/2011	Approved

Employee 2011 Policy & Procedures Acknowledgement

I have received a copy of the Constable, Precinct 5 2011 Policy & Procedures and am aware that I am responsible for reading and making myself familiar with it.



Employee's Signature



Date

A copy of this acknowledgment will be retained in your personnel file.

TRAVIS COUNTY CONSTABLE PCT. 5 EMPLOYEE EVALUATION FORM

EMPLOYEE'S NAME:
Leslie Pool

TITLE:
Executive Assistant

DATE:
September 28th, 2012

SECTION A

COMMENTS – IF YOU NEED ADDITIONAL ROOM,
USE THE BACKSIDE OF THIS FORM.

E X C E L L E N T	A B O V E A V E R A G E	M E E T S S T A N D A R D S	N E E D S I M P R O V E M E N T	U N S A T I S F A C T O R Y	
		X			1. OBSERVANCE OF WORK HOURS
		X			2. ATTENDANCE Has good attendance record
		X			3. APPEARANCE Neat and professional appearance, complies with dress code
		X			4. COMPLIANCE WITH POLICY/PROCEDURE Follows policy and procedures
		X			5. SAFETY PRACTICES Follows safety precautions
		X			6. MEETING DEADLINES Meets deadlines as assigned
		X			7. APPEARANCE OF WORK STATION Always clean and neat
		X			8. SUPERVISOR CONTACT Keeps supervisor informed and maintains positive attitude and working relationship with supervisor
		X			9. EMPLOYEE CONTACT Maintains positive attitude with co workers
		X			10. PUBLIC CONTACT Is professional and courteous to other agencies
		X			11. ORAL COMMUNICATION Has a high degree of communications skills
		X			12. WRITTEN COMMUNICATION Organized clear complete and accurate
		X			13. JOB KNOWLEDGE Has adequate technical and procedural skills to accomplish work objectives
		X			14. PLANNING AND ORGANIZING Very organized and plans accordingly
		X			15. PROBLEM ANALYSIS/DECISION MAKING Sets priorities and sets realistic work schedules to meet work goals
	X				16. QUALITY OF WORK Produced a very professional legislative update for JPCA.
		X			17. ACCEPTS DIRECTION/CHANGE Willing to try out new ideas and procedures.
		X			18. INITIATIVE/PRODUCTIVITY Needs to assist support with other duties such as opening mail and other support functions. Less time on non job related internet use.
		X			19. DEPENDABILITY Always dependable
		X			20. OPERATION AND CARE OF EQUIPMENT Makes effort to take proper care of equipment

SECTION B - Record job STRENGTHS.

Ability to plan, organize and complete projects/assignments of varying levels of complexity. Knowledge of and experience with the legislative process, policy & planning, government organization, budget prep/oversight, writing/editing/crafting publications, good community contacts. computer savvy.

SECTION C - Record PROGRESS ACHIEVED in attaining previously set goals for improved work performance, or for personal or job qualifications.

n/a

SECTION D - Record specific GOALS or IMPROVEMENT PROGRAMS to be undertaken during next evaluation period.

Complete market study for CN5

Assist with implementation of market strategies

Assist with support functions such as mail, etc. as needed or assigned by office manager

SECTION E - Record specific work performance DEFICIENCIES or job behavior requiring improvement or corrections. (Explain checks in Col. E.)

SUMMARY EVALUATION - Check Overall Performance

☐ Excellent ☐ Above Average ☒ Meets Standards
☐ Needs Improvement ☐ Unsatisfactory

EMPLOYEE:

Agree

Disagree

COMMENTS:

RATER:

I certify this report represents my best judgment and has been discussed with the employee.

Date: 10-4-2012

Signature: 

EMPLOYEE:

I certify that this report has been discussed with me. I understand my signature does not necessary indicate agreement.

Date: 10.4.2012

Signature: 

REVIEWER:

Date: 10-4-2012

Signature: 

Cinda Kortan

From: Leslie Pool
Sent: Wednesday, December 17, 2014 1:07 PM
To: Carlos Lopez
Cc: Cinda Kortan
Subject: Thank you.

Carlos, it has been an exception honor and pleasure to work so closely with you on such an amazing array of initiatives and programs. I knew when Bruce hired me that I was fortunate to come work at Travis County. At the time I said it was like coming home because so many people who work here are friends of long-standing. My four short years here have only deepened that feeling as I've worked on so many programs with folks in many different departments: legislative, History Day, DPE, Veterans Intervention all in support of the work Travis County does every day in our community. I am grateful for all the opportunities you gave me in my role here.

Since being elected to Austin City Council yesterday, and as I await the official canvass of the vote later this month, I plan to end my time with Travis County effective January 2, 2015. The new mayor and city council members will be inaugurated on Tuesday, January 6, 2015, at 6 p.m. at City Hall – it's going to be a time for celebration and a bit of circumstance, and I hope you'll be able to drop by.

I have mixed emotions about this leave-taking – working with you, Bobby and Kirsha has been a real joy. And I'm excited by the new challenges ahead of me! My path is very different today than it was even just one year ago. Thank you so much for your support and trust in me and my work, for giving me assignments that I could take and mould and reflect well on your office. I look forward to continuing to work with you now as colleagues – both elected officials.

Thank you! and happy holidays, too, to you and Jennifer!

Leslie