

Employee Supervisor

☐ Initial Review

☐ Mid-Year Review

☒ Annual Review

**SAMP 4-6**  
**Performance Evaluation**  
**and Planning Form**



**CLEARWATER**  
BRIGHT AND BEAUTIFUL BAY TO BEACH

Employee Name (Please Print)

**PAM AKIN**

Job Title/Department

**CITY ATTORNEY**

Review Period

Supervisor/Reviewer (Please Print)

From: **10/2019**

To: **10/2020 DAVID ALLBRITTON - COUNCIL MEMBER**

**Performance Rating Scale**

**Exceeds Expectations:** Performance consistently exceeds the requirements of the position. Performance is of an unusually high quality. Further improvement in performance is unlikely.

**Meets Expectations:** Performance completely meets the expectations of the position. Indicates that all assignments and objectives have been met. All core managerial competencies were performed according to the requirements of the position.

**Needs Further Development:** Performance either does not meet or partially meets some, but not all, expectations. Further improvement is required for successful performance of the area in question.

**CITY VALUES: CARING, WELL-RUN, INTEGRITY, FUTURE ORIENTED DECISION MAKING, OUTSTANDING QUALITY**

**ANNUAL OVERALL RATING:**

☐ Exceeds Expectations

☒ Meets Expectations

☐

Needs Further Development

**Part I: KEY JOB OBJECTIVES**

**OBJECTIVE #1:**

**MANAGE THE LEGAL DEPT AND OVERSEE LEGAL SERVICES FOR THE CITY**

Notes (status, results, revisions made)

☐ Exceeds Expectations

☒ Meets Expectations

☐ Needs Further Development

**OBJECTIVE #2: ADVISE THE COUNCIL, CITY MANAGER, DEPARTMENTS, AGENCYS AND BOARDS, PREPARE OR REVIEW ALL CONTRACTS, BONDS AND OTHER INSTRUMENTS TO WHICH THE CITY IS A PARTY**

Notes (status, results, revisions made)

☒ Exceeds Expectations

☐ Meets Expectations

☐ Needs Further Development

**ATTORNEY AKIN WORKS SELFLESSLY TO BRING CLARITY AND ADVICE TO ALL CITY BOARDS**

**OBJECTIVE #3:**

**DIRECT THE PROSECUTION OR DEFENCE OF LITIGATION TO WHICH THE CITY IS A PARTY**

Notes (status, results, revisions made)

- ☐ Exceeds Expectations
- ☒ Meets Expectations
- ☐ Needs Further Development

## Part II: CORE MANAGEMENT COMPETENCIES

Refer to the SAMP Manager Competency Model Manual for competency definitions and ratings standards.

	EE	ME	NFD
<b>LEADING PEOPLE – BUILDING PARTNERSHIPS:</b> Communication, Team Building, Diversity, Conflict Management, Coaching and Development, Interpersonal Skills, Integrity	X		
<b>SUPPORTING THE VISION:</b> Leadership, Strategic Thinking, Innovation, Flexibility, Vision		X	
<b>OBTAINING RESULTS:</b> Planning and Organization, Problem Solving, Decision Making, Professional Knowledge, Credibility		X	
<b>FISCAL RESPONSIBILITY:</b> Executing with Quality, Customer Focus, Financial, Human Resources & Technology Management		X	
<b>Additional Competency:</b>			

## COMMENTS ON CORE MANAGEMENT COMPETENCIES

## Part III: DEVELOPMENT PLANNING

Development Area(s)

- ☐ Improve Performance  
☐ Career Development  
☐ Personal Development

Actions – Resources – Notes:

## Part IV: PERFORMANCE SUMMARY

*Evaluator Comments:*

ATTORNEY AKIN IS HELPS ME UNDERSTAND LEGAL RAMIFICATIONS OF  
DECISIONS I MAY CONSIDER AND SHE SPENDS ADDITIONAL HOURS OF SUPPORT TO  
COUNCIL MEMBERS WHEN NEEDED.

*Employee Comments:*

Supervisor Signature/Date:

DAVID ALLBRITTON

Next-level Supervisor Signature (if applicable)/Date: 10/12/2020

Employee Signature/Date:

[GM06-9600-0001/16132/1]

[GM06-9600-0001/16132/1] My signature acknowledges that I have received this evaluation and associated feedback from my supervisor, although I may not necessarily agree with the evaluation. Signatures only required at the end of the evaluation year.

REV.6/04