



Legislation Text

File #: 63439, **Version:** 1

Fiscal Note

The proposed resolution deletes the classifications of Legal Secretary 1 and Legal Secretary 2 within the Office of the City Attorney. The resolution creates new classifications of Legal Administrative Assistant 1 and Legal Administrative Assistant 2 in their place. These title changes are meant to reflect modern position terminology within the legal field. The title modifications do not impact position responsibilities or budgeted salaries. No City appropriation required.

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.

Body

Resolution deleting the classifications of Legal Secretary 1 (CG20, R10) and Legal Secretary 2 (CG20, R11), creating the classifications of Legal Administrative Assistant 1 in CG20, Range 10 and Legal Administrative Assistant 2 in CG20, Range 11, and recreating the 1.0 FTE position 20, 26 and 3261 of "Legal Secretary 2" (CG20, R11), currently occupied by D. Schuld, P. Mendez-Smith and vacant, respectively, all as 1.0 FTE "Legal Administrative Assistant 2" (CG20, R11) within the Office of the City Attorney Operating Budget; and reallocating the incumbents to the new positions, thereof.