



**DATE:** September 12, 2019

**TO:** Personnel Commission

**FROM:** Director of Human Resources

**SUBJECT** New Job Description for Senior Assistant City Attorney

### **RECOMMENDATION**

That the Personnel Commission reviews and comments on the new job description for the position of Senior Assistant City Attorney to ensure that employment standards are job-related, including supervision exercised, education, special requirements, and experience.

### **SUMMARY**

The Senior Assistant City Attorney is a new classification, created to provide a wide range of professional legal services to all City departments, the City Council, and various boards and commissions. This position directs the work of a division, and assists with the planning, direction, and supervision in the Office of the City Attorney. The City Attorney's Office serves as corporate counsel and legal adviser to the City Council, City Manager, and staff in their official capacities. Over the last few years, there has been a steady increase in claims and litigation and the recent implementation of new technology which is expected to increase public records requests.

### **BACKGROUND/DISCUSSION**

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, Human Resources staff makes any adjustments to the job requirements as provided by the department prior to initiating a recruitment process.

The Senior Assistant City Attorney is a new advanced journey level classification, intended to provide high level legal services. The City Attorney's Office is responsible for timely and accurate legal advice on transactional matters; aggressive representation in court and administrative forums; reduction or elimination of risks and hazards; management of the City's liability; and review and determination regarding government claims. The City Attorney and staff continue to meet the expectation to provide timely and accurate legal

advice, despite the increased demand for services as the dynamic of projects and challenges managed by the City Attorney's Office continue to grow.

Most, if not all claims, are resolved within three fiscal years. The City Attorney Department routinely resolves and closes approximately about the same number of pending lawsuits in comparison to new lawsuits that are filed each fiscal year. The position will direct the work of a division and assist with the planning, direction, and supervision in the Office of the City Attorney. The position will report to the City Attorney and will receive salary and benefits detailed for other unrepresented employees in the Unrepresented Executives, Management, City Manager, Human Resources and City Attorney Employees Salary and Benefits Resolution. There is no meet and confer obligation associated with the creation of this position.

The Senior Assistant City Attorney job description is attached (Attachment II) for your reference.

### **FISCAL IMPACT**

There will be minimal economic impact as a result of the creation of the job description. Currently, one of the Assistant City Attorney's is receiving special assignment pay to perform the duties of the Senior Assistant City Attorney. The salary for the Senior Assistant City Attorney will be set internally to 10% above the Assistant City Attorney, which is \$75.60 at Step A and \$91.91 at Step E.

*Prepared and Recommended by:* Nina S. Collins, Director of Human Resources

Approved by:



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Kelly McAdoo, City Manager