

**Lee County Board of County Commissioners
Agenda Item Summary**

Blue Sheet No. 20030964

1. REQUESTED MOTION:

ACTION REQUESTED: Approve proposed changes to the Fiscal Year 2003-2004 County Attorney's Office Pay Plan effective October 2, 2003 which provides 2.1% Cost of Living Adjustment to eligible employees within their prospective pay ranges based on the Consumer Price Index and to remain consistent with County Administration 2003-2004 Pay Plan. Funding is subject to budget process and appropriation.

WHY ACTION IS NECESSARY: For the County Attorney's Office Pay Plan to include the 2.1% CPI increase (or such other CPI increase the Board approves for county employees) to the minimum/maximum salary ranges for attorneys and support staff positions, and adopts updated office salary ranges.

WHAT ACTION ACCOMPLISHES: Updates the County Attorney's Office Pay Plan with new minimum/maximum salary ranges for attorneys and support staff positions consistent with the Pay Plan submitted by County Administration..

**2. DEPARTMENTAL CATEGORY:
COMMISSION DISTRICT #**

A12B

3. MEETING DATE:

08-26-2003

4. AGENDA:

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:**

**5. REQUIREMENT/PURPOSE:
(Specify)**

- STATUTE
- ORDINANCE
- ADMIN. CODE
- OTHER

6. REQUESTOR OF INFORMATION:

- A. COMMISSIONER**
- B. DEPARTMENT** County Attorney
- C. DIVISION**
- BY:** James G. Yaeger
County Attorney

7. BACKGROUND: Board action is requested to approve 2.1% CPI increase (or such other CPI increase the Board approves for county employees) to the minimum/maximum salary ranges for the attorneys and support staff personnel in order to update office salary ranges. The adjustments to the salary ranges is consistent with those submitted for like pay grades in the proposed 2003-2004 County Administration Pay Plan.

Approval of the plan and funding will be subject to Board Budget process and appropriation approval. The updates in maximum salary ranges will not have any fiscal impact on office current budget.

Approval will maintain competitive pay grades and salary ranges consistent with good compensation practices and will maintain the ability to attract, retain and motivate employees.

8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services				G County Manager
N/A	N/A	N/A	N/A	<i>JY</i>	<i>Apr 8/14/03</i>				<i>[Signature]</i>
					OA	OM	RISK	GC	
					<i>RK 8/13</i>	<i>8/13/03</i>	<i>8/13/03</i>	<i>8/13/03</i>	<i>8-14-03</i>

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

CO. ATTY.
FORWARDED
TO CO. ADMIN.
8-13-03

RECEIVED BY
COUNTY ADMIN. *RK*
8/13 4:5
COUNTY ADMIN
FORWARDED TO: *[Signature]*
8/14 4:00

LEE COUNTY ATTORNEY'S OFFICE
PROPOSED PAY PLAN
FISCAL YEAR 2003-2004

Pay Grade	Job Title	Current Minimum	Current Maximum	Proposed Minimum	Proposed Maximum
	County Attorney by Contract				
L29	Deputy County Attorney	\$87,570.79	\$131,686.00	\$87,570.79	\$134,452.38
L28	Chief Assistant County Attorney	\$63,114.20	\$123,615.00	\$63,114.20	\$126,241.82
L22	Assistant County Attorney	\$41,779.07	\$118,056.55	\$41,779.07	\$118,056.55
	<i><u>Support Staff</u></i>				
L17	Legal Office Manager	\$37,412.00	\$59,047.00	\$38,197.65	\$60,545.28
L17	Paralegal	\$37,412.00	\$59,047.00	\$38,197.65	\$60,545.28
L15	Legal Office Supervisor	\$32,282.00	\$50,976.00	\$32,959.92	\$52,333.38
L13	Legal Administrative Secretary	\$29,076.00	\$44,923.00	\$29,686.60	\$46,174.46
L9	Legal Account Specialist	\$23,945.00	\$36,852.00	\$24,447.85	\$37,962.56
L7	Legal Office Specialist	\$21,380.00	\$32,816.00	\$21,828.98	\$33,856.61

PROPOSED EXEMPT PAY PLAN
COUNTY ATTORNEY'S OFFICE
FY 2003-2004

Job Title	Group #	Pay Grade	Minimum			Maximum		
			Hourly	Bi-weekly	Annual	Hourly	Bi-weekly	Annual
County Attorney*	60001							
Deputy County Attorney	60002	L29	42.1014	3,368.11	87,570.79	64.6407	5,171.25	134,452.38
Chief Assistant County Attorney	60003	L28	30.3434	2,427.47	63,114.20	60.6932	4,855.45	126,241.82
Assistant County Attorney	60004	L22	20.0862	1,606.89	41,779.07	56.7580	4,540.64	118,056.55
Legal Office Manager	60005	L17	18.3643	1,469.14	38,197.65	29.1083	2,328.66	60,545.28
Paralegal	60006	L17	18.3643	1,469.14	38,197.65	29.1083	2,328.66	60,545.28
Legal Office Supervisor	60007	L15	15.8462	1,267.69	32,959.92	25.1603	2,012.82	52,333.38

(*County Attorney position is under contract with the Board of County Commissioners.)

PROPOSED NON-EXEMPT PAY PLAN
COUNTY ATTORNEY'S OFFICE
FY 2003-2004

Job Title	Group #	Pay Grade	Minimum			Maximum		
			Hourly	Bi-weekly	Annual	Hourly	Bi-weekly	Annual
Legal Administrative Secretary	60008	L13	14.2724	1,141.79	29,686.60	22.1993	1,775.94	46,174.46
Legal Account Specialist	60009	L9	11.7538	940.30	24,447.85	18.2513	1,460.10	37,962.56
Legal Office Specialist	60010	L7	10.4948	839.58	21,828.98	16.2773	1,302.18	33,856.61