

Clark Land Advisor List

Clark Land Advisor Fred/Linda

Xandi
Anna
Gaby
Kylie

Clark Land Advisor Sue

Jenny
Mia
Donna
Ali
Kirk
Robin

Clark Land Advisor Cody

Dara
Brenda
Debbie
Sabrina
Camille
Jared

Clark Land Advisor Jenny

Lauren
Mike H.
Susan S.
Ann
Mark Hampton

Clark Land Advisor Donna

Mike Sr.
Tom P.
Greg
Fred R.
Jay R.

Clark Land Advisor Ann

Jake
Mike T.
Kathy
Angie
Lisa

Clark Land Advisor Mike Flanagan

Jonny
Kris

Clark Land Advisor Anthony

Sandra
Rose
Cindy Stutz

Clark Land Advisor Brenda

Sara
Jeff Davis
Austin
Keith
Jason Howard

Clark Land Advisor Angle

Tommy
Ellen
Menchu
Rosetta
Anthony

Clark Land Advisor Debbie

Julie
Bethanee
Mark
Hendrickson
Jim F.
Will

Clark Land Advisor Will

Aaron
Phillip
Sean
Pam

Clark Land Advisor Pam

Iain Riley
Dan Fauth
Mike F. II

Employee, Advisor and Technical Staff Roles

All Employees' Role:

1. Provides support to technical and non-technical staff as requested.
2. Turn in all time and expenses, on time, to Project Managers
3. Make appt. with Employee Adv. to review goals and set up new goals and set education/training plan for the year
4. Requests training to their advocate for any areas where they are not feeling adequate.
5. Completes self assessment
6. Provides peer feedback in a timely manner
7. Proactively participates in Employee Recognition program.
8. Takes employment questions, concerns, etc. to Employee Adv. First. If not answered, goes to Employee Resource Coord. Who contacts Employee Adv. A conflict resolution meeting is then scheduled for all to meet. An action plan is developed and agreed to by all at the meeting.
9. Submits time-off requests to Employee Adv.
10. Gets comp time approvals from each project's manager.

CLR Advisors' Role:

1. Meets new employees and arranges welcome lunch with peers. Reviews Clark Land's mission, ethics and integrity goals and what is expected of employees regarding their behavior with clients, the public and fellow employees. Explains the importance of confidentiality.
2. Explains Clark Land point system for bonus appropriation
3. At employee's request, meets with employee to review and establish goals and education/training plan for the year.
4. Obtains information from technical leads for input regarding performance monthly and communicates feedback to employee.
5. Develops Manager Assessment in BHR and goes over it with employee and modifies goals as appropriate.
6. End of Year Points Review for assigned employees.
7. Answers Employee Education Questions after checking with HR.
8. Approve PTO and Education Time for assigned employees
9. Takes employee or technical leads Complaints/Concerns to the Resources Coordinator.
10. Participates in conflict resolution meetings. Helps develop action plans for resolving conflict. Follows up on status of action plan. Closes action plan when completed.

TECHNICAL LEADS - PMs/Project Leads/Asst PMs/Task Leaders/Broker/Sr. Appraiser Roles

1. Helps write scopes of work and may be asked to develop cost estimates for proposals
2. Requests additional resources from Ops Mgr or Resource Coord. Ahead of anticipated need.
3. For new projects, writes up new Project Setup form and includes assigned team members.
4. Trains employees when requested. Follows up to see if employee has met expectations or needs further training
5. Approves project time and expenses each week
6. Reviews billing to clients for accuracy
7. PMs approve employee comp time for their own projects
8. Reports quality of work performance to Employee Advisors quarterly or bi-annually.
9. Reports under-performance or other employee issues to Resource Coordinator and Operations Manager.

Task	All Employees	CLR Advisors	Technical Leads	HR &/or Upper Mgmt
Meets new employees and arranges welcome lunch with peers. Reviews Clark Land's mission, ethics and integrity goals and what is expected of employees regarding their behavior with clients, the public and fellow employees. Explains the importance of confidentiality. Explains Clark Land point system for bonus appropriation.		✓		✓
Make appt. with CLR Advisor to review goals and set up new goals and set education/training plan for the year	✓			
Provides support to technical and non-technical staff as requested.	✓			
Turn in all time and expenses, on time, to ProjectManagers	✓			
Submits time-off requests to CLR Adv. As per company policy regarding timeliness of request and after checking with Technical Lead first.	✓			
Submits training requests to CLR Advisor for themselves, or for any staff, in areas needing additional skills.	✓			
Helps write scopes of work and may be asked to develop cost estimates for proposals			✓	
For new projects, writes up new Project Setup form and includes assigned team members.			✓	
Requests additional resources from Ops Mgr ahead of anticipated need.			✓	
Trains employees when requested. Follows up to see if employee has met expectations or needs further training		✓	✓	
Proactively participates in Employee Recognition program. Provides peer feedback in a timely manner in BHR	✓			
Answers Employee Education Questions after checking with HR.		✓		
Approve PTO and Education Time REQUESTS for assigned employees after checking with employee's Technical Lead		✓		
Approves project time and expenses each week, on time according to company policy.			✓	
Reviews billing to clients for accuracy at the beginning of each month and as needed for corrections			✓	
Completes self assessment by due date in BambooHR	✓			
A. Obtains information from technical leads for input regarding performance quarterly and communicates feedback to employee. B. Reports on performance or other employee issues to CLR Advisor as needed and at least quarterly. C. Reports on underperformance to HR and Upper Management as needed.		A. ✓	 ✓  ✓	C. ✓
Takes employment questions, concerns, etc. to CLR Adv. First. If not answered, goes to HR who contacts CLR Adv. A conflict resolution meeting is then scheduled for all to meet. An action plan is developed and agreed to by all at the meeting.	✓			✓
Develops Manager Assessment in BHR and goes over it with employee and modifies goals as appropriate		✓		
End of Year Points Review for assigned employees.		✓		

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Approve PTO and Education Time REQUESTS for assigned employees after checking with employee's Technical Lead		✓		
Approves project time and expenses each week, on time according to company policy.			✓	
Reviews billing to clients for accuracy at the beginning of each month and as needed for corrections			✓	
Completes self assessment by due date in BambooHR	✓			
A. Obtains information from technical leads for input regarding performance <u>quarterly</u> and communicates feedback to employee. B. Reports on performance or other employee issues to CLR Advisor as needed and at least quarterly. C. Reports on underperformance to HR and Upper Management as needed.		A. ✓	B. ✓ C. ✓	C. ✓
Takes employment questions, concerns, etc. to CLR Adv. First. If not answered, goes to HR who contacts CLR Adv. A conflict resolution meeting is then scheduled for all to meet. An action plan is developed and agreed to by all at the meeting.	✓			✓
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