



Agenda Item B.2
CONSENT CALENDAR
Meeting Date: October 7, 2008

TO: Mayor and Councilmembers

FROM: Daniel Singer, City Manager

CONTACT: Michelle Greene, Administrative Services Director

SUBJECT: Amendment to the City of Goleta Salary Schedule and Classification Plan: Legal Office Assistant

RECOMMENDATION:

Adopt resolution No. 08-__ entitled "a Resolution of the City Council of the City of Goleta, California Amending the Revised City of Goleta Salary Schedule and Classification Plan for Fiscal Year 2008-09 to Include the Classification Specification and Salary Range for the Legal Office Assistant Position."

BACKGROUND:

On October 15, 2007, the City Council directed staff to begin a multi-phase analysis of in-house vs. contract legal services. A City Council subcommittee was formed to weigh the alternatives and review a cost analysis prepared by staff. After consideration of the options and associated costs, the subcommittee recommended the creation of an in-house City Attorney Department. On May 6, 2008, the City Council voted to move forward with the concept of in-house legal services and directed staff to conclude the recruitment process for a City Attorney. On July 15, 2008, the top candidate in this process, Tim Giles, was appointed City Attorney.

The cost analysis provided by staff to the Council during the legal services evaluation process outlined a range of anticipated costs for establishing an entire City Attorney Department. This analysis incorporated projections of staff costs as well as supplies and services. The staffing model used in the analysis included one full time equivalent (FTE) City Attorney and one FTE Legal Secretary. This model assumed that the incoming City Attorney would need one position to provide general administrative support as well as some level of specialized legal support. The analysis projected an approximate annual cost of \$95,000 for this type of support function. When the City Council voted on May 6, 2008 to move ahead with the creation of an in-house City Attorney Department, a support position and the associated costs were included in the department plans that were conceptually approved.

DISCUSSION:

Staff has worked closely with the City Attorney in developing a Classification Specification that reflects the support needs of the new department. The proposed specification for a Legal Office Assistant (Attachment 1) was also compared to those of a few surrounding agencies that have in-house legal services departments. The salary range for the position was based on the departmental cost projections provided to the Council, as well as those of comparable positions in the revised City of Goleta Salary Schedule and Classification Plan for Fiscal Year 2008-2009.

Whenever a new position is created, the City Council must approve the Classification Specification for that position so that it may be added to the Salary Schedule and Classification Plan. Since the proposed Legal Office Assistant position was not incorporated in the revised Salary Schedule and Classification Plan for the current fiscal year, it must now be added by resolution (Attachment 2). Adoption of the attached resolution will formally include this amendment to the Salary Schedule and Classification Plan for FY 2008-09, and will allow staff to move forward with recruitment for this position.

GOLETA STRATEGIC PLAN:

Adoption of the proposed resolution and Classification Specification is consistent with the goal in the Goleta Strategic Plan entitled "Build, Retain and Support Highly Qualified Staff," and is a further step in achieving this goal.

ALTERNATIVES:

Since the City Council already conceptually approved the inclusion of this position in the City Attorney's Department, there are limited alternatives to adopting the resolution which formally incorporates the position into the Salary Schedule and Classification Plan. Council could defer approval of the position and the amendment to Salary Schedule and Class Plan, or could direct staff to make modifications to the Classification Specification and/or salary range and bring this item back for approval at a later time. Either of these options would result in a delay in the recruitment for the position.

FISCAL IMPACTS:

The amended City of Goleta budget for FY 2008-09 includes sufficient funds for the approved salary and classification changes. No additional appropriations are needed at this time.

Submitted By:

Approved By:

Michelle A. Greene
Administrative Services Director

Daniel Singer
City Manager

ATTACHMENTS:

1. Classification Specification for the Legal Office Assistant position.
2. Resolution Amending the City of Goleta Salary Schedule and Classification Plan.

Attachment 1

Classification Specification for the Legal Office Assistant position.

CITY OF GOLETA, CALIFORNIA LEGAL OFFICE ASSISTANT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general supervision of the City Attorney, performs varied, complex, sensitive and confidential administrative and support functions in the City Attorney's Office; performs related duties as required.

CLASS CHARACTERISTICS

The Legal Office Assistant is a single position, non-exempt, confidential level class that performs complex and responsible administrative and office support functions requiring a thorough knowledge of municipal law, court procedures, administrative hearings and legal research techniques. The incumbent executes diverse and sensitive duties in support of the City Attorney.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:

Performs basic clerical and administrative tasks, such as answering phones, responding to requests and assignments, maintaining correspondence, filing, typing, transcribing and internal accounting;

Plans, coordinates, prioritizes, monitors and participates in a variety of special projects for the City Attorney Office;

Conducts both internal research and legal research, primarily in the areas of municipal law and litigation;

Performs legal assistance duties including litigation management, preparation of administrative records, and the preparation of a variety of City Attorney Office reports;

Develops and recommends policies and procedures for the operation of the City Attorney's Office;

Assists in developing and compiling the annual City Attorney Office budget; monitors department expenditures and assists with the processing of department invoices;

May draft and/or revises memos, correspondence, agreements and documents as directed by the City Attorney which require the inclusion of some level of legal and/or policy analysis;

Participates in implementing records management procedures; coordinates and participates in purchasing equipment, materials and supplies;

Provides a variety of paralegal support including researching and assembling information from a variety of sources for the preparation of legal filings, opinions, records and reports;

Maintains the master calendar for the City Attorney Office staff; verifies and monitors timelines for all legal filings, appearances and deadlines; reviews all summons and complaints; assists in and coordinates discovery activity with special counsel and City departments and divisions;

Attends internal level staff meetings and occasional meetings with outside parties as the City Attorney's representative. Prepares notes of such meetings;

Files legal documents with the County Clerk or with the court as needed;

Responds to inquiries from the public and City staff regarding departmental programs, procedures, activities, and other matters which require an in-depth knowledge of the department.

QUALIFICATIONS GUIDELINES

Education, Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- A minimum of an Associate of Arts Degree at an accredited college with major emphasis on public administration, business administration, administration of justice, law office management, legal assistance or a related field. Legal Assistant Certificate preferred.

Experience:

- Three (3) years of increasingly responsible experience as a legal assistant, legal clerk or city clerk, preferably in a municipal law setting. Prior office supervisory experience preferable.

Knowledge and Abilities

Knowledge of:

- Law office administrative and management practices and procedures;
- Terminology, forms documents and court rules and requirements used in legal practice and proceedings;
- The litigation process, discovery process, writ practice and the preparation of an administrative record;
- Legal procedures, legal terminology, legal formats, including briefs, motions, opinions, resolutions, ordinances, subpoenas, etc.;
- Legal reference materials and their contents; knowledge of basic legal research procedures, preferably with a focus on municipal law and litigation, and using automated tools such as Westlaw or Lexis/Nexus;
- Principles and practices of sound records management, including filing and recordkeeping;
- Rules, regulations, policies and procedures relating to the administration of a City Attorney Office;
- Basic office practices, such as proper telephone etiquette, correct English usage including spelling, grammar and punctuation;

- Legal document filing procedures, including a familiarity with the Santa Barbara County Courthouse;
- MS Office software programs, including Outlook, Word, Excel, PowerPoint and Access.

Ability to:

- Must be able to work with little or no direction;
- Organize, set priorities and exercise sound independent judgment within areas of responsibility;
- Interpret, apply, explain and reach sound decisions in accordance with laws, regulations, rules and policies;
- Organize, research and maintain complex and extensive legal and office files and calendars;
- Perform legal and policy analysis and present recommendations in a clear and concise manner.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Compose correspondence and prepare standard legal documents from brief instructions;
- Communicate clearly and effectively orally and in writing;
- Prepare clear, accurate and concise records and reports;
- Maintain sensitive and confidential information;
- Use tact, discretion and diplomacy in dealing with sensitive situations and concerned people, special counsel, claimants and litigants;
- Establish and maintain highly effective working relationships with City officials, staff and others encountered in the course of work.
- Operate a variety of office machines, including fax machines, copiers, printers, desktop computers and phones.

Special Requirements

- Possession of a valid Class "C" California driver's license and a satisfactory driving record.
- Certification as a Notary Public is desirable.

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- Mental function: Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and

problems from irate citizens or contractors, and decision making under stressful conditions.

- **Productivity:** Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- **Mobility:** Incumbents require sufficient mobility to work in an office setting and operate office equipment. Incumbents may be required to perform light lifting and carrying, file documents in various locations and heights, and sit, stand, walk, remain seated, and work at a video display terminal for prolonged periods of time.
- **Vision:** Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- **Hearing:** Incumbents are required to hear in the normal audio range with or without correction.
- **Environment:** Normal office setting with some travel to attend meetings. Incumbents may be exposed to noise and/or dust.
- **Other factors:** Incumbents will be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings and to use a personal vehicle in the course of employment.

Date Adopted: October 7, 2008

Date Revised:

Attachment 2

Resolution Amending the City of Goleta Salary Schedule and Classification Plan.

RESOLUTION NO. 08-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GOLETA, CALIFORNIA AMENDING THE REVISED CITY OF GOLETA SALARY SCHEDULE AND CLASSIFICATION PLAN FOR FISCAL YEAR 2008-09 TO INCLUDE THE CLASSIFICATION SPECIFICATION AND SALARY RANGE FOR THE LEGAL OFFICE ASSISTANT POSITION

WHEREAS, Section 2.1 of the City of Goleta Personnel Rules specifies that the Personnel Officer shall recommend and maintain a classification/compensation plan for all positions in the City service; and

WHEREAS, the City Manager/RDA Executive Director submitted recommended amendments to both the City of Goleta Operating and CIP Budget for Fiscal Year 2008-09 and the Redevelopment Agency Operating Budget for Fiscal Year 2008-09 which included changes to personnel classifications and compensation ranges; and

WHEREAS, on June 3, 2008, the City Council adopted said recommended amendments to the City of Goleta Operating and CIP Budget for Fiscal Year 2008-09; and

WHEREAS, on July 15, 2008, the City Council adopted amendments to the City of Goleta Salary Schedule and Classification Plan for Fiscal Year 2008-09 which pertained to the amendments made to the City of Goleta Operating and CIP Budget for Fiscal Year 2008-09; and

WHEREAS, the City Council of the City of Goleta has approved of the creation of the Legal Office Assistant position in the City Attorney Department and now seeks its inclusion in the City of Goleta Salary Schedule and Classification Plan ; and

WHEREAS, in order for the Legal Office Assistant Position to be formally incorporated into the revised City of Goleta Salary Schedule and Classification Plan for Fiscal Year 2008-09, the Plan must be amended by resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GOLETA AS FOLLOWS:

SECTION 1.

A second revision to the City of Goleta Salary Schedule and Classification Plan for Fiscal Year 2008-09 included herein as Exhibit A is hereby approved and adopted.

SECTION 2.

The Classification Specification for the Legal Office Assistant position included herein as Exhibit B is hereby approved and adopted.

SECTION 3.

The City Clerk shall certify to the adoption of the resolution.

PASSED, APPROVED, AND ADOPTED this 7th day of October, 2008.

MICHAEL T. BENNETT, MAYOR

ATTEST:

APPROVED AS TO FORM:

DEBORAH CONSTANTINO
CITY CLERK

TIM W. GILES
CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF SANTA BARBARA)
CITY OF GOLETA) ss.

I, DEBORAH CONSTANTINNO, City Clerk of the City of Goleta, California, DO HEREBY CERTIFY that the foregoing Resolution No. 08-__ was duly adopted by the City Council of the City of Goleta at a regular meeting held on the 7^h day of October, 2008, by the following vote of the Council:

AYES:

NOES:

ABSENT:

(SEAL)

DEBORAH CONSTANTINO
CITY CLERK

**CITY OF GOLETA, CALIFORNIA
SALARY SCHEDULE FY 2008-09**

EXHIBIT A

CLASS CODE	CLASSIFICATION TITLE	RANGE NO.	EMPLOYMENT CATGY./FLSA	STEP					
				A	B	C	D	E	
110	Office Specialist	61	M - NE	HOURLY	17.49	18.36	19.28	20.24	21.25
111	City Hall Receptionist	61	M - NE	BI-WEEKLY	1,399	1,469	1,542	1,619	1,700
MONTHLY				3,031	3,182	3,341	3,509	3,684	
ANNUAL				36,370	38,188	40,098	42,103	44,208	
120	Senior Office Specialist	66	M - NE	HOURLY	18.38	19.30	20.26	21.27	22.34
BI-WEEKLY				1,470	1,544	1,621	1,702	1,787	
MONTHLY				3,185	3,345	3,512	3,688	3,872	
ANNUAL				38,225	40,136	42,143	44,250	46,463	
115	Maintenance Worker II	69	M - NE	HOURLY	18.93	19.88	20.88	21.92	23.01
BI-WEEKLY				1,515	1,590	1,670	1,754	1,841	
MONTHLY				3,282	3,446	3,618	3,799	3,989	
ANNUAL				39,383	41,353	43,420	45,591	47,871	
125	Lead Maintenance Worker	79	M - NE	HOURLY	20.92	21.96	23.06	24.21	25.42
BI-WEEKLY				1,673	1,757	1,845	1,937	2,034	
MONTHLY				3,625	3,807	3,997	4,197	4,407	
ANNUAL				43,504	45,679	47,963	50,361	52,879	
133	Accounting Specialist	87	C - NE	HOURLY	22.65	23.78	24.97	26.22	27.53
BI-WEEKLY				1,812	1,902	1,998	2,097	2,202	
MONTHLY				3,926	4,122	4,328	4,544	4,772	
ANNUAL				47,108	49,464	51,937	54,534	57,260	
139	Public Works Supervisor	93	M - NE	HOURLY	24.04	25.24	26.51	27.83	29.22
BI-WEEKLY				1,923	2,019	2,120	2,226	2,338	
MONTHLY				4,167	4,376	4,594	4,824	5,065	
ANNUAL				50,006	52,507	55,132	57,889	60,783	
145	Senior Accounting Specialist	99	C - NE	HOURLY	25.52	26.80	28.14	29.54	31.02
BI-WEEKLY				2,042	2,144	2,251	2,363	2,482	
MONTHLY				4,424	4,645	4,877	5,121	5,377	
ANNUAL				53,083	55,737	58,524	61,450	64,522	
157	Administrative Assistant	101	M - NE	HOURLY	26.03	27.34	28.70	30.14	31.64
BI-WEEKLY				2,083	2,187	2,296	2,411	2,532	
MONTHLY				4,512	4,738	4,975	5,224	5,485	
ANNUAL				54,150	56,857	59,700	62,685	65,819	
158	Senior Engineering Technician	103	M - NE	HOURLY	26.56	27.88	29.28	30.74	32.28
BI-WEEKLY				2,125	2,231	2,342	2,459	2,582	
MONTHLY				4,603	4,833	5,075	5,329	5,595	
ANNUAL				55,238	58,000	60,900	63,945	67,142	
160	Accountant	104	C - NE	HOURLY	26.82	28.16	29.57	31.05	32.60
161	Code Compliance Officer	104	M - NE	BI-WEEKLY	2,146	2,253	2,366	2,484	2,608
MONTHLY				4,649	4,882	5,126	5,382	5,651	
ANNUAL				55,791	58,580	61,509	64,585	67,814	
166	Assistant Planner	111	M - NE	HOURLY	28.76	30.20	31.70	33.29	34.95
167	Building Inspector	111	M - NE	BI-WEEKLY	2,301	2,416	2,536	2,663	2,796
168	Public Works Inspector	111	M - NE	MONTHLY	4,985	5,234	5,496	5,770	6,059
169	Permit Technician	111	M - NE	ANNUAL	59,815	62,806	65,946	69,243	72,706
170	Planning Technician	111	M - NE						
171	Deputy City Clerk	115	C - E	HOURLY	29.92	31.42	32.99	34.64	36.37
172	Executive Assistant	115	C - E	BI-WEEKLY	2,394	2,514	2,639	2,771	2,910
173	Legal Office Assistant	115	C - NE	MONTHLY	5,187	5,446	5,719	6,005	6,305
ANNUAL				62,244	65,356	68,624	72,055	75,658	

Categories of Employment

C = Confidential
M = Miscellaneous
T/P = Technical/Professional
MM = Mid-Management
EM = Executive Management

Fair Labor Standards Act Classification

NE = Non Exempt from overtime
E = Exempt from overtime

**CITY OF GOLETA, CALIFORNIA
SALARY SCHEDULE FY 2008-09**

EXHIBIT A

CLASS CODE	CLASSIFICATION TITLE	RANGE NO.	EMPLOYMENT CATGY./FLSA		STEP A	STEP B	STEP C	STEP D	STEP E
174	Senior Accountant	118	C - NE	HOURLY	30.83	32.37	33.99	35.69	37.48
175	Assistant Engineer	118	T/P -NE	BI-WEEKLY	2,467	2,590	2,719	2,855	2,998
				MONTHLY	5,344	5,611	5,892	6,187	6,496
				ANNUAL	64,130	67,336	70,703	74,238	77,950
176	Associate Planner	121	T/P -NE	HOURLY	31.77	33.35	35.02	36.77	38.61
177	Management Analyst	121	C - E	BI-WEEKLY	2,541	2,668	2,802	2,942	3,089
178	Senior Building Inspector	121	T/P -NE	MONTHLY	5,506	5,781	6,070	6,374	6,693
				ANNUAL	66,073	69,377	72,845	76,488	80,312
180	Public Works Superintendent	123	M/M - E	HOURLY	32.40	34.02	35.73	37.51	39.39
				BI-WEEKLY	2,592	2,722	2,858	3,001	3,151
				MONTHLY	5,617	5,898	6,192	6,502	6,827
				ANNUAL	67,401	70,771	74,310	78,025	81,926
187	Senior Management Analyst	131	C - E	HOURLY	35.09	36.84	38.69	40.62	42.65
				BI-WEEKLY	2,807	2,947	3,095	3,250	3,412
				MONTHLY	6,082	6,386	6,706	7,041	7,393
				ANNUAL	72,986	76,635	80,467	84,490	88,715
193	Associate Civil Engineer	134	T/P -NE	HOURLY	36.15	37.96	39.86	41.85	43.94
194	Project Manager	134	T/P - E	BI-WEEKLY	2,892	3,037	3,189	3,348	3,515
				MONTHLY	6,266	6,580	6,909	7,254	7,617
				ANNUAL	75,197	78,957	82,905	87,050	91,403
205	Senior Planner	136	M/M - E	HOURLY	36.88	38.72	40.66	42.69	44.83
206	Accounting Manager	136	M/M - E	BI-WEEKLY	2,950	3,098	3,253	3,415	3,586
207	Redevelopment Project Manager	136	M/M - E	MONTHLY	6,392	6,712	7,048	7,400	7,770
				ANNUAL	76,709	80,544	84,571	88,800	93,240
211	Senior Project Manager	139	M/M - E	HOURLY	38.00	39.90	41.89	43.99	46.19
				BI-WEEKLY	3,040	3,192	3,351	3,519	3,695
				MONTHLY	6,586	6,915	7,261	7,624	8,005
				ANNUAL	79,033	82,985	87,134	91,491	96,065
218	Public Works Manager	151	M/M - E	HOURLY	42.82	44.96	47.20	49.56	52.04
219	Building and Safety Manager	151	M/M - E	BI-WEEKLY	3,425	3,597	3,776	3,965	4,163
				MONTHLY	7,421	7,792	8,182	8,591	9,021
				ANNUAL	89,056	93,509	98,185	103,094	108,249
224	Finance Manager	157	M/M - E	HOURLY	45.45	47.72	50.11	52.61	55.24
				BI-WEEKLY	3,636	3,818	4,009	4,209	4,420
				MONTHLY	7,878	8,272	8,685	9,120	9,576
				ANNUAL	94,535	99,262	104,225	109,436	114,908
227	Planning Manager	158	M/M - E	HOURLY	48.09	50.50	52.92	55.57	58.45
228	Building & Neigh. Services Mgr	158	M/M - E	BI-WEEKLY	3,847	4,040	4,234	4,445	4,676
				MONTHLY	8,336	8,753	9,173	9,631	10,132
				ANNUAL	100,029	105,030	110,074	115,577	121,585
229	Principal Civil Engineer	159	M/M - E	HOURLY	48.57	51.00	53.55	56.23	59.04
230	CIP Manager	159	M/M - E	BI-WEEKLY	3,886	4,080	4,284	4,498	4,723
				MONTHLY	8,419	8,840	9,282	9,746	10,233
				ANNUAL	101,029	106,080	111,384	116,954	122,801
240	General Plan Manager	172	M/M - E	HOURLY	55.27	58.04	60.94	63.99	67.19
				BI-WEEKLY	4,422	4,643	4,875	5,119	5,375
				MONTHLY	9,581	10,060	10,563	11,091	11,646
				ANNUAL	114,970	120,718	126,754	133,092	139,746

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**CITY OF GOLETA, CALIFORNIA
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				STEP A	STEP B	STEP C	STEP D	STEP E	
320	City Clerk	317	EM - E	HOURLY	48.57	51.00	53.55	56.22	59.03
				BI-WEEKLY	3,885	4,080	4,284	4,498	4,723
				MONTHLY	8,418	8,839	9,281	9,745	10,232
				ANNUAL	101,020	106,071	111,374	116,943	122,790
340	RDA and Neigh. Ser. Director	340	EM - E	HOURLY	61.06	64.11	67.32	70.68	74.21
				BI-WEEKLY	4,885	5,129	5,385	5,654	5,937
				MONTHLY	10,583	11,112	11,668	12,251	12,864
				ANNUAL	126,998	133,348	140,015	147,016	154,367
340	Finance Director	340	EM - E	HOURLY	61.06	64.11	67.32	70.68	74.21
				BI-WEEKLY	4,885	5,129	5,385	5,654	5,937
				MONTHLY	10,583	11,112	11,668	12,251	12,864
				ANNUAL	126,998	133,348	140,015	147,016	154,367
340	Administrative Services Director	340	EM - E	HOURLY	61.06	64.11	67.32	70.68	74.21
				BI-WEEKLY	4,885	5,129	5,385	5,654	5,937
				MONTHLY	10,583	11,112	11,668	12,251	12,864
				ANNUAL	126,998	133,348	140,015	147,016	154,367
340	Community Services Director	340	EM - E	HOURLY	61.056747	64.11	67.32	70.68	74.21
				BI-WEEKLY	4,885	5,129	5,385	5,654	5,937
				MONTHLY	10,583	11,112	11,668	12,251	12,864
				ANNUAL	126,998	133,348	140,015	147,016	154,367
360	Planning & Environ Services Dir.	340	EM - E	HOURLY	61.056747	64.11	67.32	70.68	74.21
				BI-WEEKLY	4,885	5,129	5,385	5,654	5,937
				MONTHLY	10,583	11,112	11,668	12,251	12,864
				ANNUAL	126,998	133,348	140,015	147,016	154,367
380	Asst City Manager/Admin Serv Dir.	343	EM - E	HOURLY	62.91	66.05	69.35	72.82	76.46
				BI-WEEKLY	5,033	5,284	5,548	5,826	6,117
				MONTHLY	10,904	11,449	12,021	12,623	13,254
				ANNUAL	130,846	137,389	144,258	151,471	159,044

Categories of Employment

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Fair Labor Standards Act Classification

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