



Agenda Item No.: 17.

AGENDA SUMMARY PAGE
CITY COUNCIL MEETING OF DECEMBER 7, 2011

DEPARTMENT: HUMAN RESOURCES
DIRECTOR: DAN TARWATER

☒ **Consent** ☐ **Discussion**

SUBJECT:

For possible action to approve to create one regular full-time Legal Technician position in the Criminal Division of the City Attorney's Office (\$35,898.46 + benefits - General Fund)

Fiscal Impact:

☐

No Impact

☒ **Augmentation Required**

☐

Budget Funds Available

Amount: \$35,898.46

Funding Source: General Fund

Dept./Division: Office of the City Attorney/Criminal

PURPOSE/BACKGROUND:

In 2004, the Office of the City Attorney realigned support staff under the classification of the Office Specialist to the specifically created Legal Technician series. This was done due to the limitations and inadequate essential duties under the Office Specialist series job descriptions. There is a strong need for an additional full-time Legal Technician because of a heavy case workload. Deadlines have been missed and cases have been lost due to the limited staff. By creating another position, the City Attorney's Office can fill it with an individual that can significantly impact with the workload. Funding increase would have to be accomplished through use of CTax in excess of what was budgeted or an under run of expenditure appropriations within other areas within the General Fund.

RECOMMENDATION:

Approve the creation of one regular full-time Legal Technician position in the Criminal Division of the City Attorney's Office.

BACKUP DOCUMENTATION:

None

Motion made by STAVROS S. ANTHONY to Strike Items 17 and 52

Passed For: 7; Against: 0; Abstain: 0; Did Not Vote: 0; Excused: 0

RICKI Y. BARLOW, LOIS TARKANIAN, STEVE WOLFSON, CAROLYN G. GOODMAN, STAVROS S. ANTHONY, STEVEN D. ROSS, BOB COFFIN; (Against-None); (Abstain-None); (Did Not Vote-None); (Excused-None)