City Attorney Performance Evaluation COMMISSIONER TONY YANIZ

October 16, 2012

RATING SCALE DEFINITIONS (1-5)

Uns	ratisfactory (1) -	The employee's work performance standards of performance requires cannot be allowed to continue.	is inad I for th	lequate e job.]	and de Perforn	efinitely nance a	inferio it this l	or to the evel		
Emprovement (2) The employee's work performance does not consistently meet standards of the position. Serious effort is needed to improve		meet i prove j	the perform	nance.						
	tets Job (3) The employee's work performance consistently meets the standards of position.		f the							
Exceeds Job (4) Standard		The employee's work performance is frequently or consistently above the level of a satisfactory employee.								
Ou	tstanding (5)	The employee's work performance the standards of the job.	e is con	sistent!	y excel	lent wh	en com	pared to		
No	t evaluated (NE)	The employee's work performance period.	e was n	ot obse	rved d	aring ti	his eval	uation		
I.	Performan	ce Evaluation and Achieveme	<u>ats</u>							
1.	City Commission	o/ Boards Relationships	<u>NE</u>	_1_	_2_	3	4	_5_		
A.,		egal advice to the City Commission, sions and City staff.						~		
В.	3. Reporting to the City Commission, Boards, and City staff is timely, clear, concise and thorough.				,	whomer waren		~		
C.	Accepts direction/instructions in a positive manner.									
D.	. "	commission, Boards, and City issues relevant to the requirements						v		
E.		ne necessary to the responsibilities and is readily available to						~		

Comments:				-		
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2. <u>Legal Research and Review</u>	<u>NE</u>	_1_	_2_	3_	4_	_5
A. Effectively identifies legal issues and performs research and investigations.	van en la Africa					_
B. Effectively reviews and interprets legal instruments, reports and documents prepared by departments.	-					<u>~</u>
Comments:					·	
	-	-				·
						
						
·						
3. Employee/Public Relations	<u>NE</u>	1_	2	_3_	_4_	_5
A. Works well with other employees.			<u></u>			
B. Meeting and handling the public while recognizing ethical obligation to the City.						V
Comments:						
				_>	· · · ·	
		<u></u>			·	·
4. Communication	<u>NE</u>	_1_	_2_	_3_	_4_	_5_
A. Oral communication is clear, concise and articulate.						
B. Written communications (e.g.) contracts, resolutions, and other legal documents are clear, concise and accurate.	y	<u>:</u>	. <u> </u>			_
Comments:	•					

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5. Quantity/Quality	NE 1 2 3 4 5
A. Amount of work performed.	
B. Completion of work on time.	
C. Accuracy.	
D. Thoroughness.	
Comments: 5 have and the la	
work in outstan	It is amount that MM
Smith accomplished	what he does!
6. Personal Traits	<u>NE 1 2 3 4 5 </u>
A. Imitiative.	<u> </u>
B. Judgement.	
C. Fairness and Impartiality.	
D. Analytical Ability.	
Comments:	
Commonts.	
<u> </u>	
7. <u>Litigation/Administrative Proceedings</u>	<u>NE 1 2 3 4 5</u>
 A. Provides timely and effective representation of the City's interest in litigation. 	<u></u>
B. Controls and monitors costs and performance of retained outside legal counsel.	
Comments:	•

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Performance Evaluation - City Attorney

Summary Rating Formance Rating — Considering the results obtained against established performance standards well as overall job performance, the following rating is provided (circle one): In the standard of the standard		-			·············
retail Performance Rating — Considering the results obtained against established performance standards well as overall job performance, the following rating is provided (circle one): I. Future Goals and Objectives pecific goals and objectives to be achieved in the next evaluation period: Brung goward to the Community Mule on formation of the control of the cont	_		-		
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