

## City Attorney Performance Evaluation

December 2017

### RATING SCALE DEFINITIONS (1-5)

- Unsatisfactory (1) -** The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.
- Improvement (2) Needed** The employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.
- Meets Job (3) Standard** The employee's work performance consistently meets the standards of the position.
- Exceeds Job (4) Standard** The employee's work performance is frequently or consistently above the level of a satisfactory employee.
- Outstanding (5)** The employee's work performance is consistently excellent when compared to the standards of the job.
- Not evaluated (NE)** The employee's work performance was not observed during this evaluation period.

### I. Performance Evaluation and Achievements

<u>1. City Commission/ Boards Relationships</u>	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Provides sound legal advice to the City Commission, Boards, Commissions and City staff.	—	—	—	—	—	X
B. Reporting to the City Commission, Boards, and City staff is timely, clear, concise and thorough.	—	—	—	—	—	X
C. Accepts direction/instructions in a positive manner.	—	—	—	—	—	X
D. Keeps the City Commission, Boards, and City staff informed of issues relevant to the requirements of the position.	—	—	—	—	—	X
E. Dedicates the time necessary to the responsibilities of the position and is readily available to Commissioners.	—	—	—	—	—	X

*mar*

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Legal Research and Review**

NE    1    2    3    4    5

- A. Effectively identifies legal issues and performs research and investigations.    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    X
- B. Effectively reviews and interprets legal instruments, reports and documents prepared by departments.    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    X

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Employee/Public Relations**

NE    1    2    3    4    5

- A. Works well with other employees.    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    X
- B. Meeting and handling the public while recognizing ethical obligation to the City.    X    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

Comments:    ↑  
                  NOT RATED AS "HANDLING THE  
                  PUBLIC" IS NOT VIEWED BY ME  
                  AS ONE OF HIS RESPONSIBILITIES  
\_\_\_\_\_  
\_\_\_\_\_

**4. Communication**

NE    1    2    3    4    5

- A. Oral communication is clear, concise and articulate.    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    K
- B. Written communications (e.g.) contracts, resolutions, and other legal documents are clear, concise and accurate.    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    K

Comments: \_\_\_\_\_  
\_\_\_\_\_

**5. Quantity/Quality**

<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
—	—	—	—	—	X
—	—	—	—	—	X
—	—	—	—	—	X
—	—	—	—	—	X

A. Amount of work performed.

B. Completion of work on time.

C. Accuracy.

D. Thoroughness.

Comments:

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**6. Personal Traits**

<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
—	—	—	—	—	X
—	—	—	—	—	X
—	—	—	—	—	X
—	—	—	—	—	X

A. Initiative.

B. Judgement.

C. Fairness and Impartiality.

D. Analytical Ability.

Comments:

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**7. Litigation/Administrative Proceedings**

<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
—	—	—	—	—	X
—	—	—	—	—	X

A. Provides timely and effective representation of the City's interest in litigation.

B. Controls and monitors costs and performance of retained outside legal counsel.

Comments:

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\_\_\_\_\_  
\_\_\_\_\_

**II. Summary Rating**

Overall Performance Rating -- Considering the results obtained against established performance standards as well as overall job performance, the following rating is provided (circle one):

Unsatisfactory    Improvement Needed    Meets Job Standards    Exceeds Job Standards    Outstanding

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. Future Goals and Objectives**

Specific goals and objectives to be achieved in the next evaluation period: \_\_\_\_\_

- IN COMING YEAR WOULD LIKE MORE INFO ~~REL~~ RELATING  
TO USE OF OUTSIDE COUNSEL  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Margaret A. Romero*  
COMMISSIONER MARGARET ROMERO

*Shawn D. Smith*  
SHAWN D. SMITH, CITY ATTORNEY .

ATTEST:  
*Cheryl Smith*  
CHERYL SMITH, CITY CLERK

Dated 12-5-17

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