

PERSONNEL COMMITTEE

09-0781R

RESOLUTION APPROVING PROPOSED SPECIFICATIONS FOR THE NEW CIVIL SERVICE CLASSIFICATION OF ADMINISTRATIVE LEGAL ASSISTANT AND SPECIFYING CONTRACT BENEFITS FOR SAME.

CITY PROPOSAL:

RESOLVED, that the proposed specifications for the new civil service classification of administrative legal assistant, which were approved by the civil service board on October 20, 2009, and which are filed with the city clerk as Public Document No. _____, are approved; that said classification shall be subject to the city's collective bargaining agreement with its A.F.S.C.M.E. basic unit employees; and that pay range for said classification shall be Range 129. 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.

Approved:

Approved for presentation to council:

Department Director

Chief Administrative Officer

Approved as to form:

Approved:

Attorney

Auditor

HR JA:alo 12/14/2009

STATEMENT OF PURPOSE: The classification has been created to meet the specialized needs for support services in the attorney's office. Training in legal office practices and procedures is critical to the success of the office. The pay range negotiated for the classification is Range 129, \$3,295 to \$3,884 per month.