

## TRAVIS COUNTY COMPETENCIES

Travis County is committed to the Guiding Principles of Equity, Fairness, & Respect, Financial Sustainability, Operational Excellence, and being Leaders in Innovation.  
These competencies reflect behaviors which Travis County values and requires of employees to help achieve delivery of services to the residents of Travis County.

	<b>EQUITY, FAIRNESS, &amp; RESPECT</b>	<b>FINANCIAL SUSTAINABILITY</b>	<b>OPERATIONAL EXCELLENCE</b>	<b>LEADERS IN INNOVATION</b>
<b>RATINGS</b>	<i>Shows impartial and just treatment without favoritism or discrimination, exhibiting care, concern and consideration for the needs and feelings of others regardless of differences. Demonstrates integrity and effective relationship management to ensure stakeholder needs are met.</i>	<i>Plans, monitors, and adjusts use of time, monies, and/or people resources in the best interest of the County.</i>	<i>Holds self and others accountable for meeting and exceeding standards of work product timely. Leverages feedback to maintain and pursue job knowledge and improvement. Works effectively as a member of a diverse team.</i>	<i>Supports an inclusive workplace that fosters, encourages and aligns goals and people progress. Facilitates cooperation and teamwork in meeting County goals.</i>
<b>EXCEEDS</b> Demonstrates consistently, and without fail; is a role model.	<ul style="list-style-type: none"> <li>consistently behaves in an honest, fair and respectful manner</li> <li>builds trust and rapport with all</li> <li>respected for maintaining confidentiality, as well as recognizing when facts must be shared</li> <li>confronts unethical actions and helps others sort out ethical dilemmas</li> <li>is trusted, respected, and a strong role model for others</li> <li>conscientious, courteous and proactive with meeting stakeholders needs</li> <li>reputation for being honest and truthful/high integrity</li> </ul>	<ul style="list-style-type: none"> <li>actively seeks cost savings</li> <li>seeks new ways to utilize county resources more efficiently/effectively</li> <li>aligns spending with goals</li> <li>creates accurate, realistic budgets</li> <li>strong and proactive contributor to budget process</li> <li>tracks, quickly adjusts budgets</li> <li>maximizes use of time and/or money</li> <li>inspires others to work at peak performance daily</li> <li>able to prioritize time to understand the differences with task completion</li> </ul>	<ul style="list-style-type: none"> <li>seeks out and makes process improvements</li> <li>leverages the strengths that diversity brings to the team and job</li> <li>delivers consistently high quality and quantity of a product/service</li> <li>expert due to demonstrated high level of technical expertise</li> <li>leverages awareness of strengths and weaknesses to meet work goals and objectives</li> <li>models ownership and accountability for own performance</li> <li>mentors others in subject matter expertise, policies &amp; procedures</li> <li>continuously seeks opportunities to learn and applies lessons learned</li> </ul>	<ul style="list-style-type: none"> <li>establishes vision, alignment and execution to get the job done</li> <li>assists others with defining processes and new approaches</li> <li>proactive with resolving conflict for a productive outcome</li> <li>fosters and builds team confidence</li> <li>helps team members under pressure</li> <li>able to motivate team members to reach common goals and initiatives</li> <li>consistently anticipates team needs</li> <li>balances the priorities of the big picture and the details</li> <li>confident in communicating and contributing new ideas for improvement</li> </ul>
<b>FULLY SUCCESSFUL</b> Demonstrates frequently, or more often than not.	<ul style="list-style-type: none"> <li>uses best judgment</li> <li>admits to, accepts responsibility, and learns from mistakes</li> <li>fair and equitable towards others</li> <li>meets commitments and deliverables</li> <li>supports organizational values</li> <li>considers stakeholder perspective, and is courteous and responsive to stakeholders</li> <li>presents the truth in an appropriate and helpful manner</li> <li>is respectful, ethical and professional to others</li> </ul>	<ul style="list-style-type: none"> <li>aligns spending with goals</li> <li>conveys financial priorities</li> <li>creates, manages budgets well</li> <li>generally cost conscious</li> <li>able to manage resources of money and/or time</li> <li>seeks appropriate partners to manage resources</li> <li>supports and enable team resource management</li> </ul>	<ul style="list-style-type: none"> <li>can solve problems timely and usually makes improvements</li> <li>performs with adequate technical skills</li> <li>delivers quality work as an individual and with a diverse team</li> <li>aligns day-to-day with strategy/long-term goals</li> <li>knows and follows policies and procedures</li> <li>recognizes strengths and weaknesses and adjusts for work goals and objectives</li> <li>holds self and others to their commitments and promises, and is accountable for standards of work</li> </ul>	<ul style="list-style-type: none"> <li>supports team processes, goals</li> <li>encourages collaborative decisions</li> <li>fosters team atmosphere</li> <li>gathers team resources</li> <li>helps capitalize on talent</li> <li>willingly contributes to team efforts and initiatives</li> <li>assists team in meeting goals</li> <li>supportive of change</li> <li>present change ideas with focus on organization and team goals and outcomes</li> </ul>
<b>IMPROVE</b> Not consistent and needs improvement to be Fully Successful.	<ul style="list-style-type: none"> <li>must demonstrate personal responsibility and exhibit appropriate behavior when making mistakes</li> <li>encouraged to build great trust with others through honesty and transparency</li> <li>needs to promote organizational values</li> <li>demonstrates behavior that conveys greater commitment as a team player</li> <li>more attention needed to understanding stakeholder perspective</li> <li>needs to respond to stakeholder in a timely manner</li> <li>additional focus placed on professionalism</li> </ul>	<ul style="list-style-type: none"> <li>needs to improve resource coordination</li> <li>must take action to prevent waste of county resources: money and/or time</li> <li>actively promote and monitor, team resource management</li> <li>demonstrate better alignment of resources with goals and daily tasks</li> <li>needs development to correct challenges with time or funds management</li> </ul>	<ul style="list-style-type: none"> <li>could support or make process improvements, or realign metrics to standards</li> <li>must ensure attention to detail, accuracy and/or amount of work delivered</li> <li>needs to follow work policies, procedures and standards</li> <li>needs to think through behavior, action and impact</li> <li>must raise awareness of strengths, weaknesses</li> <li>needs to be more focused to keep commitments and being accountable for standards of work</li> <li>must be open and willing to work with a diverse team</li> </ul>	<ul style="list-style-type: none"> <li>needs to demonstrate openness and support for change decisions</li> <li>additional assistance needed to better align work vision, goals and initiatives of team with individual contributions</li> <li>additional clarification needed for role, processes, goals and/or responsibilities impact on team</li> <li>be more supportive of team progress and goals</li> <li>efforts needed to better facilitate cooperation with and engagement with others</li> <li>needs to adopt and embrace new and efficient ways of working</li> </ul>