

- **What Department or bureau is Bill originating from? Where did the initiative for the bill originate?**

This Bill is being initiated by the Law Office.

- **Summary and Facts of the Bill**

Due to the increased responsibilities being given to the Legal Administrative Assistant We are requesting that the position be reclassified to an Executive Legal Administrative Assistant along with a paygrade increase from a 05N to a 07N.

- **Purpose – Please include the following in your explanation:**
 - **What does the Bill do – what are the specific goals/tasks the bill seek to accomplish**
 - **What are the Benefits of doing this/Down-side of doing this**
 - **How does this Bill related to the City's Vision/Mission/Priorities**

In order the balance the workload between the two clerical staff employees, greater responsibility is being given to the Legal Administrative Assistant. For this reason it would be appropriate to reclassify the position to an Executive Legal Administrative Assistant which previously existed in this office in 2013 along with the paygrade it was originally assigned.

- **Financial Impact – Please include the following in your explanation:**
 - **Cost (Initial and ongoing)**
 - **Benefits (initial and ongoing)**

This restructuring will have a minimal increase to the Law Office budget of \$7,984.

- **Funding Sources – Please include the following in your explanation:**
 - **If transferring funds, please make sure bill gives specific accounts; if appropriating funds from a grant list the agency awarding the grant.**

Funds will be appropriated from the unappropriated balance of the General Fund.

- **Priority status/Deadlines, if any**

As soon as possible in order to appropriately compensate the employee for the already increased job responsibilities.

- **Why should Council unanimously support this bill?**

This requested restructuring will enable the Law office to improve the efficiency of the office.