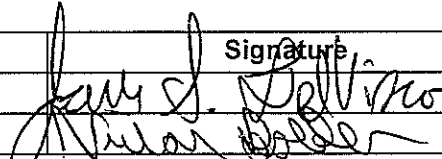



2010 SUPERVISORY PERFORMANCE EVALUATION
January 1, 2010 – December 31, 2010

Last Name:	Del Visco	First Name:	James
Title:	Assistant 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	James Del Visco		3-9-11
Supervisor	Victor A. Bolden		

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
(Always Achieves Standards)	(Below Minimum Standards)
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.

Time and time again, Jim provides high quality legal work for the City.

Discussed: Supervisor VB Incumbent J. Del Visco

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.

Jim has been critical to the Office's success. His many years of services have allowed him to serve in many capacities. He consistently uses this knowledge to help the Office solve the City's legal problems.

Discussed: Supervisor VB Incumbent J. Del Visco

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.

Few people have a better understanding of the City's legal needs than Jim. As noted above, he consistently uses this knowledge to help the Office solve the City's legal problems.

Discussed: Supervisor VB Incumbent J. Del Visco

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.

Jim meets the high performance standards of this Office: to provide the City the best legal representation possible.

Discussed: Supervisor VB Incumbent J. Del Visco

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.

Jim serves the public well. I do encourage Jim to strive for greater diplomacy when dealing with others.

Discussed: Supervisor WB Incumbent J.D.P.

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.

Jim gets his work done without having to be given a lot of direction. He also anticipates how best to address issues and acts accordingly.

Discussed: Supervisor WB Incumbent J.D.P.

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.

Jim cooperates on a number of matters with others. I look forward to him expanding that effort, to the extent possible.

Discussed: Supervisor WB Incumbent J.D.P.

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.

When I am making difficult decisions, Jim is one of the people I consult in the Office most frequently. His insights are invaluable.

Discussed: Supervisor WB Incumbent J.D.P.

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?

Jim generally does a good job of communicating with staff, although these skills can be enhanced. He also has shown leadership on issues such as working with *pro bono* counsel. These efforts are much appreciated. That said, given the economic times, there will be a need over the next year to think more carefully about support staff and investigative services and Jim's ability to assist with this process will be necessary.

Discussed: Supervisor VB Incumbent J.D.B.

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.

Jim does well on diversity issues, but I believe he can become even more proficient in this area.

Discussed: Supervisor VB Incumbent J.D.B.

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.

Discussed: Supervisor VB Incumbent J.D.B.
* * * * *

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

SATISFACTORY X

UNSATISFACTORY

* * * * *

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

For 2011, Jim's assistance will be needed in the continuing transition in the office to greater reliance on partnerships with others to ensure that the City receives the best legal services possible. Also, I want Jim to enhance his impact through stronger relationships within the Office.

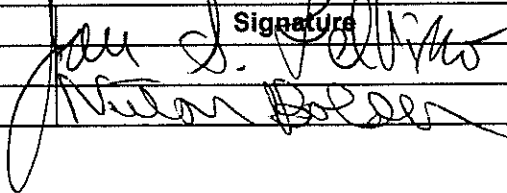
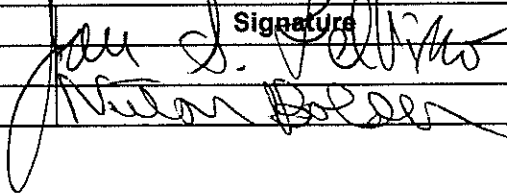
Optional: Please provide additional written comments which are not reflected in the above.

Jim is a valued employee, who warrants a change in title to Senior Assisted Corporation Counsel, based on his experience and particular expertise in critical areas.

2011 SUPERVISORY PERFORMANCE EVALUATION
January 1, 2011 – December 31, 2011

Last Name:	Del Visco	First Name:	James
Title:	Senior Assistant Corporation Counsel		
Department:	Office of the Corporation Counsel		
Years in Present Position:	Approximately 15½ years (started 7-1-96)		
Overall Rating:	Satisfactory	Evaluation Date:	February 3, 2012

SIGNATURES

	Name (Print or Type)	Signature	Date
Employee	James S. Del Visco		2-3-12
Supervisor	Victor A. Bolden		2-3-12

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, Manager of Human Resources and Benefits.

SATISFACTORY PERFORMANCE	UNSATISFACTORY PERFORMANCE
(Always Achieves Standards)	(Below Minimum Standards)
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.

Very good.

Discussed: Supervisor VB Incumbent J.S.B.

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.

Very good.

Discussed: Supervisor VB Incumbent J.S.B.

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.

Excellent. Jimmy is an invaluable resource, given his vast wealth of knowledge about the City.

Discussed: Supervisor VB Incumbent J.S.B.

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.

Very good.

Discussed: Supervisor VB Incumbent J.S.B.

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.

Jimmy provides high quality customer service.

Discussed: Supervisor WB Incumbent J.S.P.

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.

Jimmy knows what to do and does it very well.

Discussed: Supervisor WB Incumbent J.S.P.

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.

Jimmy can be counted on to make sure things in the office work well.

Discussed: Supervisor WB Incumbent J.S.P.

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.

Jimmy's problem solving skills are a tremendous asset to the City.

Discussed: Supervisor WB Incumbent J.S.P.

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?

Yes.

Discussed: Supervisor VB Incumbent J.S.B.

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.

Discussed: Supervisor VB Incumbent J.S.B.

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.

Discussed: Supervisor VB Incumbent J.S.B.

* * * * *

Rate the employee's **OVERALL** performance for the period January 1, 2011 – December 31, 2011.

SATISFACTORY X
UNSATISFACTORY _____

* * * * *

Optional: Please list any 2012 Goals and Objectives for this incumbent.

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