

Agenda Item Summary

1. ACTION REQUESTED/PURPOSE: 1. Approve the proposed Pay Plan for the County Attorney's Office for Fiscal Year 2005-2006, effective October 13, 2005 which provides a 2.5% Cost of Living Adjustment to eligible employees within their prospective pay ranges based on the Consumer Price Index and which is consistent with County Administration's 2005-2006 Pay Plan. 2. Reclassify and retitle the Legal Office Supervisor position to Legal Executive Secretary.

2. 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. The reclassification and retitle from Legal Office Supervisor to Legal Executive Secretary will enable greater efficiency within the County Attorney's Office.

3. MANAGEMENT RECOMMENDATION: Approve the above requested actions.

4. Departmental Category: 12		A12A		5. Meeting Date: 08-16-2005	
6. Agenda:		7. Requirement/Purpose: (specify)		8. Request Initiated:	
<input checked="" type="checkbox"/>	Consent	<input type="checkbox"/>	Statute	Commissioner	
<input checked="" type="checkbox"/>	Administrative	<input type="checkbox"/>	Ordinance	Department	
<input type="checkbox"/>	Appeals	<input type="checkbox"/>	Admin. Code	Division	
<input type="checkbox"/>	Public	<input checked="" type="checkbox"/>	Other	By: David M. Owen	
<input type="checkbox"/>	Walk-On			County Attorney	

9. Background:
Board action is requested to approve 2.5% Consumer Price Index (CPI) increase (or such other CPI increase the Board may approve 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 2005-2006 County Administration Pay Plan.

The reclassification and retitle from Legal Office Supervisor to Legal Executive Secretary will better suit the needs of the County Attorney under the office reorganization, as identified in the attached memorandum dated February 23, 2005. The duties of the Legal Office Supervisor have been reassigned and redirected. This change will be cost effective and enable greater efficiency within the County Attorney's Office.

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

10. Review for Scheduling:

Department Director	Purchasing or Contracts	Human Resources	Other	County Attorney	Budget Services	County Manager/P.W. Director
		N/A		<i>[Signature]</i> 8/3/05	Analyst 8/3/05 Risk 8/4/05 Grants 8/10/05 Mgr. 8/4/05	<i>[Signature]</i>

11. Commission Action:

- Approved
- Deferred
- Denied
- Other

RECEIVED BY	COUNTY ADMIN:
8/3/05	
3:50	
COUNTY ADMIN	FORWARDED TO:
8/4/05	
7:05 PM	

LEE COUNTY ATTORNEY'S OFFICE
PROPOSED PAY PLAN
FISCAL YEAR 2005-2006

Pay Grade	Job Title	Current Minimum	Current Maximum	Proposed Minimum	Proposed Maximum	Max % Difference
L29	County Attorney by Contract					
	Deputy County Attorney	\$87,570.79	\$138,889.31	\$88,974.86	\$142,361.44	2.5%
L28	Chief Assistant County Attorney	\$65,323.20	\$130,407.66	\$66,956.24	\$133,667.56	2.5%
L27	Assistant County Attorney	\$43,241.34	\$121,953.36	\$44,322.46	\$125,002.02	2.5%
	<i>Support Staff</i>					
L17	Legal Office Manager	\$39,458.17	\$62,773.26	\$40,444.82	\$64,342.46	2.5%
L17	Paralegal	\$39,458.17	\$62,773.26	\$40,444.82	\$64,342.46	2.5%
L15	Legal Executive Secretary	\$34,047.60	\$54,318.96	\$34,899.02	\$55,676.92	2.5%
L13	Legal Administrative Secretary	\$30,666.26	\$47,978.23	\$31,433.22	\$49,177.44	2.5%
L9	Legal Account Specialist	\$25,254.63	\$39,523.93	\$25,886.12	\$40,511.90	2.5%
L7	Legal Office Specialist	\$22,549.34	\$35,296.78	\$23,113.22	\$36,179.00	2.5%

EXEMPT PROPOSED PAY PLAN
COUNTY ATTORNEY'S OFFICE
FY 2005-2006

Job Title	Group #	Pay Grade	Minimum			Maximum		
			Hourly	Bi-weekly	Annual	Hourly	Bi-weekly	Annual
County Attorney*	60001							
Deputy County Attorney	60002	L29	42.7764	3,422.11	88,974.86	68.4430	5,475.44	142,361.44
Chief Assistant County Attorney	60003	L28	32.1905	2,575.24	66,956.24	64.2633	5,141.06	133,667.56
Assistant County Attorney	60004	L27	21.3089	1,704.71	44,322.46	60.0971	4,807.77	125,002.02
Legal Office Manager	60005	L17	19.4446	1,555.57	40,444.82	30.9339	2,474.71	64,342.46

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

NON-EXEMPT PROPOSED PAY PLAN
COUNTY ATTORNEY'S OFFICE
FY 2005-2006

Job Title	Group #	Pay Grade	Minimum			Maximum		
			Hourly	Bi-weekly	Annual	Hourly	Bi-weekly	Annual
Paralegal	60006	L17	19.4446	1,555.57	40,444.82	30.9339	2,474.71	64,342.46
Legal Executive Secretary	60007	L15	16.7784	1,342.27	34,899.02	26.7678	2,141.42	55,676.92
Legal Administrative Secretary	60008	L13	15.1121	1,208.97	31,433.22	23.6430	1,891.44	49,177.44
Legal Account Specialist	60009	L9	12.4453	995.62	25,886.12	19.4769	1,558.15	40,511.90
Legal Office Specialist	60010	L7	11.1121	888.97	23,113.22	17.3938	1,391.50	36,179.00

MEMORANDUM
FROM THE
OFFICE OF COUNTY ATTORNEY

DATE: February 23, 2005

TO: County Attorney Office

FROM: 

David M. Owen
County Attorney

RE: COUNTY ATTORNEY OFFICE ASSIGNMENTS

As part of my transition as the County Attorney, on Thursday, February 24, 2005, the following support personnel changes will be made:

- Sue Rainey has been appointed as the "Office Manager" and will also continue with all of her prior duties.
- Debbie Murphy will serve as my Secretary and back-up to Sue Rainey. Debbie will be relocating into the office currently occupied by Diana Delgiacco.
- Diana Delgiacco will be transferring to General Services as "Legal Administrative Secretary", and has elected to work as the Secretary for the new General Services attorney, once hired.

Your continued assistance and cooperation as we make these changes is greatly appreciated.

DMO/dm

xc: Board of County Commissioners
Donald D. Stilwell, County Manager