

Alachua County Board of County Commissioners Performance Evaluation

County Attorney

This form shall be completed by each member of the Board to evaluate the designated 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 Human Resources Director

EVALUATION PERIOD: **OCTOBER 1, 2023 THROUGH SEPTEMBER 30, 2024**

Performance Level
 (Directions – for each item, click on
 “Performance Level” and Choose one
 of the drop down items on the right)

1.	PROFESSIONAL SKILLS AND STATUS	
a.	Legal advice provided has proven to be accurate and technically correct.	4 - Above Average
Comment 1.a. provides excellent info and technical data to support decisions and opinions		
b.	Is respected within the legal profession.	5 - Excellent
Comment 1.b. Click or tap here to enter text.		
c.	Possesses an efficient and effective knowledge of the County's Code of Laws and regulations, state statutes and federal laws.	5 - Excellent
Comment 1.c. Click or tap here to enter text.		
d.	Possesses an efficient and effective knowledge of case law and other government's regulations regarding local governments and issues facing the County.	5 - Excellent
Comment 1.d. Click or tap here to enter text.		
2.	RELATIONS WITH BOARD OF COUNTY COMMISSIONERS	
a.	Communicates effectively with the Board, staff and the community.	4 - Above Average
Comment 2.a.		

	Occasionally, it seems there is not clarity on an issue or specifics for the way a program is implemented and how it relates to a law or policy (eg procurement). This may be a challenge of communication between staff of attorneys office and managers side of the house.	
b.	Responds in a timely manner to requests made by the Board.	5 - Excellent
	Comment 2.b Click or tap here to enter text.	
c.	Proactively anticipates and identifies potential legal consequences to proposed Board action.	5 - Excellent
	Comment 2.c. Click or tap here to enter text.	
d.	Maintains the Board's and County staff's confidence in the performance of his/her duties.	5 - Excellent
	Comment 2.d. Click or tap here to enter text.	
3. LEGAL REPRESENTATION		
a.	Aggressively represents the County's interests as directed by the Board.	5 - Excellent
	Comment 3.a. I appreciate the proactive nature of our attorneys office to ensure we are upholding high and fair standards for enforcing our laws and policies	
b.	Approach is effective in achieving the best possible legal outcomes for the County's interests given the issues that arise.	5 - Excellent
	Comment 3.b. Click or tap here to enter text.	
c.	Represents the County in a professional and ethical manner.	5 - Excellent
	Comment 3.c. Click or tap here to enter text.	
d.	Impartially and objectively performs his/her duties and responsibilities.	5 - Excellent
	Comment 3.d. Click or tap here to enter text.	
e.	Estimates of legal impacts are reasonably accurate on a regular basis.	5 - Excellent
	Comment 3.e Click or tap here to enter text.	
f.	Regularly provides the scope of legal expertise necessary to meet the County's needs on issues that arise, either himself/herself, through staff, or other available resources.	5 - Excellent
	Comment 3.f. Click or tap here to enter text.	
g.	Maintains confidentiality with regard to all matter discussed with the Board and County staff.	5 - Excellent
	Comment 3.g. Click or tap here to enter text.	
4. REPORTING		
a.	Provides the Board with reports concerning matters of importance to the County.	5 - Excellent
	Comment 4.a. Click or tap here to enter text.	
b.	Reports are accurate, comprehensive, and produced in a timely manner.	5 - Excellent
	Comment 4.b. Click or tap here to enter text.	
5. STAFFING		
a.	Recruits and retains competent personnel.	5 - Excellent
	Comment 5.a. Click or tap here to enter text.	
b.	Accurately informed and concerned about employee relations.	5 - Excellent
	Comment 5.b. Click or tap here to enter text.	
c.	Promotes training and development opportunities for attorneys and staff.	5 - Excellent

	Comment 5.c. Click or tap here to enter text.	
6.	SUPERVISION	
a.	Encourages staff to make decisions within their own areas of responsibility and job descriptions, yet maintains general control of all legal operations.	5 - Excellent
	Comment 6.a. Click or tap here to enter text.	
b.	Instills confidence and initiative in subordinates and emphasizes support rather than restrictive controls for the completion of their assignments.	5 - Excellent
	Comment 6.b. Click or tap here to enter text.	
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.	5 - Excellent
	Comment 6.c. Click or tap here to enter text.	
d.	Evaluates personnel periodically and addresses any needed improvements, as well as recognizes accomplishments.	5 - Excellent
	Comment 6.d. Click or tap here to enter text..	
e.	Encourages teamwork, innovation, and effective problem-solving among the attorneys and staff.	4 - Above Average
	Comment 6.e I think that our attorneys and program staff could work together more to develop processes and procedures that would help expedite issues of procurement.	
7.	FISCAL MANAGEMENT	
a.	Prepares a balanced budget to provide services at a level directed by the Board.	5 - Excellent
	Comment 7.a. Click or tap here to enter text.	
b.	Appropriately monitors and manages the fiscal activities of the County Attorney's Office.	5 - Excellent
	Comment 7.b Click or tap here to enter text.	

Total All Points: [Click or tap here to enter TOTAL POINTS](#) Divide Total by **27** (#of categories)
Average: [Click or tap here to enter 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 Attorney's leadership)

[Click or tap here to enter text.](#)

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

[Click or tap here to enter text.](#)

10. Other comments?

[Click or tap here to enter text.](#)

Signature: AP

Date: 10/8/24

Printed Name: Anna Prizzia