



Legislation Details (With Text)

**File #:** 68211      **Version:** 1      **Name:** Delete the classifications of Litigation Assistant 1 (CG17, R16) and Litigation Assistant 2 (CG18, R7). Create the classification of Paralegal (CG18, R5). Recreate position #2 from a 1.0 FTE Litigation Assistant 1 (CG17, R16), currently occupied by P. Ge

**Type:** Resolution      **Status:** Passed

**File created:** 11/3/2021      **In control:** Human Resources Department

**On agenda:** 12/7/2021      **Final action:** 12/7/2021

**Enactment date:** 12/13/2021      **Enactment #:** RES-21-00802

**Title:** Delete the classifications of Litigation Assistant 1 (CG17, R16) and Litigation Assistant 2 (CG18, R7). Create the classification of Paralegal (CG18, R5). Recreate position #2 from a 1.0 FTE Litigation Assistant 1 (CG17, R16), currently occupied by P. Gehler, to a Paralegal (CG18, R5) in the Office of the City Attorney operating budget and reallocate the incumbent to the new position effective December 12, 2021.

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

**Indexes:**

**Code sections:**

**Attachments:** 1. PB Litigation Asst 1.pdf, 2. Paralegal 10-2021.pdf

| Date       | Ver. | Action By                  | Action  | Result |
|------------|------|----------------------------|---|--------|
| 12/7/2021  | 1    | COMMON COUNCIL             | Adopt   | Pass   |
| 11/22/2021 | 1    | FINANCE COMMITTEE          | RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER   | Pass   |
| 11/17/2021 | 1    | PERSONNEL BOARD            | Return to Lead with the Recommendation for Approval | Pass   |
| 11/16/2021 | 1    | FINANCE COMMITTEE          | Referred  |        |
| 11/16/2021 | 1    | COMMON COUNCIL             | Referred  |        |
| 11/3/2021  | 1    | Human Resources Department | Referred for Introduction                           |        |

**Fiscal Note**

The proposed position recreation has an annualized cost of \$3,500 including benefits. These costs will be absorbed within the Attorney Office's budget. No additional City appropriation required.

**Title**

Delete the classifications of Litigation Assistant 1 (CG17, R16) and Litigation Assistant 2 (CG18, R7). Create the classification of Paralegal (CG18, R5). Recreate position #2 from a 1.0 FTE Litigation Assistant 1 (CG17, R16), currently occupied by P. Gehler, to a Paralegal (CG18, R5) in the Office of the City Attorney operating budget and reallocate the incumbent to the new position effective December 12, 2021.

**Body**

Resolution deleting the classifications of Litigation Assistant 1 (CG17, R16) and Litigation Assistant 2 (CG18, R7), creating the classification of Paralegal (CG18, R5), recreating position #2 from a 1.0 FTE Litigation Assistant 1 (CG17, R16), currently occupied by P. Gehler, to a Paralegal (CG18, R5) in the Office of the City Attorney operating budget; and reallocating the incumbent to the new position, effective December 12, 2021,

thereof.