

City Attorney Performance Evaluation

November 1, 2022

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

1. <u>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__

Comments: _____

2. <u>Legal Research and Review</u>	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Effectively identifies legal issues and performs research and investigations.	___	___	___	___	___	<u>X</u>
B. Effectively reviews and interprets legal instruments, reports and documents prepared by departments.	___	___	___	___	___	<u>X</u>

Comments: _____

3. <u>Employee/Public Relations</u>	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Works well with other employees.	___	___	___	___	<u>X</u>	___
B. Meeting and handling the public while recognizing ethical obligation to the City.	___	___	___	___	<u>X</u>	___

Comments: _____

4. <u>Communication</u>	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Oral communication is clear, concise and articulate.	___	___	___	___	___	<u>X</u>
B. Written communications (e.g.) contracts, resolutions, and other legal documents are clear, concise and accurate.	___	___	___	___	___	<u>X</u>

Comments: _____

5. Quantity/Quality

NE 1 2 3 4 5

- | | | | | | | |
|--------------------------------|-----|-----|-----|-----|-----|----------|
| A. Amount of work performed. | ___ | ___ | ___ | ___ | ___ | <u>X</u> |
| B. Completion of work on time. | ___ | ___ | ___ | ___ | ___ | <u>X</u> |
| C. Accuracy. | ___ | ___ | ___ | ___ | ___ | <u>X</u> |
| D. Thoroughness. | ___ | ___ | ___ | ___ | ___ | <u>X</u> |

Comments: _____

6. Personal Traits

NE 1 2 3 4 5

- | | | | | | | |
|-------------------------------|-----|-----|-----|-----|-----|----------|
| A. Initiative. | ___ | ___ | ___ | ___ | ___ | <u>X</u> |
| B. Judgement. | ___ | ___ | ___ | ___ | ___ | <u>X</u> |
| C. Fairness and Impartiality. | ___ | ___ | ___ | ___ | ___ | <u>X</u> |
| D. Analytical Ability. | ___ | ___ | ___ | ___ | ___ | <u>X</u> |

Comments: _____

7. Litigation/Administrative Proceedings

NE 1 2 3 4 5

- | | | | | | | |
|---|-----|-----|-----|-----|-----|----------|
| A. Provides timely and effective representation of the City's interest in litigation. | ___ | ___ | ___ | ___ | ___ | <u>X</u> |
| B. Controls and monitors costs and performance of retained outside legal counsel. | ___ | ___ | ___ | ___ | ___ | <u>X</u> |

Comments: _____

