Legislation Details (With Text)

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	

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.

powered by Legistar™

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.

powered by Legistar™