




**Commissioner Susan Latvala**  
Pinellas County Board of County Commissioners  
315 Court Street  
Clearwater, FL 33756  
(727) 464-3276 Tel (727) 464-3022 Fax

---

## MEMORANDUM

TO: Members of the Board of County Commissioners

FROM: Susan Latvala, Chair   
Pinellas County Commission

SUBJECT: Annual Performance Review for the County Administrator

DATE: April 20, 2011

---

Attached is the County Administrator's annual performance review with the combined scores. The review is scheduled for board discussion and action at our April 26<sup>th</sup> meeting under "County Commission Miscellaneous."

### Attachments

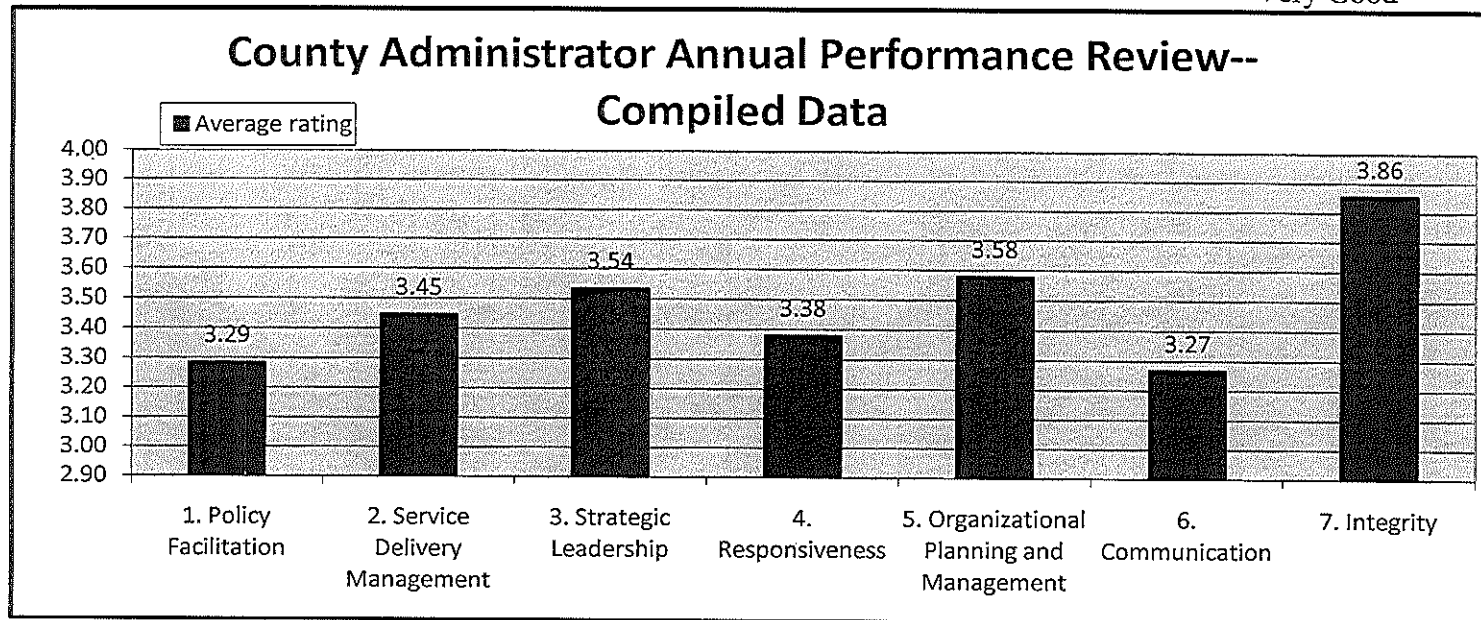
cc: Robert LaSala, County Administrator  
Cynthia Haumann, Board Records

County Administrator, Robert LaSala, Annual Performance Review 2011 – Compiled Data

	Average Rating
1. Policy Facilitation	3.29
2. Service Delivery Management	3.45
3. Strategic Leadership	3.54
4. Responsiveness	3.38
5. Organizational Planning and Management	3.58
6. Communication	3.27
7. Integrity	3.86

Overall Score

348.1  
Very Good



Staff has taken your scores and converted them to a four (4) point scale. The aggregate score has been extrapolated to relate to the 400-point scale used by the Unified Personnel System for rating employee performance.

**COUNTY ADMINISTRATOR ROBERT S. LASALA**  
**PERFORMANCE REVIEW**  
**April 26, 2011**

<b>1. POLICY FACILITATION</b> Helping County Board and other community stakeholders identify, work toward, and achieve common goals and objectives	<b>RATING</b> <b>(1 – 4)</b>
<b>A. <u>Facilitative Leadership</u>:</b> Building cooperation and consensus among and within diverse groups; helping them identify common goals and act effectively to achieve them; recognizing interdependent relationships and multiple causes of community issues; and anticipating the consequences of policy decisions.	3.43
<b>B. <u>Facilitating County Board Effectiveness</u>:</b> Helping elected officials develop a policy agenda that can be implemented effectively and that serves the best interest of the community.	3.21
<b>C. <u>Mediation/Negotiation</u>:</b> Acting as a neutral party in the resolution of policy disputes.	3.21
<b>TOTAL POLICY FACILITATION</b>	<b>3.29</b>
<b>2. SERVICE DELIVERY MANAGEMENT</b> Ensuring that County government services are provided to citizens effectively, efficiently, and responsively	
<b>A. <u>Function/Operational Expertise</u>:</b> Understanding the basic principles of service delivery in functional areas – e.g., public safety, Community and Economic Development, Human and Social Services, administrative services, Public Works.	3.64
<b>B. <u>Operational Planning</u>:</b> Anticipating future needs, organizing work operations, and establishing timetables for work units or projects.	3.64
<b>C. <u>Citizen Service</u>:</b> Determining citizens' needs and providing responsive, equitable services to the community.	3.21
<b>D. <u>Quality Assurance</u>:</b> Maintaining a consistently high level of quality in staff work, operational procedures, and service delivery.	3.29
<b>TOTAL SERVICE DELIVERY MANAGEMENT</b>	<b>3.45</b>
<b>3. STRATEGIC LEADERSHIP</b> Setting an example that urges the organization and the community toward experimentation, change, creative problem solving, and prompt action.	
<b>A. <u>Initiative and Risk Taking</u>:</b> Demonstrating a personal orientation toward action and accepting responsibility for the results; resisting the status quo and removing stumbling blocks that delay progress toward goals and objectives.	3.50
<b>B. <u>Vision</u>:</b> conceptualizing an ideal future state, and communicating it to the organization and the community.	3.43
<b>C. <u>Creativity and Innovation</u>:</b> Developing new ideas or practices; applying existing ideas and practices to new situations.	3.57
<b>D. <u>Technological Literacy</u>:</b> Demonstrating an understanding of information technology, and ensuring that it is incorporated appropriately in plans to improve service delivery, information sharing, organizational communication, and citizen-access.	3.64
<b>TOTAL STRATEGIC LEADERSHIP</b>	<b>3.54</b>
<b>4. RESPONSIVENESS</b> Demonstrating a commitment to democratic principles by respecting elected officials, community interest groups, and the decision-making process; educating citizens about local government; and acquiring knowledge of the social, economic, and political history of the community	
<b>A. <u>Advocacy</u>:</b> Fostering the values and integrity of representative government and local democracy through action and example; ensuring the effective participation of local government in the intergovernmental system.	3.50
<b>B. <u>Diversity</u>:</b> Understanding and valuing the differences among individuals and fostering these values throughout the organization and the community.	3.29
<b>C. <u>Citizen Participation</u>:</b> Recognizing the right of citizens to influence local decisions, and promoting active citizen-involvement in local governance.	3.36

**COUNTY ADMINISTRATOR ROBERT S. LASALA**  
**PERFORMANCE REVIEW**  
**April 26, 2011**

<b>TOTAL RESPONSIVENESS</b>	<b>3.38</b>
<b>5. ORGANIZATIONAL PLANNING AND MANAGEMENT</b> Providing for the short-term and long-term acquisition, allocation, and analysis of financial and human resources	
A. <b>Budgeting:</b> Preparing and administering the budget.	3.67
B. <b>Financial Analysis:</b> Interpreting financial information to assess the fiscal condition of the County, determine the cost-effectiveness of programs, and compare alternative strategies.	3.64
C. <b>Strategic Planning:</b> Positioning the organization and the County for events and circumstances that are anticipated in the future.	3.43
<b>TOTAL ORGANIZATIONAL PLANNING AND MANAGEMENT</b>	<b>3.58</b>
<b>6. COMMUNICATION</b> Facilitating the flow of ideas, information, and understanding between and among individuals; advocating effectively in the County's interest	
A. <b>Advocacy:</b> Communicating personal support for policies, programs, or ideals that serve the best interests of the County.	3.21
B. <b>Presentation Skills:</b> Conveying ideas or information effectively to others.	3.29
C. <b>Media Relations:</b> Communicating information to the media in a way that increases public understanding of County issues and activities, and builds a positive relationship with the media.	3.21
D. <b>Interpersonal Communication:</b> Exchanging verbal and written messages with others in a way that demonstrates respect for the individual and furthers organizational and County objectives.	3.36
<b>TOTAL COMMUNICATION</b>	<b>3.27</b>
<b>7. INTEGRITY</b> Demonstrative fairness, honesty, and ethical and legal awareness in personal and professional relationships and activities	
A. <b>Personal Integrity:</b> Demonstrating accountability for personal actions; conducting personal relationships and activities fairly and honestly.	3.86
B. <b>Professional Integrity:</b> Conducting professional relationships and activities fairly, honestly, and legally.	3.86
C. <b>Organizational Integrity:</b> Fostering ethical behavior throughout the organization through personal example, management practices, and training.	3.86
<b>TOTAL INTEGRITY</b>	<b>3.86</b>