

**2010 SUPERVISORY PERFORMANCE EVALUATION**  
**January 1, 2010 – December 31, 2010**

Last Name:	Pastore	First Name:	Felipe
Title:	Deputy Corporation Counsel		
Department:	Office of the Corporation Counsel		
Years in Present Position:	14 years		
Overall Rating:	Satisfactory	Evaluation Date:	2011

**SIGNATURES**

	Name (Print or Type)	Signature	Date
Employee	Felipe Pastore		March 10 2011
Supervisor	Victor A. Bolden		03/10/11

**Instructions:**

Below you will find a series of Performance Goals for all incumbents to be evaluated. Please initial that you have discussed both strengths and weaknesses in each of the categories listed.

You should indicate areas that need improvement and develop appropriate corrective actions plans to be used for future discussion and evaluation.

After you have discussed each of the categories, please rate the incumbent as "Satisfactory" or "Unsatisfactory." The definitions appear below.

Be sure that you both sign this cover sheet to return to the attention of Stephen J. Librandi, Acting Director of Human Resources.

SATISFACTORY PERFORMANCE	UNSATISFACTORY PERFORMANCE
<b>(Always Achieves Standards)</b>	<b>(Below Minimum Standards)</b>
Far exceeds expectations. Outstanding producer and extremely accurate worker. Achieves peak performance. Completely understands the relationship and duties of related jobs. Totally dependable in performing work, including non-routine assignments. Consistently responsive to work requests.	Meets some job standards, or only the minimum standards necessary to complete assignments. Often requires supervision. Does not regularly perform full scope of job responsibilities. Marginally responsive to work requests.

BELOW ARE A SERIES OF JOB COMPETENCIES AND DEFINITIONS REQUIRED OF EACH INCUMBENT BEING EVALUATED. PLEASE READ OVER EACH COMPETENCY AND ITS DEFINITION WITH THE INCUMBENT AND DISCUSS INDIVIDUAL STRENGTHS AND WEAKNESSES.

### 1. QUALITY OF WORK

Consider the accuracy and completeness of the incumbent's work, as well as presentation of the work, promptness and acceptability of work performed. Assess achievement in areas previously discussed and evaluated, if applicable.

Felipe does an excellent job of handling the City's transactional matters.

Discussed: Supervisor WB Incumbent Felipe

### 2. DEPARTMENTAL INITIATIVES AND ACHIEVEMENTS

Consider the success (or failure) of the incumbent's initiatives and achievements of the past 6 months. Consider the degree to which the incumbent has managed time, resources and budget in order to accomplish departmental mission and achievements.

The goal of this Office is to provide the highest quality of legal representation possible, given our resources. Felipe is committed to ensuring that this happens.

Discussed: Supervisor WB Incumbent Felipe

### 3. JOB KNOWLEDGE

Consider the degree of an incumbent's knowledge and application of technical procedural and operational know-how to get the job done, as well as understanding trends and developments in his/her area of expertise.

Felipe's thorough and effective understanding of the City's legal matters is exemplary. His experience and acumen on legal issues makes a real difference on a day-to-day basis.

Discussed: Supervisor WB Incumbent Felipe

### 4. PERFORMANCE STANDARDS

In this section, assess the incumbent's ability to achieve high performance standards on a consistent basis. Consider both the quality and quantity of work produced, consistency of work pace, ability to meet schedules and deadlines and meet work objectives. Assess efforts to assist others and identify ways to improve productivity and performance within his/her department.

Felipe sets high standards and seeks to meet them.

Discussed: Supervisor WB Incumbent Felipe

### 5. CUSTOMER SERVICE

Consider "customers" to include members of the public, elected officials, other City departments, and other consumers of services provided by the individual department. Evaluate the timeliness, accuracy, and completeness of the information provided. Assess the manager's attitude, helpfulness and follow through to resolve customer concerns or conflicts.

His intricate knowledge of legal matters is a considerable benefit. As a result, Felipe provides high-quality service to his "customers." Going forward, I want to solicit his thoughts about whether even more value could be added in this area.

Discussed: Supervisor VB Incumbent Felipe

### 6. SELF MANAGEMENT

Evaluate and discuss the manager's ability to efficiently perform assigned tasks with minimal direct supervision and make good use of his/her time and available resources. Consider behavioral characteristics such as dependability, motivation, leadership, punctuality, conflict management and resolution skills. Take into account the manager's recognition of trends and best practices within his/her field of expertise.

Felipe knows how to get things done and takes the initiative to do them.

Discussed: Supervisor VB Incumbent Felipe

### 7. WORK ENVIRONMENT

Consider the manager's success at creating a work environment where there is a spirit of cooperation, respect and opportunity; where there is a sense of ownership and involvement, and where diversity is appreciated and valued. Does the manager apply citywide code of conduct policies efficiently, fairly and effectively. Also consider the manager's ability to create a cohesion among employees.

Felipe is very much committed to working with others in the workplace, but, as with anything, he should consider whether additional efforts are necessary.

Discussed: Supervisor VB Incumbent Felipe

### 8. PROBLEM SOLVING AND DECISION MAKING

Consider the manager's ability to evaluate information and compare alternatives leading to sound, informed and timely decisions. Assess ability to resolve operational, performance and employee issues effectively; and exercise good judgment in decision making and conflict resolution. Evaluate the manager's ability to manage multiple tasks, projects and timelines. Consider the stress management skills of the manager.

Felipe is valued for his sound thinking and thoughtful decision-making. I often seek out his opinion on matters and his advice has been invaluable to the effective management of the City's legal affairs.

Discussed: Supervisor VB Incumbent Felipe

**9. LEADERSHIP AND INTERPERSONAL SKILLS**

Consider the manager’s ability not simply to motivate employees, but also to manage and discipline effectively and consistently. Is the manager able to communicate information about the Administration’s vision and goals to his/her departmental staff? Does the manager exercise appropriate conflict resolution skills with employees?

Felipe is a leader in the office.

Discussed: Supervisor VB Incumbent Felipe

**10. COMMITMENT TO DIVERSITY**

Consider the manager’s ability to foster a work environment that seeks understanding and respect of all employees. Assess the manager’s leadership on issues of diversity. Does the manager exercise leadership on issues of diversity? Assess the manager’s ability to manage differences with skill and sensitivity. Does the manager actively promote diversity and serve as a role model for his/her department.

Yes. Felipe is a stalwart on diversity matters, making sure that this Office and our work is concerned about all and not just some.

Discussed: Supervisor VB Incumbent Felipe

**11. ETHICS IN GOVERNMENT**

Does the manager exhibit strong ethical behavior, supporting all policies, procedures and directives regarding Ethics in Government? Does the manager serve as a role model to others?

Yes. He abides by very high ethical standards and seeks to have the Office abide by very high ethical standards as well.

Discussed: Supervisor VB Incumbent Felipe

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Rate the employee’s OVERALL performance for the period January 1, 2010 – December 31, 2010.

SATISFACTORY \_\_\_\_\_ X

UNSATISFACTORY \_\_\_\_\_

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**Optional: Please list any 2011 Goals and Objectives for this incumbent.**

**For this year, I want to work with Felipe on enhancing managerial issues in the Office and improving the Office's ability to get more done with less. Felipe's vast knowledge base should be very helpful to this effort.**

**Optional: Please provide additional written comments which are not reflected in the above.**

**Felipe has served this City well over a number of years and continues to do so. His sage advice has been helpful in the challenging environment of zoning, where his legal track record – success in the courts -- is noteworthy. His legal positions are regularly upheld in the courts.**