



Hays County Employee Evaluation

Alex Villalobos	Commissioner's Court	Calendar year 2020	3/2/2021
EMPLOYEE NAME	DEPARTMENT	EVALUATION PERIOD	DATE

EMPLOYEE NUMBER

Commissioner's Court
SUPERVISOR NAME

4 points	3 points	2 points	1 point	0 points
Consistently exceeds expectations, Exceptional, Outstanding, Superior,	Frequently exceeds expectations, Excellent, Very Good, Great, Impressive	Meets expectations, Fully competent, Good, Acceptable, Satisfactory	Occasionally fails to meet expectations, Fair, Marginal, Needs Improvement	Consistently fails to meet expectations, Unsatisfactory, Unacceptable

Communication Total **8**

- 0 Clear and effective written communication
- 2 Clear and effective oral communication
- 1 Maintains accurate, complete and timely documentation, meets goals and deadlines for completion
- 1 Ability to formulate cooperative, effective, professional relationships
- 3 Displays emotional maturity, emotional stability and emotional control in all circumstances
- 0 Maintains professional bearing and refrains from inappropriate communication (rumor-spreading, gossiping)
- 1 Ability to manage conflict and display cooperation including sincerity, tact and diplomacy as well as the ability to give and receive constructive criticism

Mr. Villalobos has continually misled or misinformed the Court on issues of the utmost importance to the citizens of Hays County. To this point, instead of learning of his actions or actions of the county directed by him, at times Members of the Court have read them in press releases from officials outside the county. As a direct employee of the Court, I believe he has failed to provide useful communications and at times failed to provide communications at all.

Work Ethic Total **7**

- 0 Follows Instructions and obeys supervisor directives
- 1 Follows general orders and standard operating procedures
- 2 Punctuality & attendance
- 0 Honesty, integrity and professionalism
- 1 Courteous, approachable, pleasant; inspires enthusiasm, commitment and a positive, can-do attitude
- 2 Task management, organizational skills and planning skills
- 1 Reliable & diligent (dependability)

Mr. Villalobos has continually chosen to ignore the direction of the Court and either directly lied or misled its members. Please see the attached memo for further examples and clarification of these concerns.



Hays County Employee Evaluation

Employee Accountability

Total 12

4	Maintains personal hygiene and appearance
3	Maintains physical fitness and stamina
3	Maintains and manages county issued equipment
1	Actively seeks assignments of greater responsibility (Initiative); energetic, focused, proactive and goal-setting
1	Ability to handle pressure, deadlines, stress
0	Accepts responsibility and is accountable for all actions and decisions

Mr. Villalobos has continually avoided responsibility for his actions and his decisions and lack of truthfulness call into question his ability to complete his duties in this position.

Job Knowledge

Total 7

1	Duty proficiency, knowledge, skills and abilities
1	Assessment of tasks and sound judgment skills; diverse and fair
2	Knowledge of laws and legal standards relevant to job duties
2	Exhibits leadership/supervisory skills (takes control of work area)
1	Acts as a mentor/positive role model; shares knowledge

After direction from the Court relative to job expectations and performance on multiple occasions, Mr. Villalobos appears to still lack the understanding of the functions of his position. In his evaluation when asked specifically what his duties were, never once did he mention the operation of the County and replied public interactions and outreach for the office of the County Judge. The County maintains this position to assist the Court in the management of the basic functions of operations.

Job Performance

Total 6

1	Assesses task completion and ensures follow-up/follow-thru; detail-mindedness
2	Timeliness of task assignments, duties, responsibilities; time management and setting priorities
1	Use and operation of department equipment and resources
1	Ability to make decisions, self-reliant, resourceful and productive
0	Ability to adjust to change; flexible, versatile and accepting of assignments
1	Accurate and quality work product
0	Seeks self-improvement and learning opportunities; ability to apply expertise to the job

I have concern that the performance in his job, or more accurately, the lack of performance has placed the County in a dire situation. His actions on the timekeeping issues discussed during his evaluation alone could be deemed criminal, or the grant the County maintains could be lost.

TOTAL 40

MEETS MINIMUM SCORE OF 64

RAISE ELIGIBLE NO



Hays County Employee Evaluation

Rater Comments (constructive comments on major strong or weak points)

I am saddened to see the employees interactions with the Court and fellow employees devolve the way they have. I started with great hope for Mr. Villalobos, even supporting his appointment as a reserve deputy constable for the County. Unfortunately, that hope has dissipated in recent months and I'm unsure that it will ever be replaced. I would encourage Mr. Villalobos to reach out to the members of the Court and his fellow employees and interact with them when possible. It may assist in rebuilding the trust which has been lost.

Self-Monitoring/Self Evaluation (Information obtained during evaluation meeting regarding performance and relationship with supervisor)

During the evaluation, it became apparent that Mr. Villalobos had either lied or misled the Court on a number of occasions. When presented with these facts, he produced documents which were proven to be false immediately and asked to resign. He committed to do so at that time then waited three weeks to fulfill the commitment he made to the Court. I don't know if a relationship could ever be repaired given Mr. Villalobos' willingness to act in such a manner.

Goals/Looking Forward (Goals set by employee for upcoming year based on evaluation)

No clear personal or professional goals were presented by Mr. Villalobos during the evaluation.

Employee Comments (additional information, or areas of disagreement)

Additional comments from the Employee:

EMPLOYEE ACKNOWLEDGEMENT:

I have reviewed this document and discussed the contents with my supervisor. My signature means that I have been advised of my performance and does not necessarily mean that I agree with my evaluation. I have noted any disagreements with this evaluation above in the employee comments section.

RATEE'S SIGNATURE



RATER'S SIGNATURE

DPT HEAD SIGNATURE



DATE