



## Legislation Text

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**File #:** 16-0640R, **Version:** 1

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### RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE EXISTING CIVIL SERVICE CLASSIFICATION OF PARALEGAL.

#### CITY PROPOSAL:

RESOLVED, that the proposed amendments to the specifications for the existing civil service classification of paralegal (attached as Exhibit A), which were approved by the civil service board on August 2, 2016, are approved; that said classification shall remain subject to the city's collective bargaining agreement with its basic unit employees, that the pay range will change to Pay Range 133, pay rate of \$4,267 to \$5,029 per month, from Pay Range 131, pay rate of \$3,942 to \$4,620 per month. The proper city officials are authorized to execute and implement an agreement with the union to provide for employing one or more unit members consistent with this resolution.

STATEMENT OF PURPOSE: The existing classification of paralegal has been revised to accurately reflect current duties being performed. The old job description was originally created based off of work being performed by the paralegal position at public works & utilities. As a result, many of the duties listed in the description referenced utility paralegal work that the current position does not perform. An updated job description has been created to remove references to utility paralegal work and now accurately reflects the actual duties of this position. The pay rate negotiated for this classification is Pay Range 133, pay rate of \$4,267 to \$5,029 per month. This is a change from Pay Range 131, pay rate of \$3,942 to \$4,620 per month.