



**Washington State
Department of Transportation**

RECEIVED

2013 FEB -1 PM 3:10

Management Performance Review

HQ HUMAN RESOURCES

Employee's Name: STACY C TRUSSLER (000398041)	
Job Classification: WMS Band 04 (WMS04)	
Organization Code: 336000	
Appraisal Type: Annual	
Evaluation Period: 12/22/2011	To: 6/30/2012
Supervisor's Name: BRIAN JOSEPH SMITH	
Date Completed: 1/8/2013	

Job Expectations & Training and Development

Manage the Urban Planning Office staff, budget and work activities ensuring a safe and productive work environment.

Work with local elected and agency officials to identify transportation needs and solutions in the Central Puget Sound, and represent WSDOT interests in regional and local decisionmaking.

Act as the Secretary's designee to the PSRC Transportation Policy Board, and as alternate to the Executive Board.

Coordinate planning activities with other units within WSDOT Including SPD units, WSF, Freight Division, Capital Program Development and Management, Public Transportation.

Direct UPO staff in HOV and general purpose system development, multi-modal planning, grant application and execution, , climate change and sustainability planning.

Represent WSDOT at various regional and sub-regional boards and committees such as the RSC, RPEC, SCATB, RAMP, SeaShoreTF, ETP and ICC.

Provide technical and policy assistance to PSRC and represent WSDOT interests and policies in MTP and TIP development and updates.

Take Training courses required for managers (sexual harassment), read information regarding diversity awareness and disabilities and complete on-line courses on information security, ethics, workplace violence, security awareness, introduction to purchasing. Assure that staff completes required training.

Complete all performance evaluations for direct reports on-time, and ensure direct reports complete evaluations for their employees by making this a performance criterion.

Competency: Business Expertise and Knowledge

Rating: Significantly Above Standards
Comments\Justification: Your experience in transportation project development continues to allow you to lead your staff effectively in fulfilling corridor planning, modeling and regional planning and coordination responsibilities. you are making progress in changing internal cultural attitudes regarding embracing the Moving WA strategies and philosophical framework--getting external partners to accept a financially constrained and reality-based approach may now present a greater challenge.

Competency: Developing Staff Members

Rating: Above Standards
Comments\Justification: You set high performance standards. This has been met with resistance on occasion but you have continued to expect quality work from your staff. This has required moving from "assist" to "insist". The job is made more difficult when as an agency we have multiple internal groups defining "quality", sometimes in ways not meeting the expectations of our external partners. Keep working on making this make sense--UPO's products are generally of a high quality even when they don't make everyone happy.

Competency: Internal & External Communications

Rating: Significantly Above Standards
<p>Comments/Justification: You write and speak articulately and succinctly. Your ability to express yourself, and WSDOT positions, policy, and recommendations is recognized by your subordinates, peers and executive management. You ably represent WSDOT before various boards and committees, as well as sub-regional boards. I have observed you participating constructively and effectively in discussions with your staff and external stakeholders in connection with planning studies and proposed policies.</p> <p>Try to maintain your sense of humor even as we work through never-ending budget crises, relocation drills, etc.</p>

Competency: Leadership

Rating: Above Standards
<p>Comments\Justification: You exert positive leadership with integrity and accountability.</p> <p>You have reached out to regional and HQ leaders, and external partners such as Charlie Howard at PSRC to establish and enhance working relationships, setting an example for your staff.</p> <p>You have constantly monitored your resources and responsibilities with an eye towards keeping your organization able to respond to changing requirements, and focused on core competencies and "hedgehog" capabilities.</p>

Competency: Safety

Rating: Meets Standard of Performance Expectations
Comments\Justification: You and your staff follow WSDOT safety in the workplace policies. Your corridor studies help identify safety deficiencies and ways to protect the traveling public.

Competency: Manages Job Demands and Sets Appropriate Priorities

Rating: Above Standards
Comments\Justification: Your office meets its commitments. As mentioned earlier, some products must be reviewed by multiple parts of WSDOT, each with their own ideas of what constitutes department policy and quality. Each of these units also have their own priorities, and this can lead to delay in reviews and ultimately delivery of final studies. Collectively we need to work on better ways to ensure you get timely responses from reviewers, and that schedule expectations include realistic assumptions for those reviews (and that your staff can manage their own expectations and reactions to reviews when issues are identified requiring further work).

Competency: Solving Issues and Decision Making

Rating: Above Standards
Comments\Justification: You occupy a technically demanding and politically sensitive position requiring you to deal with a variety of internal leaders, and external entities including elected officials and private sector movers and shakers. You provide timely alerts "up the chain" when you identify issues that could become problems, or that need resolution at management levels above you. When you identify a problem you offer possible solutions. You worked effectively with elected PSRC board members, such as when a plan amendment was being proposed to include and move various projects related to JBLM, SR 509, SR 167 and SR 18. In that example there was some unexpected last minute maneuvering on the port projects, but nothing that wasn't ultimately recoverable. You have good analytical skills which is why I have asked you to lead an ad hoc study with Jeff Allen examining the respective roles and organizations of planning in HQ and in the regions.

Competency: Staff Interactions and Relations

Rating: Meets Standard of Performance Expectations

Comments\Justification: You have continued to work on building staff working relationships after having to deal with a couple of difficult issues when you were first assigned to manage UPO. I think you will agree that this is still a work in progress based on challenges you have continued to experience. I think your approach to meeting those challenges is appropriate.

You have established good working relationships with your peers and senior leaders within the department, and with external partners who technically aren't "staff" but who can be in a position to help or hinder the success of your staff.

Your unit had a low participation in the telework pilot project we (SPD) participated in. In the next year, I would like to see more active participation, and I believe that you personally want the ability to telework as well. If the proposed move of UPO out of the Goldsmith building to NWR office space occurs, telework may be necessary to help keep the department meeting its "sustainability" goals and to ease the burden on staff of not having readily available transit options. I encourage you to talk to Brooke Hamilton in PT for advice.

Competency: Success Orientation

Rating: Above Standards

Comments\Justification: You are very focused on results, outcomes and successful assignment completion.

You are willing to personally engage in assignments passed on to staff if they need help--PSRC's project prioritization criteria come to mind.

You take ownership of assignments to UPO and only seek "up chain" help when needed.

CQ/ Position Description Reviewed

CQ has been reviewed and updated as part of the 2012 WSDOT all WMS position review.

1 of 2



**Washington State
Department of Transportation**

Annual Ethics Law Review

DATE OF DISCUSSION: 12/31/20112

1) Limitations on Gifts –

The Employee IS in a Section Four Relationship, as defined by the State Ethics Law, by virtue of the employee's job or position.

2) Outside Business Interests

The Employee DOES NOT have business interests (either another job or ownership in a company) outside WSDOT.

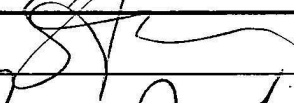
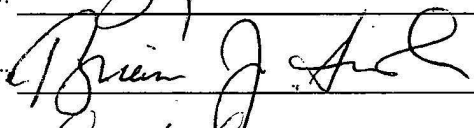
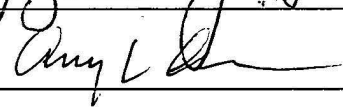

EMPLOYEE FEEDBACK

During this review period I have focused efforts to understand how we "apply" Moving WA principles to our work products, not just simply using the buzzwords and the attaching the logo. Much more work needs to be done to truly understand how we apply Moving WA to transportation solutions.

I will open the telecommute option from 1 day a month to 1 day a week to encourage more participation, as well as to ease our pending move to Shoreline.

APPROVER FEEDBACK

I, Amy Arnis, have reviewed this Appraisal and, in my judgment, the process has been properly followed.

Rated Employee:		Date:	1.14.13
Supervisor/Manager:		Date:	1/8/13
Reviewing Manager:		Date:	1-16-13
Human Resources:		Date:	2/4/13