

City of Minneapolis
Request for Committee Action

To: Executive Committee
Date: 11/19/2015
Referral: Ways and Means
From: Human Resources
Prepared by: City of Minneapolis
Presented by: Pamela Nelms
File type: Action

Subject:

Points change for an existing appointed title, Supervising Attorney Criminal (608 to 628 points) with no change to the salary schedule, and excluding the title from the 12/31/2015-approved salary adjustment, and thereafter, until the job's salary schedule aligns with the structure of the adopted compensation plan for appointed officials.

Description:

- 1) Approve the change to the total points-allocation for the existing appointed title Supervising Attorney Criminal from 608 to 628.
 - 2) Adopt the existing July 1, 2015-effective salary schedule for the title as previously approved. Salary range: \$117,933 to \$139,802
 - 3) Exclude the title Supervising Attorney Criminal from the salary schedule increase authorized for the title to occur on December 31, 2015, and thereafter, until the title's salary schedule aligns with the structure of the adopted compensation plan for appointed officials.
 - 4) Allow annual step movement, provided satisfactory performance or better, for job incumbents.
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Background/Analysis:

The City Attorney requested a review of the three Supervising Attorney Criminal Appointed positions. The submitted description for the criminal supervising attorney position shows that the positions have changed from how it was originally implemented in 2008. Instead of four supervisors as originally established that both supervised subordinate attorneys and handled litigation cases themselves, there are now three, and the positions now spend the vast majority of their time supervising others and doing related tasks and considerably less time handling cases directly.

Specific duties of the position include:

1. Supervise a team, which includes Assistant City Attorney IIs, Assistant City Attorney Is, Case Investigators, Paralegals, and Victim Witness Assistants:
 - Create the daily line-up and ensure that attorneys cover all court appearances.
 - Assign charging of complaints and consult with attorneys on charging decisions, case preparation, and negotiations for resolution.
 - Approve attorney requests to deviate from Division negotiation guidelines.
 - Create and maintain training protocol for new attorneys.

- Train attorneys and other team members.
 - Monitor and ensure compliance with the Office's policies and procedures, charging and negotiation guidelines.
2. Handle high profile or complex cases and other criminal cases referred to the Criminal Division.
 3. Provide operational support to the Deputy City Attorney-Criminal and the City Attorney:
 - Participate in policy making and policy implementation in the Criminal Division and the City Attorney's Office
 - Recommend appropriate responses and maintain and develop statistics on various department and division initiatives in support of policy-making.
 - Assist in the department business planning and in the development and implementation of department initiatives.
 - Represent the City Attorney's Office in dealing with policy-making and law-making bodies, as requested.
 - Responsible for communications with interested parties (citizens, City and other Government officials, offenders, victims, witnesses, defense attorneys, police officers and other law enforcement personnel, the media, or the City's Communications department) regarding specific cases or issues, as requested.
 - Prepare materials for and present continuing legal education topics, when assigned.
 - Approve team members' requests to remove a judge when the Deputy City Attorney-Criminal is unavailable.
 - Investigate complaints from various individuals, including court personnel, members of the public, law enforcement personnel, and report information to the Deputy City Attorney-Criminal, making recommendation on resolution, as requested.

Due to issues of compensation compression within the Attorney promotional line, the Supervising Attorney Criminal was provided an exception to the appointed pay plan in 2009. With the implementation of the new appointed salary schedule in July of this year, the exception is no longer warranted. It is recommended that the salary schedule for Supervising Attorney Criminal be frozen at the July 1, 2015-effective rates until the salary plan's expected schedule catches up to the job's salary schedule. The freezing of the salary schedule until this occurs will improve internal equity within the City Attorney's office and the City.

Financial Review:

No additional appropriation required, amount included in current budget.

Attachments:

Classification Report, Salary Schedule