

Miami-Dade County Performance and Efficiency Commission

Miami-Dade County Department Director

2010 Self-Assessment Questionnaire

Purpose: As a management team member of Miami-Dade County government, it is your responsibility to design, adhere to and monitor the significant operating and financial controls of your organization. This self-assessment questionnaire has been designed to obtain input from you to assist the Performance and Efficiency Commission ("PEC") to understand the key controls of your organization. Your input is important and appreciated.

Department : Department of Emergency Management (38)

Director: (name & telephone) Curtis S. Sommerhoff (305-468-5403)

1. Please describe **the key business objectives** of your area (i.e. What is the mission of your area?), and what do you find most challenging as the director of this department?

RESPONSE: The key business objectives are identified in the Business Plan. The key challenge is to maintain staffing levels using general fund dollars. With the recent reductions in general fund dollars, we have become significantly reliant on grant dollars to maintain adequate staffing levels.

2. How many employees are in your department? Describe the **span of control** in your department and how effective it is?

RESPONSE: The Department currently has 21 employees with a very manageable and effective span of control. The majority of the employees report through one of two Managers. Over the last few years the Department has taken significant steps to reduce administration and expenses, while increase the span of control for all manager positions. These changes include the consolidation of 2 Assistant Director Positions and the elimination of 2 of 4 Manager Positions.

3. Do you consider the responsibilities of your department to be "**core**" responsibilities of government to the public?

RESPONSE: Yes, Public Safety

4. Are the **Policies and Procedures** in your department **documented**? (Select One) **Yes**

COMMENTS: The Department has formal Policies and Procedures for both routine daily business and emergency/disaster response.

5. Are the **Policies and Procedures** in your department **up-to-date**? (Select One) **Yes**

COMMENTS: The Department requires all Policies and Procedures be updated at least annually, or sooner if circumstances dictate

6. Please describe the **key business processes** that occur in your department (i.e. What are the activities which are completed in your department?)

RESPONSE: Please see Business Plan

7. Please describe the **key internal controls** that you believe exist in your department (i.e. How do you control the major activities, output, etc., in your department?)

Miami-Dade County Performance and Efficiency Commission

Miami-Dade County Department Director

2010 Self-Assessment Questionnaire

If there is any additional information you feel the PEC should have prior to our review, (such as organizational charts, policies, etc.), please attach to this questionnaire.

Please return this questionnaire and any attachments in pdf format and saved as your "department name" by Wednesday, October 13, 2010 to spalmer@miamidade.gov or deliver to:

Office of the Commission Auditor
Attn: S. Donna Palmer
SPCC Government Center
111 NW First St., Ste. 1030
Miami, FL 33128

Thank you for your time.