



## Legislation Details

<b>File #:</b>	63439	<b>Version:</b>	1	<b>Name:</b>	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
<b>Type:</b>	Resolution	<b>Status:</b>			Passed
<b>File created:</b>	12/15/2020	<b>In control:</b>			Human Resources Department
<b>On agenda:</b>	1/19/2021	<b>Final action:</b>			1/19/2021
<b>Enactment date:</b>	1/25/2021	<b>Enactment #:</b>			RES-21-00068
<b>Title:</b>	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.				
<b>Sponsors:</b>	Satya V. Rhodes-Conway				
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	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	