



DATE: September 12, 2019

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: New Job Description for Senior Paralegal

RECOMMENDATION

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

SUMMARY

The Senior Paralegal is a new classification, created to provide complex administrative support and coordination of office activities in the City Attorney's Office. 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, legal administrative support activities of the City Attorney's Office have steadily increased **and** the recent implementation of new technology is also expected to increase public records requests. The new Senior Paralegal will have oversight responsibility for the full scope of office support activities for the City Attorney and associated legal staff to advance these initiatives.

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 Paralegal is a new advanced journey level classification, intended to provide high level administrative support and coordination in the City Attorney's Office. 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 dynamic of projects and challenges managed by the City Attorney's

Office continue to grow while their office is expected to continue to provide timely and accurate legal advice.

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 new Senior Paralegal will provide research, complex administrative support, and technical assistance to professional legal staff in support of all claims and litigation. The incumbent will also coordinate daily office operations and administrative workflow to ensure quality deliverables are completed.

With over 300 Public Records Act requests in FY 2019, the City implemented new technology to offer easier access to public records. City Attorney staff review every records request and the Senior Paralegal will assist and coordinate Public Records Act responses in the City Attorney's Office through the electronic system that are generated by the City Clerk's Office.

The Senior Paralegal will also organize and maintain office records and files; provide responsible paraprofessional and technical assistance to the City Attorney and other professional legal staff; and review, analyze legal documents and perform legal research. The position will report to the City Attorney or management staff designee and will be unrepresented and covered by the Unrepresented Executives, Management, City Manager, Human Resources and City Attorney Employees Salary and Benefits Resolution. The job description is attached for your reference.

FISCAL IMPACT

The FY 2020 budget includes funding for the newly created Senior Paralegal. Funding for this position is largely offset by elimination of a Paralegal position. The salary for the Senior Paralegal classification will be set internally to 10% above the Paralegal, which is \$38.39 at Step A and \$46.66 at Step E. The net fiscal impact is \$11,009; and the annual total position cost is \$141, 203.

Prepared by: Lisette Del Pino, Acting Senior Human Resources Analyst

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

Approved by:



Kelly McAdoo, City Manager