

Leader Standard Work - Program Administrator

Daily Activities
Emails and phone calls
Employee Relations (ER) follow ups - review & sign worksheets
Workload management and review performance
Review & approve travel claims
Review and take necessary action on Metrics
Review critical incident cases
Review resumes

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A/M	Day of Week	Weekly activities	1	2	3	4	5
		Attend PA accountability call with Deputy Director of Field Operations					
		Employee Relations weekly call					
		Send updates to Sharepoint Administrator					
		Overtime and timesheet review & approval					
		Approve HRIS as needed (MAPS/Notes)					
		Level 2 grievances and action letters					
		Purchase/supply order approvals/Budgement Mangement					
		Matrix/service authorization approvals					
		Lead PM Accountability Call					
		Review staff capacity with Personel Liaison for position control					
		Review and approve change of venue					
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Week of Month	Monthly Activities						
	Scorecard review and planning with Regional Automation Liaison (RAL)						
	Business review/Program Administrator meeting						
	Facilities meeting						
	PM Meeting						
	Attorney General (AG) Unit Chief meeting						
	Region Administration meeting						
	1:1 with Deputy Director						
	JPO CYPM Meeting						
	Meeting with HR Business Partner						
	Follow up on Business Review Actions						
	Instruct Supervisor Core as needed						
	Supervision Coach team meeting						
	Project Steering Committee meeting						
	Attend Supervison Coach Huddle						
	Submit Travel Claims as needed						
	Review L&D Monthly track compliance						

Month	Quarterly Activities	Status						
	Develop Supervisor meeting agenda							
	Conduct Supervisor meeting							
	Identify population for the PM's quarterly cursory review							
	Meeting with Presiding Judge							
	Cursory reviews as needed							

Month	Annual Activities	Status
	Leadership Summit	
	Complete MAPS	
	PM Retreat	
	PA Retreat	



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Follw up Items	F	or Who		By When	Comple	eted	Notes				
To Do Items	F	or Who		By When Co		Completed I		Notes			
				s (Gemba can be a Clinic	cal or Adminis	strative)					
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