



Legislation Details (With Text)

**File #:** 68506      **Version:** 1      **Name:** Double fill two positions in the Attorney's Office  
**Type:** Resolution      **Status:** Passed  
**File created:** 11/19/2021      **In control:** Attorney's Office  
**On agenda:** 1/18/2022      **Final action:** 1/18/2022  
**Enactment date:** 1/24/2022      **Enactment #:** RES-22-00067

**Title:** Authorizing a double-fill of two positions within the Office of the City Attorney - Position No. 2, Litigation Assistant (Paralegal) due to the retirement of Patricia Gehler and Position No. 17, Ordinance Revision Specialist due to the retirement of Jean Phelps

**Sponsors:** Satya V. Rhodes-Conway

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
1/18/2022	1	COMMON COUNCIL	Adopt	Pass
1/10/2022	1	FINANCE COMMITTEE	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER	Pass
12/7/2021	1	COMMON COUNCIL	Refer	Pass
11/19/2021	1	Attorney's Office	Referred for Introduction	

**Fiscal Note**

The proposed resolution authorizes the double-fill of a Litigation Assistant and an Ordinance Revision Specialist in the Attorney's Office due to retirements. The estimated cost of the double-fill is \$26,500 including benefits. This cost will be absorbed within the Attorney Office's 2022 Adopted Operating Budget.

**Title**

Authorizing a double-fill of two positions within the Office of the City Attorney - Position No. 2, Litigation Assistant (Paralegal) due to the retirement of Patricia Gehler and Position No. 17, Ordinance Revision Specialist due to the retirement of Jean Phelps

**Body**

WHEREAS, Litigation Assistant (Paralegal), Patricia Gehler, is retiring from City of Madison employment effective February 4, 2022 after 32 years of employment; and

WHEREAS, Ordinance Revision Specialist, Jean Phelps, is retiring from City of Madison employment effective February 4, 2022 after 11 years of employment; and

WHEREAS, both positions are unique in that there is only one person in these positions performing highly detail orientated, technical tasks within the Office of the City Attorney. It is crucial that the current incumbents assist in the training of new employees hired for these positions; and

WHEREAS, the Attorney's Office anticipates new employees for both positions will be hired by January 24, 2022; and

WHEREAS, the Office of the City Attorney is requesting that both Litigation Assistant (Paralegal) and Ordinance Revision Specialist positions be double-filled from January 24, 2022 until approximately March 31,

2022 when leave balances are exhausted and both Patricia Gehler and Jean Phelps are off the City of Madison payroll.

WHEREAS, the double-fill will exceed 30 days

NOW, THEREFORE, BE IT RESOLVED, that the double-filling of the Litigation Assistant (Paralegal) and Ordinance Revision Specialist positions in the Office of the City Attorney is approved.