



Office of Commissioner Kenneth T. Welch

MEMORANDUM

TO: Members of the Pinellas Board of County Commissioners

FROM: Kenneth T. Welch, Pinellas County Commission, Vice-Chairman 

SUBJECT: Annual Performance Review for the County Attorney

DATE: April 18, 2012

DISTRIB: James Bennett, County Attorney
Norm Loy, Board Records Manager
Paula Gonya, Agenda Coordinator

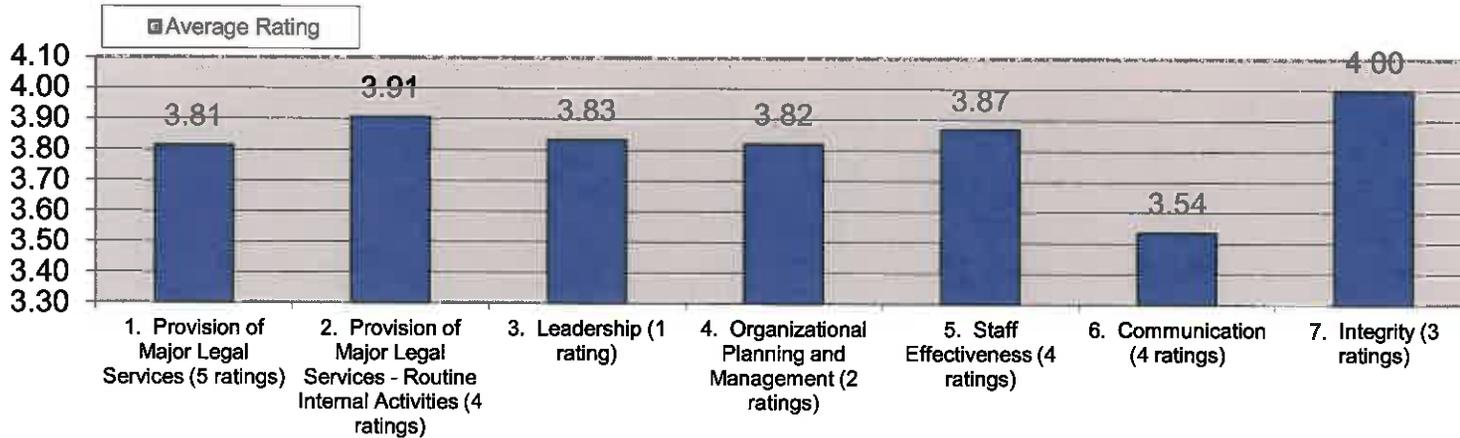
Attached is the County Attorney's annual performance review with the combined scores. The review is scheduled for board discussion and action at our April 24, 2012 meeting under "County Commission Miscellaneous".

Attachments (2)

**Pinellas County Attorney
2012 Annual Performance Review**

	<u>Average Rating</u>	<u>400-point Scale Equivalent</u>
1. Provision of Major Legal Services (5 ratings)	3.81	86.7
2. Provision of Major Legal Services - Routine Internal Activities (4 ratings)	3.91	68.5
3. Leadership (1 rating)	3.83	14.9
4. Organizational Planning and Management (2 ratings)	3.82	34.7
5. Staff Effectiveness (4 ratings)	3.87	57.8
6. Communication (4 ratings)	3.54	64.3
7. Integrity (3 ratings)	4.00	54.5
Overall Score		381.5

County Attorney Annual Performance Review - Compiled Data



OMB staff has taken your scores and converted them to a four (4) point scale. The aggregate score has been extrapolated to relate to the 400-point scale used by the Unified Personnel System for rating employee performance.

**COUNTY ATTORNEY JAMES L. BENNETT
ANNUAL PERFORMANCE REVIEW
APRIL 2012**

1. PROVISION OF MAJOR LEGAL SERVICES	RATING (1-4)
A. Provide professional, objective/unbiased legal advice to the BCC, County staff, and other advisory boards necessary for the formulation and implementation of legislative policies and projects	3.57
B. Initiate legal actions as appropriate, and provide legal defense as needed	3.93
C. Represent the County's interest as directed by the BCC in litigation, administrative hearings, negotiations, and similar proceedings in a capable manner	3.93
D. Professionally and competently implement BCC decisions and enforce County ordinances and codes in a cost-effective manner, reflecting the County's primary objective of achieving voluntary compliance	3.64
E. Perform legal services in a timely fashion to permit BCC and County staff to meet established deadlines	4.00
2. PROVISION OF LEGAL SERVICES – ROUTINE INTERNAL ACTIVITIES	----
A. Provide legal analysis to facilitate legally sound policy/program implementation and evaluation of results	3.86
B. Prepare ordinances, resolutions, contracts, and other legal documents to reflect and implement the purposes for which they are prepared	3.79
C. Keep the BCC and County staff apprised of court rulings and administrative decisions affecting the legal interests of the County	4.00
D. Coordinate work with staff from other departments in a collaborative manner in order to accomplish goals	4.00
3. LEADERSHIP - Enthusiastically expresses well-developed organizational values, philosophy, and vision for the Department so that employees are energized and motivated, and their efforts are focused to maximize departmental synergy	3.83
4. ORGANIZATIONAL PLANNING AND MANAGEMENT - Setting an example that urges the organization and the community toward experimentation, change, creative problem solving, and prompt action	----
A. Budgeting: Preparing and administering the departmental budget to meet goals	3.79
B. Financial Analysis: Interpreting financial information to assess the fiscal condition of the Department	3.86
5. STAFF EFFECTIVENESS - Promoting the development and performance of staff and employees in the Department	----
A. Coaching/Mentoring: Providing direction, support, and feedback to enable others to meet their full potential	3.92
B. Team Leadership: Facilitating teamwork	3.90
C. Empowerment: Creating a work environment that encourages responsibility, decision-making, and accountability within the Department	3.70
D. Delegating: Assigning appropriate responsibility to others	3.93

6. COMMUNICATION - Facilitating the flow of ideas, information, and understanding between and among individuals; advocating effectively in the County's interest	----
A. Advocacy: Communicating personal support for policies, programs, or ideas that serve the best interests of the County	3.36
B. Presentation Skills: Conveying ideas or information effectively to others	3.64
C. Media Relations: Communicating information to the media in a way that increases public understanding of County issues and activities, and builds a positive relationship with media	3.36
D. Interpersonal Communication: Exchanging verbal and written messages with others in a way that demonstrates respect for the individual and furthers organizational and County objectives	3.79
7. INTEGRITY - Demonstrating fairness, honesty, ethical, and legal awareness in personal and professional relationships and activities	----
A. Personal Integrity: Demonstrating accountability for personal actions; conducting personal relationships and activities fairly and honestly	4.00
B. Professional Integrity: Conducting professional relationships and activities fairly, honestly, and legally	4.00
C. Departmental Integrity: Fostering ethical behavior within the Department through personal example, management practices, and training	4.00
TOTAL OVERALL SCORE	3.82