MONTANA PUBLIC DEFENDER COMMISSION

# EVALUATION OF THE CONFLICT COORDINATOR

## METHODOLOGY

SEPTEMBER 2013

This evaluation is comprised of the following components:

1. Each Commission member will be sent an evaluation document based on the statutory requirements in 47-1-216 for contracted services and from the job description as developed by the Commission. They will be asked to rate the Conflict Coordinator's performance and offer commentary. The performance rating will be on a five-point Likert scale, from 1-5: Very poor, poor, average, good, and very good.

2. The Conflict Coordinator's direct report, the Regional Deputy Public Defenders and selected conflict attorneys will be asked to evaluate her performance and offer commentary. The performance rating will be on a five-point Likert scale, from 1-5: Very poor, poor, average, good, and very good.

3. The Conflict Coordinator will be asked to prepare a self-evaluation using both documents as a reference.

4. The Commission's Personnel Committee will gather this information and hold a public meeting to explain the process, take public comment, and conduct a closed session with the Conflict Coordinator to do the actual performance evaluation.

5. The Committee will brief the full Commission on the process and take public comment in an open meeting. They will then make a recommendation to the full Commission in closed session for final Commission action.

# EVALUATION BY THE MONTANA PUBLIC DEFENDER COMMISSION BASED ON 47-1-216, MCA AND JOB DESCRIPTION

Likert score 1-5: very poor, poor, average, good, and very good

**47-1-216. Contracted Services**

(1) Assure that attorneys assigned conflict cases have the qualifications necessary to provide effective assistance of counsel that meets the standards established by the Commission, and the Montana Supreme Court for counsel for indigent persons in capital cases;

Score:
Comments:

(2) Monitor attorney caseloads to assure that they have the time and resources to properly work a case;

Score:
Comments:

(3) Supervise and evaluate the performance of conflict attorneys;

Score:
Comments:

(4) Provide training to regional staff to identify conflicts;

Score:
Comments:

(5) Assist the Commission in the development and implementation of operational policies, procedures and programs pertaining to conflict cases;

Score:
Comments:

(6) Appropriately brief the Commission both in writing and in person;

Score:
Comments:

(7) Perform all other duties assigned by the Commission.

Score:
Comments:

Dated this ___ day of _____, 2013.

_____
Name
Montana Public Defender Commission

EVALUATION BY SUBORDINATE/PEER/CONTRACTOR
CONFLICT COORDINATOR

September 2013

1. Briefly describe your working relationship with and interaction with the Conflict Coordinator, Kristina Neal. (Include time duration).

2. Briefly provide your general assessment of the Conflict Coordinator's overall performance of job duties including both strengths and weaknesses.

3. Please state what you believe to be the Conflict Coordinator's greatest accomplishment during her tenure.

4. Please state in what areas you believe the Conflict Coordinator needs the most improvement.

5. Have you observed any change, for better or worse, in the Conflict Coordinator's overall management/performance over the past 12 months?

6. Please give your best assessment rating for the Conflict Coordinator's overall management/performance over the past 12 months.

   Very Good _____
   Good _____
   Average _____
   Poor _____
   Very Poor _____

7. Do you have any additional comments regarding the Conflict Coordinator's performance?

   Dated this ___ day of _____, 2013.

   _____
   Name

   _____