CITY OF JOPLIN CITY COUNCIL AGENDA ITEM

REQUESTED SPECIAL COUNCIL MEETING DATE: August 21, 2017

ITEM: Council Bill No. 2017-005, approving the reclassification of the Senior Clerk positions in the City Prosecutor's Office in the Legal Department to become Legal Specialist – City Prosecutor's Office.

ORIGINATING DEPARTMENT: Legal

ATTACHMENTS: Council Bill No. 2017-005; Attachment "A" Reclassification financial impact; and, copy of the job description for Legal Specialist – Prosecutor's Office.

DEPARTMENT HEAD:	Peter C. Edwards
FINANCE DIRECTOR:	Leslie Haase
CITY MANAGER:	Samuel L. Anselm

INTRODUCTION:

This Council Bill approves a job title reclassification in the Prosecuting Attorney's office for the current position of Senior Clerk. The position is requested to be reclassified as a Legal Specialist – Prosecutor's Office.

DISCUSSION:

There are two (2) Senior Clerk positions in the City Prosecuting Attorney's office. The current Senior Clerk position carries a job title and description that is used City-wide in many departments. It does not, however, fit the job duties and responsibilities performed by the clerks in the Prosecutor's office.

This job title and description has been in place for at least twenty (20) years. In the last few years, there have been job openings for this position in the Prosecuting Attorney's office, and it became very clear that the applicants who applied for the job, while meeting the minimum requirements for the Senior Clerk position, did not have the qualifications and experience required to perform the duties in the Prosecutor's office. These duties are much more specialized, and it is very helpful for applicants to have experience and training in the legal field, such as a law office, or court clerk's office.

The new job description, Legal Specialist – Prosecutor's Office, contains a much more detailed job description and listing of the duties and responsibilities that are performed on a daily basis. This job description is similar to that of Legal Specialist – City Attorney's Office, and is included in the same salary range.

The Salary Range for a Senior Clerk is 130 and Legal Specialist is 160. One clerk would see a pay increase from $13.60 an hour to $14.07 per hour, and the other from $11.58 an hour to $14.07 per hour. This increase has been built into the 2017-18 Budget, and can be absorbed in

the 2016-17 Budget surplus savings in the department for the remaining weeks in this fiscal year.

This proposed reclassification was presented to the Personnel Board and was unanimously approved.

RECOMMENDATION:

Staff recommends approval on an emergency basis.

PCE:ab
attachments