

TO: Personnel Board

FROM: Julie Trimbell, Human Resources Analyst

DATE: October 7, 2020

SUBJECT: Legal Secretary, Office of the City Attorney

The Human Resources Department received a request from City Attorney Michael Haas proposing revisions to the classification titles of Legal Secretary 1 (CG20, R10) and Legal Secretary 2 (CG20, R11). The Office of the City Attorney proposed and Human Resources recommends the new titles of Legal Administrative Assistant 1 and Legal Administrative Assistant 2, respectively.

The current classification titles of Legal Secretary 1 and Legal Secretary 2 are antiquated and are no longer representative of current times. The recommended titles of Legal Administrative Assistant 1 and Legal Administrative Assistant 2 reflect common terminology within the private sector and among those in the legal field, and therefore are appropriate. This was quite apparent when we previously recruited under the working title of Legal Administrative Assistant and saw a substantial increase in the number of applications received over the previous Legal Secretary job posting. The title modifications do not result in changes to the level of responsibility or duties, and therefore no salary modifications are recommended for the affected positions. All Legal Secretary positions and incumbents will remain appropriately placed in their respective compensation groups and ranges as outlined below:

<b>Position #</b>	<b>Current Incumbent</b>	<b>Current Classification</b>	<b>Proposed Classification</b>	<b>Comp Group, Range</b>
11	Vacant	Legal Secretary 2	Legal Administrative Assistant 2	CG20, R11
20	Derek Schuld	Legal Secretary 2	Legal Administrative Assistant 2	CG20, R11
26	Patti Mendez-Smith	Legal Secretary 2	Legal Administrative Assistant 2	CG20, R11
3261	Vacant	Legal Secretary 2	Legal Administrative Assistant 2	CG20, R11

As the City is phasing out the term “secretary” as positions become vacant and is replacing them with other appropriate classifications and as it’s an outdated term today, I recommend creating the classification of Legal Administrative Assistant 1 in CG20, Range 10, and Legal Administrative Assistant 2 in CG20, Range 11, and deleting the classifications of Legal Secretary 1 and Legal Secretary 2, recreating the positions listed above and reallocating the incumbents to the new positions, respectively, with the Office of the City Attorney budget.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2020 Annual Minimum (Step 1)	2020 Annual Maximum (Step 5)	2020 Annual Maximum +12% longevity
20/10	\$48,378	\$54,498	\$61,037
20/11	\$50,018	\$55,987	\$62,706

cc: Michael Haas – City Attorney  
Sue Mautz – Administrative Supervisor  
Greg Leifer – Labor and Employee Relations Manager