



LEGAL SERVICES DEPARTMENT

Office of the City Attorney


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TO: Members of the Human Resources/IT Committee

FROM: Christopher R. Behrens, City Attorney 

DATE: February 2, 2023

RE: Legal Services Reorganization

After careful consideration, I am pleased to bring forward a recommendation to reorganize the Legal Services Department into the Legal and Administrative Services Department.

As a backdrop to this recommendation, some historical context may be helpful. Prior to 2011, the City Clerk functioned as a department head with the City Clerk's Office being a stand-alone department. In 2011, the position of City Clerk was changed from an elected position to an appointed position and that department was merged into the City Attorney's Office to become a single department known as Legal Services.

Over the past three years while overseeing the Legal Services Department, I've had the opportunity to work more closely with the City Clerk and her staff and better understand the functions of that division of Legal Services and the roles within it. What is being brought forward for approval includes modifications to the table of organization as well as modifications to certain positions including the City Clerk to better recognize the level of responsibility of that position. These proposals are the culmination of over a year's worth work and consideration between me, the City Clerk and the Human Resources Director.

Table of Organization: Legal Services would be known as Legal and Administrative Services to better recognize the two divisions of the department and the role of the Clerk's staff.

City Clerk: The City Clerk's title would be expanded to City Clerk-Deputy Director of Administrative Services and the City Clerk position would be placed in Grade 13 along with other department deputy directors. (I'm especially supportive of this move considering this position was at the department director level just over 10 years ago and the responsibilities are substantially the same.)

Deputy Clerk: The Deputy Clerk position title will change to Administrative Services Lead with one of the responsibilities being appointed as deputy clerk. The title change better reflects this position's new role of overseeing and guiding the day-to-day work of the department's two Administrative Support Specialists.

Elections Clerk: One of the (currently 3) Administrative Support Specialist positions will be redesignated as the Elections Clerk. This was a position in the past, but was converted to the more general position; however, it has become clear that the dynamics of elections have changed and the amount of time focused preparing for each election as well as post-election work has increased. After reviewing the work performed by this position along with the direction it provides and supervision of volunteers, it was reclassified from a Grade 5 to Grade 6. The position will still provide administrative support, just to a lesser extent than was originally anticipated.

Fiscal Impact: The fiscal impact of these changes is anticipated to be nominal. The Administrative Services Lead would be compensated an additional one dollar per hour which is consistent with compensation paid to others acting in lead positions in the City. The current Elections Clerk's compensation would increase by \$1.32 per hour to meet the minimum pay range in the new pay grade. The current City Clerk-Deputy Director of Administrative Services would be elevated from Grade 11 to Grade 13 but since her current compensation falls within Grade 13 parameters, an immediate adjustment is not required; however, the grade change allows for greater future earning opportunity.

Based upon the above, I am respectfully requesting that the Council APPROVE THE CHANGES TO THE LEGAL SERVICES TABLE OF ORGANIZATION.