Legislation Details (With Text)

File #:	75508	**Version:**	1	**Name:**	Update class specification for Judicial Support Clerk series to reflect automatic progression from Judicial Support Clerk 1 to Judicial Support Clerk 2; and recreate the positions #879 and #3667 as Judicial Support Clerk 2 and reallocate the employees (L.
Type:	Resolution			**Status:**	Passed
File created:	1/10/2023			**In control:**	Human Resources Department
On agenda:	2/7/2023			**Final action:**	2/7/2023
Enactment date:	2/10/2023			**Enactment #:**	RES-23-00111

Title: Update class specification for Judicial Support Clerk series to reflect automatic progression from Judicial Support Clerk 1 to Judicial Support Clerk 2; and recreate the positions #879 and #3667 as Judicial Support Clerk 2 and reallocate the employees (L. Dahlhauser and E. Nunez) into the new positions.

Sponsors: Satya V. Rhodes-Conway

Indexes:

Code sections:

Attachments: 1. PB Memo - Judicial Support Clerk Series.pdf, 2. JSC1 PD - Dahlhauser.pdf, 3. JSC1 PD - Nunez.pdf, 4. JSC2 PD - McConnell.pdf

Date	Ver.	Action By	Action	Result
2/7/2023	1	COMMON COUNCIL	Adopt	Pass
1/30/2023	1	FINANCE COMMITTEE	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER	Pass
1/26/2023	1	PERSONNEL BOARD	Return to Lead with the Recommendation for Approval	Pass
1/17/2023	1	FINANCE COMMITTEE	Referred	
1/17/2023	1	COMMON COUNCIL	Refer	Pass
1/10/2023	1	Human Resources Department	Referred for Introduction	

Fiscal Note

The proposed resolution updates the class specifications for the Judicial Support Clerk series, recreates two Judicial Support Clerk 1 positions as Judicial Support Clerk 2 positions and reallocates the incumbents to the new positions. The reallocations are effective October 30, 2022. The estimated cost in 2023 is $9,000, including back pay.

As a small agency, the Municipal Court does not routinely experience staff turnover. Historically, the Court has not been able to meet their salary savings target due to the lack of turnover but usually can cover the deficit with savings in other expense categories. It is unlikely the Court will be able to absorb the cost of this reclass within their existing salaries budget. City expenses are monitored throughout the year and if necessary, a budget amendment may be offered through the year-end appropriation. No appropriation is required at his time.

Title

Update class specification for Judicial Support Clerk series to reflect automatic progression from Judicial Support Clerk 1 to Judicial Support Clerk 2; and recreate the positions #879 and #3667 as Judicial Support Clerk 2 and reallocate the employees (L. Dahlhauser and E. Nunez) into the new positions.

Body

Resolution to update the class specification for the Judicial Support Clerk series to reflect automatic progression from Judicial Support Clerk 1 to Judicial Support Clerk 2 as a function of performing all the duties of a Judicial Support Clerk 1 with a greater degree of knowledge and independence, and generally within two years of appointment as a Judicial Support Clerk 1; and to delete positions #879 and #3667 of Judicial Support Clerk 1 and recreate the positions as Judicial Support Clerk 2 in CG 20, Range 11; and reallocate the employees (L. Dahlhauser and E. Nunez, respectively, while ensuring that E. Nunez retains bilingual pay) into the new positions in the Municipal Court operating budget, thereof.