

MONTANA PUBLIC DEFENDER COMMISSION
EVALUATION OF THE ADMINISTRATIVE DIRECTOR

METHODOLOGY

OCTOBER 2014

This evaluation is comprised of the following components:

1. Each Commission member will be sent an evaluation document based on the job description for the Administrative Director as developed by the agency. The Commission will be asked to rate 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 Chief Public Defender, Chief Appellate Defender, Conflict Coordinator, Training Coordinator, Contract Manager, 11 Regional Deputy Public Defenders, and three direct reports (Accountant, IT Supervisor and Administrative Assistant) will be asked to evaluate his 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 Administrative Director 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 Administrative Director 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 AN AGENCY-
PREPARED JOB DESCRIPTION**

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

- (1) Provide assistance to and advise the Commission and agency personnel in nearly all aspects of business management;

Score:

Comments:

- (2) Coordinate the development and implementation of the agency's strategic plan (long term plan) and any supporting short term plans;

Score:

Comments:

- (3) Coordinate with the Commission, agency programs, Governor's Budget Office and legislative staff to develop information for the executive planning process (budgets, goals and objectives, and legislation) and prepare responses to any questions that may arise as part of this process;

Score:

Comments:

- (4) Manage the agency's non-legal services (administration, budgeting, accounting, information technology and communications, facility and lease management, etc.) that support the Commission, its committees, all agency programs, regions and departments;

Score:

Comments:

- (5) Assist the Commission and the agency in the development and implementation of policies, procedures and programs;

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 _____, 2014.

Name, Montana Public Defender Commission

EVALUATION BY PEER/SUBORDINATE
ADMINISTRATIVE DIRECTOR

October 2014

1. Briefly describe your working relationship with and interaction with Administrative Director Harry Freebourn. (Include time duration.)
2. Briefly provide your general assessment of the Administrative Director's overall performance of job duties including both strengths and weaknesses.
3. Please state what you believe to be the Administrative Director's greatest accomplishment during his tenure.
4. Please state in what areas you believe he needs the most improvement.
5. Have you observed any change, for better or worse, in overall management/performance over the past 12 months?
6. Please give your best assessment rating for the Administrative Director's overall management/performance over the past 12 months.

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

7. Do you have any additional comments regarding his performance?

Dated this ___ day of _____, 2014.

Name
