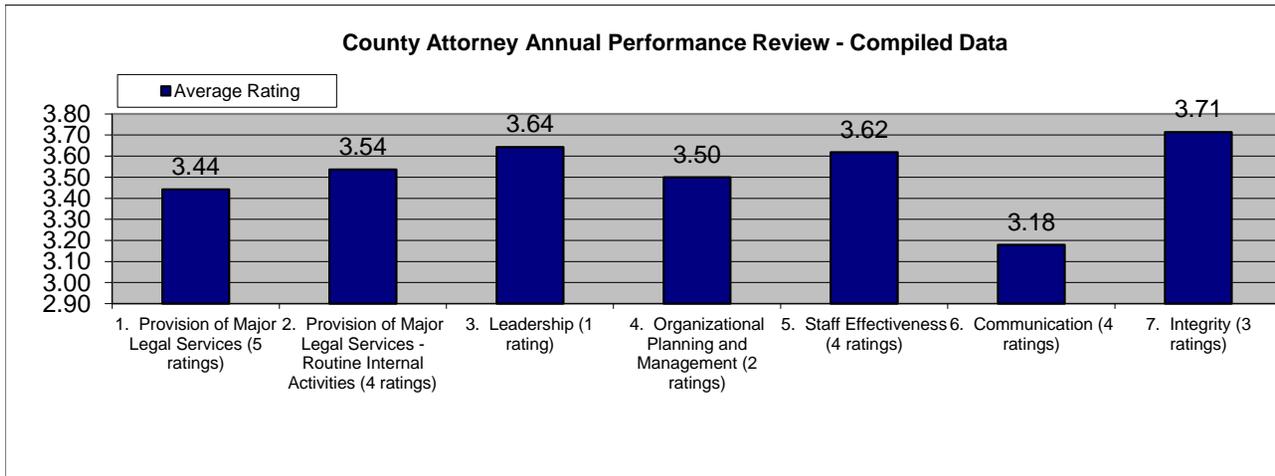


**Pinellas County Attorney
2013 Annual Performance Review**

	<u>Average Rating</u>	<u>400-point Scale Equivalent</u>
1. Provision of Major Legal Services (5 ratings)	3.44	79.8
2. Provision of Major Legal Services - Routine Internal Activities (4 ratings)	3.54	63.2
3. Leadership (1 rating)	3.64	16.9
4. Organizational Planning and Management (2 ratings)	3.50	27.8
5. Staff Effectiveness (4 ratings)	3.62	50.3
6. Communication (4 ratings)	3.18	58.9
7. Integrity (3 ratings)	3.71	51.7
Overall Score		348.7



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.

Note: Enter data in green shaded cells. If there is no rating, leave blank.

															400 Pt Scale				
	Welch	Max	Justice	Max	Morrone	Max	Seel	Max	Long	Max	Roche	Max	Latvala	Max	Score	Max Total	%	Equiv. Pts.	Avg Rating
1. Provision of Major Legal Services (5 ratings)																			
A	4	4	3	4	4	4	4	4	2	4	3.5	4	4	4					
B	4	4	3	4	4	4	4	4	2	4	3.5	4	4	4					
C	4	4	3	4	4	4	4	4	2	4	4	4	4	4					
D	4	4	2	4	4	4	4	4	2	4	4	4	4	4					
E	4	4	3	4	4	4	3	4	2	4	3.5	4	3	4					
1. Total Score		20	20	14	20	20	19	20	10	20	18.5	20	19	20	120.5	140.0	86%	79.8	3.44
2. Provision of Major Legal Services - Routine Internal Activities																			
A	4	4	3	4	4	4	4	4	2	4	3.5	4	4	4					
B	4	4	4	4	4	4	4	4	2	4	3.5	4	4	4					
C	3.5	4	4	4	4	4	4	4	2	4	4	4	4	4					
D	4	4	2	4	4	4	4	4	2	4	4	4	0	4					
2. Total Score		15.5	16	13	16	16	16	16	8	16	15	16	12	12	95.5	108.0	88%	63.2	3.54
3. Leadership (1 rating)																			
A	4	4	3	4	4	4	4	4	3	4	3.5	4	4	4	25.5	28.0	91%	16.9	3.64
4. Organizational Planning and Management (2 ratings)																			
A	3.5	4	3	4	4	4	4	4	0	4	4	4	0						
B	3	4	3	4	4	4	4	4	2	4	3.5	4	4	4					
4. Total Score		6.5	8	6	8	8	8	8	2	4	7.5	8	4	4	42.0	48.0	88%	27.8	3.50
5. Staff Effectiveness (4 ratings)																			
A	3.5	4	3	4	4	4	4	4	0	0	3.5	4	4	4					
B	4	4	3	4	4	4	4	4	0	0	3.5	4	4	0					
C	3	4	3	4	4	4	4	4	0	0	3.5	4	4	0					
D	3.5	4	3	4	4	4	4	4	0	0	3.5	4	4	0					
5. Total Score		14	16	12	16	16	16	16	0	0	14	16	4	4	76.0	84.0	90%	50.3	3.62
6. Communication (4 ratings)																			
A	3.5	4	2	4	4	4	4	4	2	4	3.5	4	4	4					
B	3.5	4	3	4	4	4	3.5	4	2	4	3.5	4	3	4					
C	3	4	2	4	4	4	3	4	2	4	3.5	4	3	4					
D	3.5	4	3	4	4	4	4	4	2	4	3.5	4	3	4					
6. Total Score		13.5	16	10	16	16	14.5	16	8	16	14	16	13	16	89.0	112.0	79%	58.9	3.18
7. Integrity (3 ratings)																			
A	4	4	4	4	4	4	4	4	2	4	4	4	4	4					
B	4	4	4	4	4	4	4	4	2	4	4	4	4	4					
C	4	4	4	4	4	4	4	4	2	4	4	4	4	4					
7. Total Score		12	12	12	12	12	12	12	6	12	12	12	12	12	78.0	84.0	93%	51.7	3.71
															526.5	604.0	87%	348.7	3.52
															Score	Max Total		Score	

No rating given
 1 criteria not rated
 2 criteria not rated
 3 criteria not rated
 4 criteria not rated

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.

KTR 5/1/13

COUNTY ATTORNEY

2013 ANNUAL PERFORMANCE REVIEW CRITERIA

1. Provision of Major Legal Services

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

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

B. Initiate legal actions as appropriate, and provide legal defense as needed

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

C. Represent the County's interest as directed by the BCC in litigation, administrative hearings, negotiations, and similar proceedings in a capable manner

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

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

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

E. Perform legal services in a timely fashion to permit BCC and County staff to meet established deadlines

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

KTW

2. Provision of Legal Services – Routine Internal Activities

A. Provide legal analysis to facilitate legally sound policy/program implementation and evaluation of results

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

B. Prepare ordinances, resolutions, contracts, and other legal documents to reflect and implement the purposes for which they are prepared

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

C. Keep the BCC and County staff apprised of court rulings and administrative decisions affecting the legal interests of the County

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

D. Coordinate work with staff from other departments in a collaborative manner in order to accomplish goals

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

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

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

KTW

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

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

B. Financial Analysis: Interpreting financial information to assess the fiscal condition of the Department

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

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

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent *

Comments:

B. Team Leadership: Facilitating teamwork

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

C. Empowerment: Creating a work environment that encourages responsibility, decision-making, and accountability within the Department

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent *

Comments:

Km

D. Delegating: Assigning appropriate responsibility to others

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

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

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

B. Presentation Skills: Conveying ideas or information effectively to others

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

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

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

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

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

KTW

7. Integrity

Demonstrating fairness, honesty, and 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

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

B. Professional Integrity: Conducting professional relationships and activities fairly, honestly, and legally

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

C. Departmental Integrity: Fostering ethical behavior within the Department through personal example, management practices, and training

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

JIM CONTINUES TO PROVIDE EXCELLENT LEGAL COUNSEL, LEADERSHIP AND COLLABORATION. THE * ITEMS INDICATE STAFF EFFECTIVENESS EVALUATION CRITERIA THAT MAY NEED TO BE MODIFIED OR ELIMINATED FROM THE ATTORNEYS REVIEW FORM GOING FORWARD.

COUNTY ATTORNEY

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Comments:

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Comments:

C. Represent the County's interest as directed by the BCC in litigation, administrative hearings, negotiations, and similar proceedings in a capable manner

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

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

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

E. Perform legal services in a timely fashion to permit BCC and County staff to meet established deadlines

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Comments:

2. Provision of Legal Services – Routine Internal Activities

- A. Provide legal analysis to facilitate legally sound policy/program implementation and evaluation of results

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

- B. Prepare ordinances, resolutions, contracts, and other legal documents to reflect and implement the purposes for which they are prepared

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

- C. Keep the BCC and County staff apprised of court rulings and administrative decisions affecting the legal interests of the County

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

- D. Coordinate work with staff from other departments in a collaborative manner in order to accomplish goals

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Comments:

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

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

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

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

B. Financial Analysis: Interpreting financial information to assess the fiscal condition of the Department

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

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

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

B. Team Leadership: Facilitating teamwork

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

C. Empowerment: Creating a work environment that encourages responsibility, decision-making, and accountability within the Department

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

D. Delegating: Assigning appropriate responsibility to others

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

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

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

B. Presentation Skills: Conveying ideas or information effectively to others

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

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

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

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

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

7. Integrity

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- A. Personal Integrity: Demonstrating accountability for personal actions; conducting personal relationships and activities fairly and honestly

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Comments:

- B. Professional Integrity: Conducting professional relationships and activities fairly, honestly, and legally

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

- C. Departmental Integrity: Fostering ethical behavior within the Department through personal example, management practices, and training

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

Jim BENNETT

MORRIS
4/4/13

*

COUNTY ATTORNEY

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Comments:

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Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

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Comments:

E. Perform legal services in a timely fashion to permit BCC and County staff to meet established deadlines

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Comments:

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Comments:

- B. Prepare ordinances, resolutions, contracts, and other legal documents to reflect and implement the purposes for which they are prepared

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent⁺

Comments:

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Comments:

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Comments:

B. Financial Analysis: Interpreting financial information to assess the fiscal condition of the Department

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Comments:

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

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

B. Team Leadership: Facilitating teamwork

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

C. Empowerment: Creating a work environment that encourages responsibility, decision-making, and accountability within the Department

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

D. Delegating: Assigning appropriate responsibility to others

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent **+**

Comments:
And everyone you delegate work too does an outstanding job.

6. Communication

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A. Advocacy: Communicating personal support for policies, programs, or ideas that serve the best interests of the County

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Comments:

B. Presentation Skills: Conveying ideas or information effectively to others

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Comments:

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Comments:

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Select One

1 = Needs Attention

2 = Satisfactory

3 = Good

4 = Excellent +

Comments:

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Select One

1 = Needs Attention

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Comments:

- C. Departmental Integrity: Fostering ethical behavior within the Department through personal example, management practices, and training

Select One

1 = Needs Attention

2 = Satisfactory

3 = Good

4 = Excellent +

Comments:

4/4/13

Jim,

Another great review for you this year. The only way I could improve on last year's review was to stick (+) plus signs! Thank you to you & your staff for a successful year & please pass on my thanks to your department as well! Keep up the great work!

Sincerely,
John

Karen Seel *
4/11/13

COUNTY ATTORNEY

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Comments:

C. Represent the County's interest as directed by the BCC in litigation, administrative hearings, negotiations, and similar proceedings in a capable manner

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

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

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Comments:

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Comments:

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B. Prepare ordinances, resolutions, contracts, and other legal documents to reflect and implement the purposes for which they are prepared

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Comments:

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Comments:

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Comments:

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Comments:

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Comments:

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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

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Comments:

B. Team Leadership: Facilitating teamwork

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

C. Empowerment: Creating a work environment that encourages responsibility, decision-making, and accountability within the Department

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

D. Delegating: Assigning appropriate responsibility to others

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Comments:

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Comments:

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Comments:

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Comments:

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Comments:

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Comments:

COUNTY ATTORNEY

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Comments:

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Comments:

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

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Comments:

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Comments:

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Comments:

- C. Keep the BCC and County staff apprised of court rulings and administrative decisions affecting the legal interests of the County

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Comments:

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Comments:

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Comments:

B. Team Leadership: Facilitating teamwork

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Comments:

C. Empowerment: Creating a work environment that encourages responsibility, decision-making, and accountability within the Department

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Comments:

D. Delegating: Assigning appropriate responsibility to others

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

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

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

B. Presentation Skills: Conveying ideas or information effectively to others

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

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

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

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

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

7. Integrity

Demonstrating fairness, honesty, and 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

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

- B. Professional Integrity: Conducting professional relationships and activities fairly, honestly, and legally

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

- C. Departmental Integrity: Fostering ethical behavior within the Department through personal example, management practices, and training

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

*There are so many areas in this farm that I have no direct knowledge of, it makes it very difficult to fill out.
When I have been here longer and have more opportunity to observe, I will be in a better position to fill it out.*

COPY

COUNTY ATTORNEY

Handwritten: 04/11/13 ✓

2013 ANNUAL PERFORMANCE REVIEW CRITERIA

1. Provision of Major Legal Services

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

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments: 3.5

~~B. Initiate legal actions as appropriate, and provide legal defense as needed~~

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments: 3.5

C. Represent the County's interest as directed by the BCC in litigation, administrative hearings, negotiations, and similar proceedings in a capable manner

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

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

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

E. Perform legal services in a timely fashion to permit BCC and County staff to meet established deadlines

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments: 3.5

2. Provision of Legal Services – Routine Internal Activities

- A. Provide legal analysis to facilitate legally sound policy/program implementation and evaluation of results

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good X 4 = Excellent

Comments:	3.5
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- B. Prepare ordinances, resolutions, contracts, and other legal documents to reflect and implement the purposes for which they are prepared

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good X 4 = Excellent

Comments:	3.5
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- C. Keep the BCC and County staff apprised of court rulings and administrative decisions affecting the legal interests of the County

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:	
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- D. Coordinate work with staff from other departments in a collaborative manner in order to accomplish goals

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:	
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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

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good X 4 = Excellent

Comments:	3.5
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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

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

Comments:

B. Financial Analysis: Interpreting financial information to assess the fiscal condition of the Department

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good X 4 = Excellent

Comments:

3.5

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

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good X 4 = Excellent

Comments:

3.5

B. Team Leadership: Facilitating teamwork

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good X 4 = Excellent

Comments:

3.5

C. Empowerment: Creating a work environment that encourages responsibility, decision-making, and accountability within the Department

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good X 4 = Excellent

Comments:

3.5

D. Delegating: Assigning appropriate responsibility to others

Select One 1 = Needs Attention 2 = Satisfactory 3 = Good 4 = Excellent

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Comments:	3.5
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Comments:	3.5
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Comments:	3.5
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COUNTY ATTORNEY

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