

**Carson City
Agenda Report**

Date Submitted: October 9, 2012

Agenda Date Requested: October 18, 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 Legal Secretary I position to a Legal Secretary 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 one (1) Legal Secretary I position, one (1) Legal Secretary II position, and four (4) Legal Secretary II positions to two (2) Legal Secretary II positions and four (4) Legal Secretary III positions. Upgrade of one position will permit the promotion of an existing Legal Secretary based on merit and appropriately compensate her for the quality and quantity of her work.

Type of Action Requested:

(check one)

Resolution

Ordinance

Formal Action/Motion

Other (Specify)

Does This Action Require A Business Impact Statement: Yes No

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

Explanation for Recommended Board Action:

In 2010 the District Attorney filled a vacant Legal Secretary III with a less experienced candidate and with the classification of Legal Secretary I, in order to reduce expenditures. Kaja Anderson-Howard, hired with the classification of Legal Secretary I, completed training in 2011, met all performance expectations, and has acquired the skills and experience necessary to work independently and maintain an equal caseload as Legal Secretaries classified as II and III. Ms. Anderson-Howard's performance was reviewed on June 14, 2012 and she met or exceeded expectations in all categories. Ms. Anderson-Howard did not receive a merit increase on June 14, 2012 due to City-wide budget restrictions.

The District Attorney seeks to promote Kaja Anderson-Howard to the position of Legal Secretary II. Ms. Anderson-Howard was hired on June 14, 2012 and has demonstrated skills and abilities equivalent to work performed by individuals classified as Legal Secretary II or III. Ms. Kaja-Anderson has the same caseload and duties as The Internal Finance Committee approved the requested promotion and salary increase in their meeting on September 19, 2012, subject to approval by the Board of Supervisors.

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

Fiscal Impact: The promotion that will result from the requested upgrade will increase the current employee's annual salary by 10% or \$3,460.00 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:

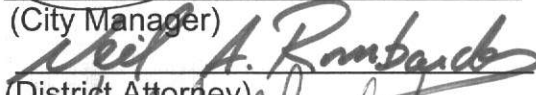
Prepared By: Neil A. Rombardo

Reviewed By: Neil A. Rombardo



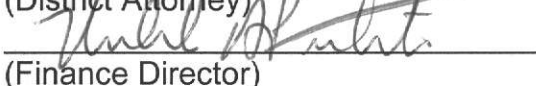
(City Manager)

Date: 10/9/12



(District Attorney)

Date: 10/9/12



(Finance Director)

Date: 10/9/12

Board Action Taken:

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

(Vote Recorded By)

Request for Compensation Review

Submitted by: Kim Christiansen Date: October 9, 2012
Department: District Attorney Position: Office Manager

EMPLOYEE NAME: Kaja Anderson-Howard POSITION: Legal Secretary I

GRADE/STEP/RANGE: CER 20 CURRENT HOURLY WAGE/ANNUAL SALARY: \$16.6381/\$34,607.25

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 secretarial support to attorneys in the criminal division.
- Process criminal case files for alphabet distribution E-K.
- Prepare subpoenas, legal pleadings, process discovery requests, obtain certified records.
- Maintain files, answer phones, respond to inquiries from other agencies and the public.

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

- Kaja has completed two years of legal secretarial training on the job and has learned all necessary aspects of the criminal justice system to perform her job assignments efficiently and with limited supervision.

New Proposed Duties:

- Duties will not change and are the same for all legal secretaries assigned to the criminal division. Experienced legal secretaries perform their tasks with less supervision.

Additional Comments:

Kaja has an equal caseload and the same type and number of responsibilities as the other four legal secretaries in the office who are classified as Legal II (Katherine Bell) and Legal III (Gina Menzel, Ginny Powell, and Jana Whitson)

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

DEPARTMENT HEAD SIGNATURE: _____

Human Resources Use Only

Comments: _____

New Position: _____ Effective Date: _____

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

Approved By: _____
City Manager

_____ Date