

Board of County Commissioners
Leon County, Florida

Policy No. 03-14

Title: Annual Evaluation and Pay Adjustment for the County Attorney

Date Adopted: July 11, 2017

Effective Date: July 11, 2017

Reference: N/A

Policy Superseded: Policy No. 00-6, "Annual Evaluations and Pay Adjustments for County Administrator and County Attorney," adopted September 9, 2000; Policy No. 03-14, "Annual Evaluations and Pay Adjustments for County Administrator and County Attorney," adopted October 14, 2003; Policy No. 03-14, "Annual Evaluations and Pay Adjustments for County Administrator, County Attorney, and Executive Director, Tourist Development Council," adopted October 14, 2008; Policy No. 03-14, "Annual Evaluation and Pay Adjustment for the County Attorney," adopted September 20, 2011; revised January 29, 2013.

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that: Policy No. 03-14 "Annual Evaluation and Pay Adjustment for the County Attorney", adopted by the Board of County Commissioners on January 29, 2013, is hereby amended and a revised policy is adopted in its place, to wit:

There shall be an annual review and merit pay consideration for the County Attorney. A procedure shall be used to conduct such annual evaluation and to determine annual pay adjustments of the County Attorney.

1. By no later than October 1 of each year, the Human Resources will notify each Commissioner regarding the opening of the online evaluation tool for the County Attorney's evaluation. The performance evaluation is included as part of this policy.
2. By October 15 of each year, each Commissioner will meet individually with the County Attorney to discuss the results of their evaluations. At the conclusion of the evaluation conference, the Commissioner will provide the County Attorney with a copy of the completed and signed form. The County Attorney will forward a copy of the completed evaluation to the Chairman and to the Human Resources Director.
3. The Chairman will review all of the evaluation forms and by October 31 of each year approve an appropriate merit percentage increase in accordance with the contract of the County Attorney.

**County Board of County Commissioners
 Performance Evaluation**

County Attorney



This online form shall be completed by each member of the Board to evaluate the County Attorney’s performance in each of the areas noted below. Performance levels can be noted based on the following scale:

- 5 – Excellent (almost always exceeds expectations and performs at very high standard)
- 4 – Above average (generally exceeds performance expectations)
- 3 – Satisfactory (meets performance expectations)
- 2 – Below average (generally does not meet performance expectations)
- 1 – Unsatisfactory (almost always fails to meet minimum performance expectations).

Each member of the Board should sign the form and forward it to the Chairman.

EVALUATION PERIOD: _____ **TO:** _____

1. PROFESSIONAL SKILLS AND STATUS	5	4	3	2	1
a. Legal advice provided has proven to be accurate and technically correct.					
b. Is respected within the legal profession.					
c. Possesses an efficient and effective knowledge of the County’s Code of Laws and regulations, state statutes, and federal laws.					
d. Possesses an efficient and effective knowledge of case law and other government’s regulations regarding local governments and issues facing the County.					

2. RELATIONS WITH BOARD OF COUNTY COMMISSIONERS	5	4	3	2	1
a. Communicates effectively with the Board, staff, and the community.					
b. Responds in a timely manner to requests made by the Board.					
c. Proactively anticipates and identifies potential legal consequences to proposed Board action.					
d. Maintains the Board’s and County staff’s confidence in the performance of his duties.					

3.	LEGAL REPRESENTATION	5	4	3	2	1
a.	Aggressively represents the County's interests as directed by the Board.					
b.	Approach is effective in achieving the best possible legal outcomes for the County's interests given the issues that arise.					
c.	Represents the County in a professional and ethical manner.					
d.	Impartially and objectively performs his duties and responsibilities.					
e.	Estimates of legal impacts are reasonably accurate on a regular basis.					
f.	Regularly provides the scope of legal expertise necessary to meet the County's needs on issues that arise, either himself, through his staff, or other available resources.					
g.	Maintains confidentiality with regard to all matters discussed with the Board and County staff.					
4.	REPORTING	5	4	3	2	1
a.	Provides the Board with reports concerning matters of importance to the County.					
b.	Reports are accurate, comprehensive, and produced in a timely manner.					
5.	STAFFING	5	4	3	2	1
a.	Recruits and retains competent personnel.					
b.	Accurately informed and concerned about employee relations.					
c.	Promotes training and development opportunities for attorneys and staff.					
6.	SUPERVISION	5	4	3	2	1
a.	Encourages staff to make decisions within their own areas of responsibility and job descriptions, yet maintains general control of all legal operations.					
b.	Instills confidence and initiative in subordinates and emphasizes support rather than restrictive controls for the completion of their assignments.					
c.	Has developed a friendly and informal relationship with the work force as a whole, yet maintains the prestige and dignity of the County Attorney's office.					
d.	Evaluates personnel periodically and addresses any needed improvements, as well as recognizes accomplishments.					
e.	Encourages teamwork, innovation, and effective problem-solving among the attorneys and staff.					

7.	FISCAL MANAGEMENT	5	4	3	2	1
a.	Prepares a balanced budget to provide services at a level directed by the Board.					
b.	Appropriately monitors and manages the fiscal activities of the County Attorney's Office.					

Total All Points: _____

Divide Total by: 27 (# of categories)

Average: _____

8. What strengths has the County Attorney demonstrated (management skills, knowledge, abilities) which have been most helpful to you as a commissioner during this evaluation period (feel free to be general or include specific issues or projects which benefited from the County Attorney's leadership)?

9. What performance areas, if any, would you identify as needing improvement? Why? What constructive, positive ideas can you offer the County Attorney to improve these areas?

10. Other comments?

Signature: _____

Date: _____