



CHIEF TRIAL COUNSEL EVALUATION 2014

I. Performance Criteria I: OCTC Backlog Management

- A. Progress reducing Notice Open inventory.
- B. Progress reducing investigative backlog.
- C. Progress sustaining or improving OCTC productivity in
 - 1. Resolution of matters in Intake.
 - 2. Resolution of Investigations.
 - 3. Resolution of Notice Open matters.
- D. Progress in reducing average time from date of NDC filing to resolution.

☐ Extraordinary

☐ Exceeds Expectations

☐ Successfully Meets Expectations

☐ Needs Improvement

☐ Unsatisfactory

COMMENTS (please provide comments especially for a “Needs Improvement” or lower rating). Please keep your answers less than 100 words.

II. Performance Criteria II: Overall Indicators of OCTC Efficiency and Effectiveness

- A. Success in meeting annual budget targets.
- B. Achievement of cost savings.
- C. Litigation results and effectiveness, as shown by
 - 1. Effective use of settlement as a tool of resolution
 - a. Number of settlements
 - b. Number of settlements in which discipline sought was substantially obtained.
 - 2. Success rate at trial
 - a. Number of trials
 - b. Number of trials in which none of the charges in the NDC were sustained
 - c. Number of trials in which the charges in the NDC were substantially sustained
 - 3. Positive year-to-year “dashboard” trends in overall case-processing statistics and case cycle times, taking into account on an annual basis at least the following
 - a. Number of Complaints received
 - b. Year-end number of open Investigations
 - c. Year-end number of Notice Open matters
 - d. Number of NDCs filed
 - e. Total number of cases resolved at any point following filing of Complaint
 - f. Speed of resolution
 - (i) Average investigation time (time from filing of Complaint to completion of Investigation)
 - (ii) Average Notice Open time (time from completion of Investigation to filing of NDC)
 - (iii) Average prosecution time (time from filing of NDC to resolution)
 - (iv) Average total case cycle time (time from filing of Complaint to resolution)
 - g. Year-end inventory of unresolved cases (i.e. open matters)
 - 4. Case administration: Affected Party Notification Practices
 - a. Complainants appropriately advised of the status of their matters.
 - b. Respondent attorneys timely notified of the status of the charges against them.
 - 5. Number and nature of orders from the Supreme Court directing that OCTC’s resolution of a case be re-opened, re-examined or reconsidered

6. Number and nature of complaints received against the discipline system from dissatisfied participants in the system.

☐ Extraordinary ☐ Exceeds Expectations ☐ Successfully Meets Expectations
☐ Needs Improvement ☐ Unsatisfactory

COMMENTS (please provide comments especially for a “Needs Improvement” or lower rating). Please keep your answers less than 100 words.

III. Performance Criteria III: Leadership and Management Skills

- A. Quality of judgment shown in exercise of prosecutorial discretion.
- B. Success in establishing reputation for integrity, highest standards of ethics, and strong commitment to public protection.
- C. Timeliness, clarity and effectiveness of reporting to RAD and BOG.
- D. Quality of reputation with and ability to inspire confidence in key external stakeholders (i.e. the Legislature, the Supreme Court, the State Bar Court).
- E. Development, maintenance and administration of written policies designed to ensure just and uniform handling and resolution of all cases (e.g. charging guidelines, guidelines for settlement).
- F. Quality of relationship with ADDC (Association of Disciplinary Defense Counsel).
- G. Timeliness and thoroughness of response to issues raised in audits of OCTC.
- H. Clarity and utility of OCTC written communications (e.g. Discipline Report).
- I. Willingness and ability to adopt innovative approaches to management of OCTC (e.g. new approaches to cutting case backlog and expediting preparation NDCs).
- J. Outreach and education efforts directed to the legal community.
- K. Effectiveness as a manager
 - 1. Establishing and communicating office priorities and core values.
 - 2. Efficiency and effectiveness in balancing time spent in Los Angeles office vs. San Francisco office.
 - 3. Delegation to others.
 - 4. Supervising, evaluating and motivating assigned subordinates.
 - 5. Obtaining maximum productivity and cooperation from and among staff.

6. Team-building and promoting good office morale.
7. Planning and effectuating change within the office.
8. Teamwork and collaboration in relations with Senior Staff peers.
9. Commitment to appropriate level of transparency in decision making.
10. Training and mentoring.
11. Personal organization and temperament.

☐ Extraordinary

☐ Exceeds Expectations

☐ Successfully Meets Expectations

☐ Needs Improvement

☐ Unsatisfactory

COMMENTS (please provide comments especially for a “Needs Improvement” or lower rating). Please keep your answers less than 100 words.

IV. Performance Criteria IV: Public Communications

- A. OCTC Messaging effectiveness (i.e. publicly communicating OCTC successes).
- B. Level of skill as chief spokesman for the Bar on disciplinary matters.
- C. Willingness and ability to use different types of media outlets (including traditional as well as new media) in OCTC messaging.

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☐ Successfully Meets Expectations

☐ Needs Improvement

☐ Unsatisfactory

COMMENTS (please provide comments especially for a “Needs Improvement” or lower rating). Please keep your answers less than 100 words.

V. OVERALL RATING:

☐ Extraordinary

☐ Exceeds Expectations

☐ Successfully Meets Expectations

☐ Needs Improvement

☐ Unsatisfactory

OVERALL COMMENTS. (please provide comments especially for a “Needs Improvement” or lower rating). Please keep your answers less than 100 words.

Evaluator's Name: