



Legislation Text

File #: 31647, **Version:** 1

Fiscal Note

The cost of the double-fill is about \$3,500 (or \$4,800 including fringe benefits). Funding is available in the City Attorney's Office operating budget.

Title

Authorizing the double fill of a Legal Secretary 2 position in the Office of the City Attorney from December 1, 2013 thru December 31, 2013

Body

WHEREAS, a long-term employee of the City of Madison - Office of the City Attorney with a job title of Legal Secretary 2 will be retiring on December 31, 2013.

WHEREAS, the Office of the City Attorney is requesting that the newly hired Legal Secretary 2 start his/her employment with the City of Madison on or about December 1, 2013.

WHEREAS, the retiring Legal Secretary 2 will need to train a newly hired Legal Secretary 2 on a variety of complicated legal work such as drafting and maintaining the many building code cases that are assigned to the Office of the City Attorney.

WHEREAS, MGO 3.53(6)(h) states: "The Human Resources Director, with the approval of the Mayor, and of the Common Council if the action requires the expenditure of more than \$2,000 and/or is for longer than 30 days, is authorized to double-fill any position for a period not to exceed forty-five (45) calendar days unless such period is extended by action of the Common Council.

WHEREAS, the double-fill of the Legal Secretary 2 position requires the expenditure of more than \$2,000, and funds exist in the budget of the City Attorney to pay the additional wages.

NOW, THEREFORE, BE IT RESOLVED, that the double-filling of the Legal Secretary 2 position in the Office of the City Attorney position is approved.