

HUMAN RESOURCES DEPARTMENT
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Item 09
07/18/2023



Date: July 18, 2023

To: Mahesh Sharma, County Administrator

From: Vanessa Wierman, Human Resources Director

Subject: Attorney's Office Organizational Change

Reclassification Request

Paralegal (Attorney) (+0 FTE)

During the normal budget process last fall, then County Attorney Mike Walton submitted a request to reclassify a current Legal Secretary position to a Paralegal position in the Juvenile division. Due to the high caseload in the division, the current Legal Secretary has been tasked with higher level responsibilities including originating cases in the electronic document management system, preparing petitions for review, generating and sending subpoenas, and attending hearings in order to better assist the division attorneys.

After current County Attorney Kelly Cunningham took office in January, Administration and Human Resources had several discussions with Ms. Cunningham regarding the organizational requests submitted by the previous administration. A request was made to add a full-time Assistant Attorney for the FY23 budget year which was granted January 19, 2023. As part of the discussion to add the Attorney position, some implementation delays for the FY24 organizational change request were recommended. In reviewing information with Budget and Administrative Services Director David Farmer, it appears the reclassification for the Legal Secretary position to Paralegal was not formally addressed during budget discussions.

Given the efficiencies gained with reclassifying this position, I am recommending the Board approve this request retroactively to July 1, 2023. The estimated budget impact is estimated at \$9,250.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

July 20, 2023

APPROVAL OF CLASSIFICATION AND STAFFING ADJUSTMENTS IN THE ATTORNEY'S OFFICE

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

- Section 1. That the table of organization for the Attorney's Office be decreased by 1.0 FTE Legal Secretary (total 3 FTE).
- Section 2. That the table of organization for the Attorney's Office be increased by 1 FTE Paralegal. (total 4 FTE).
- Section 3. This resolution shall take effect immediately.