

**Carson City
Agenda Report**

Date Submitted: July 2, 2012

Agenda Date Requested: July 19, 2012
Time Requested: consent agenda

To: Carson City Board of Supervisors

From: Carson City District Attorney

Subject Title: For possible action: To approve an upgrade of one Deputy District Attorney I position to a Deputy District Attorney II position within the Carson City District Attorney's Office.

Staff Summary: Approval of this upgrade will change the position allocations in the District Attorney's Office from four (4) Deputy District Attorney I positions and one (1) Deputy District Attorney II positions to three (3) Deputy District Attorney I positions and two (2) Deputy District Attorney II positions. Upgrade of one position will permit the promotion of an existing Deputy District Attorney based on merit and provide the District Attorney's Office the ability to retain qualified, experienced and local professionals to represent Carson City.

Type of Action Requested: (check one)
() Resolution () Ordinance
(X) Formal Action/Motion () Other (Specify)

Does This Action Require A Business Impact Statement: () Yes (X) No

Recommended Board Action: I move to approve an upgrade of one Deputy District Attorney I position to a Deputy District Attorney II position within the Carson City District Attorney's Office.

Explanation for Recommended Board Action:

Approval of this position upgrade allows the Carson City District Attorney's Office to compete with nearby counties in the area of salaries paid to licensed attorneys. It also will promote a current employee based on merit. The Carson City District Attorney's Office historically loses attorneys to surrounding counties based on monetary considerations after training has been accomplished in Carson City. The District Attorney seeks to offer opportunities to promote and retain experienced attorneys, especially those that reside within Carson City, to provide excellent and consistent representation for Carson City.

Salaries for Deputy District Attorney positions in Carson City are currently \$54,505-\$102,624, which is up to 25% lower than the ranges in Douglas County (\$68,141-\$112,861) and Washoe County (\$59,134-\$114,858) for equivalent positions. Too often, new lawyers work for Carson City for approximately two years, gain training and knowledge from senior lawyers, and then resign their positions to take identical positions paying significantly higher salaries in Washoe or Douglas County. Significant resources are expended to train new lawyers and to recruit

replacements when deputies leave for higher salaries. The District Attorney's Office must be able to recruit and retain our community's best and brightest lawyers, individuals who are vested in our community, to work for and represent Carson City.

The District Attorney seeks to promote Tina Russom to the position of Deputy District Attorney II. Ms. Russom was hired in November, 2010 and has demonstrated superior skills, abilities and work ethic. Ms. Russom lives in and is dedicated to Carson City and the District Attorney's Office. She will provide excellent representation to Carson City as she works toward taking on a leadership role within the office. The Internal Finance Committee approved the requested promotion and salary increase in their meeting on June 27, 2012, subject to approval by the Board of Supervisors.

Applicable Statute, Code, Policy, Rule or Regulation: n/a

Fiscal Impact: The top salary of a Deputy District Attorney I is currently \$76,306.96 and the top salary of a Deputy District Attorney II is currently \$88,491.32, a difference of \$12,184.35. However, the promotion that will result from the requested upgrade will increase the current employee's annual salary by \$8,000.00, and additional funding is not sought to cover the increase for FY 2012/13.

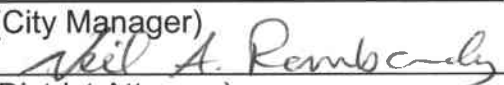
Funding Source: This has no fiscal impact as the Office plans to make it fit under the Carson City District Attorney's approved budget for FY 2012/13.

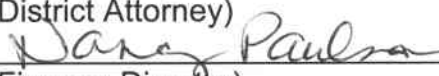
Supporting Material:

Prepared By: Neil A. Rombardo

Reviewed By: Neil A. Rombardo



(City Manager)


(District Attorney)


(Finance Director)

Date: 7/10/12
Date: 7/2/12
Date: 7/10/12

Board Action Taken:

Motion: _____ 1) _____ Aye/Nay
2) _____

(Vote Recorded By)

Request for Compensation Review

Submitted by: Neil A. Rombardo

Date: June 28, 2012

Department: District Attorney

Position: District Attorney

EMPLOYEE NAME: Tina Russom

POSITION: Deputy District Attorney I

GRADE/STEP/RANGE: UNC 23

CURRENT HOURLY WAGE/ANNUAL SALARY: \$34.6154 / \$72,000.00

Please check only one:

☐ **RECLASSIFICATION:** New duties & responsibilities have been assigned to the position and may require a review of the assigned grade/step and/or FLSA status.

☒ **PROMOTION:** Employee may qualify for advancement as a result of the completion of a required certificate, license, or degree and has demonstrated the ability to perform additional duties or greater responsibilities.

☒ **EQUITY ADJUSTMENT:** Based on internal/external compensation analysis, an hourly rate or annual salary increase may be justified to ensure pay for assigned duties and responsibilities.

☐ **RESPONSIBILITY PAY:** From _____ To _____

Per collective bargaining agreement or by Department Head approval, an employee is requested to perform additional duties or assume increased responsibilities for a defined period, not to exceed 6 months.

Current Primary Duties:

- Provide legal counsel and representation to six City Departments;
- Forfeiture proceedings in criminal cases;
- Research and draft Ordinances & Resolutions;
- Review and draft contracts and provide legal advice on contracted work;
- Conduct research and prepare opinions on issues of law for Carson City.

Additional position qualifications, certification, license, degree, supervision, etc.:

- Tina has demonstrated her ability to perform her assigned tasks independently and with little or no supervision.
- Tina covers criminal and juvenile matters as necessary to assist the criminal deputies.
- Tina serves on the multi-disciplinary team for our SAVE (elder abuse) and SART (sexual assault response) teams.

New Proposed Duties:

- Tina's duties will not change significantly, however, she will take on more complex tasks and learn to perform the tasks assigned Senior deputies in the civil division and take on a leadership role in the division.

Additional Comments:

The salary range for DDA positions in Carson City (\$54,505-\$102,624) is up to 25% lower than similar positions in Douglas County (\$68,141-\$112,861) and Washoe County (\$59,134-\$114,858). The top salary for a DDA I in Douglas County is \$92,643, whereas in Carson City the DDA I position tops out at only \$76,307. An attorney with Tina's skills and experience would be hired in Douglas County, at her current position, and receive a salary of 34% more than she is currently paid in Carson City.

Many skilled and experienced attorneys have left the Carson City District Attorney's Office after training to receive higher salaries in surrounding counties (Douglas and Washoe).

****Please note: There should be no discussion with employee prior to approval by HR/City Manager.**

DEPARTMENT HEAD SIGNATURE: Neil A. Rimbadey

Human Resources Use Only

Comments: _____

New Position: _____ Effective Date: _____

New Grade/Step or Range: _____ New Rate: _____ Review Date: _____

Approved By: _____

City Manager

Date

Human Resources Director

Date