

Data Specialist Promotion to Level II or III – Chief- Assessment Rubric

Criteria	Meets Expectations Competent	Needs Improvement	Not Competent for Promotion
1. Technical Knowledge & Skills			
Knowledge of Chief Data Specialist duties	The DS has a fundamental understanding of duties of the Chief.	The DS has a basic understanding of the duties of the Chief however, lacks the ability to fully understand how they are to be executed in some cases.	The DS lacks a basic understanding of the duties of the Chief.
Knowledge of appropriate rules and technical requirements	The DS has a fundamental understanding of the relevant rules and how they apply in all cases.	The DS understands the relevant rules, however lacks the ability to fully understand how they apply in all cases.	The DS lacks a basic understanding of the relevant rules.
Ability to manage workflow related to pre-competition organization	The DS fulfilled all workflow pre-competition in a timely and accurate fashion.	The DS mostly fulfilled all workflow pre-competition in a timely and accurate fashion.	The DS was unable to fulfill all workflow pre-competition in a timely and accurate fashion.
Ability to manage outputs from data specialist room related to on-site competition delivery	The DS fulfilled all on-site outputs in a timely and accurate fashion.	The DS mostly fulfilled all on-site outputs in a timely and accurate fashion.	The DS was unable to fulfill all on-site outputs in a timely and accurate fashion.
2. Communications			
	The DS fulfilled all expectations as included on assessment sheet.	The DS mostly fulfilled all expectations as included on assessment sheet.	The DS was unable to fulfill the items as included on assessment sheet.
3. Department			
	The DS fulfilled all expectations as included on assessment sheet.	The DS mostly fulfilled all expectations as included on assessment sheet.	The DS was unable to fulfill the items as included on assessment sheet.
4. Leadership			
	The DS fulfilled all expectations as included on assessment sheet.	The DS mostly fulfilled all expectations as included on assessment sheet.	The DS was unable to fulfill the items as included on assessment sheet.