



Legislation Details

File #: 63439 **Version:** 1 **Name:** Delete the classifications of Legal Secretary 1 (CG20, R10) and Legal Secretary 2 (CG20, R11), and create the classifications of Legal Administrative Assistant 1 in CG20, Range 10 and Legal Administrative Assistant 2 in CG20, Range 11. Recreate positions

Type: Resolution **Status:** Passed

File created: 12/15/2020 **In control:** Human Resources Department

On agenda: 1/19/2021 **Final action:** 1/19/2021

Enactment date: 1/25/2021 **Enactment #:** RES-21-00068

Title: Delete the classifications of Legal Secretary 1 (CG20, R10) and Legal Secretary 2 (CG20, R11), and create the classifications of Legal Administrative Assistant 1 in CG20, Range 10 and Legal Administrative Assistant 2 in CG20, Range 11. Recreate positions 20, 26 and 3261 from 1.0 FTE Legal Secretary 2 (CG20, R11), currently occupied by D. Schuld, P. Mendez-Smith and vacant, respectively, all to 1.0 FTE Legal Administrative Assistant 2 (CG20, R11) in the Office of the City Attorney budget and reallocate the incumbents to the new positions.

Sponsors: Satya V. Rhodes-Conway

Indexes:

Code sections:

Attachments: 1. PB Memo Legal Secretary.pdf

| Date | Ver. | Action By | Action | Result |
|------------|------|----------------------------|---|--------|
| 1/19/2021 | 1 | COMMON COUNCIL | Adopt Unanimously | Pass |
| 1/11/2021 | 1 | FINANCE COMMITTEE | RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER | Pass |
| 1/6/2021 | 1 | PERSONNEL BOARD | Return to Lead with the Recommendation for Approval | Pass |
| 1/6/2021 | 1 | FINANCE COMMITTEE | Referred | |
| 1/5/2021 | 1 | COMMON COUNCIL | Referred | |
| 12/15/2020 | 1 | Human Resources Department | Referred for Introduction | |