

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

Blue Sheet No. 20020977

1. REQUESTED MOTION:

ACTION REQUESTED: Approve proposed changes to the County Attorney's Office Pay Plan effective October 3, 2002. Funding is subject to budget process and appropriation.

WHY ACTION IS NECESSARY: For the County Attorney's Office Pay Plan to include the 1.1% CPI increase (or such other CPI increase the Board approves for county employees) to the minimum/maximum attorney salary ranges, reclassify support staff positions, and adopt updated office salary ranges.

WHAT ACTION ACCOMPLISHES: Updates the County Attorney's Office Pay Plan with new minimum/maximum attorney salary ranges and reclassifies support staff positions.

2. DEPARTMENTAL CATEGORY:
COMMISSION DISTRICT #

A12B

3. MEETING DATE:

09-10-2002

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 1.1% CPI increase (or such other CPI increase the Board approves for county employees) to the minimum/maximum attorney salary ranges, reclassify positions of the support staff personnel in order for job titles to be more conducive with a legal office, and adopt updated office salary ranges.

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. The Pay Plan affects the overall salary ranges, but does not change any individual salaries.

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>[Signature]</i>	OA <i>[Signature]</i> 8/29/02	QM <i>[Signature]</i> 8/29/02	RISK <i>[Signature]</i> 8/29/02	GC <i>[Signature]</i> 8/29/02	<i>[Signature]</i>

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

CO. ATTY.
FORWARDED
TO CO. ADMIN.
8-28-02

RECEIVED BY *[Signature]*
COUNTY ADMIN.
8-28-02
4:20
COUNTY ADMIN.
FORWARDED TO: *BL*
[Signature] 11:20

EXEMPT PAY PLAN
COUNTY ATTORNEY'S OFFICE

Job Title	Group #	Pay Grade	Minimum			Maximum		
			Hourly	Bi-weekly	Annual	Hourly	Bi-weekly	Annual
County Attorney*	10265							
Deputy County Attorney	10267		42.1014	3,368.11	87,570.79	63.3106	5,064.85	131,686.00
Chief Assistant County Attorney	10268		30.3434	2,427.47	63,114.20	59.4303	4,754.42	123,615.00
Assistant County Attorney	10266		20.0861	1,606.89	41,779.07	56.7580	4,540.64	118,056.55
Legal Office Manager (Previous Job Title: Office Manager)	10269	17	17.9866	1,438.92	37,412.00	28.3880	2,271.04	59,047.00
Paralegal (Previous Job Title: Legal Research Assistant)	10270	17	17.9866	1,438.92	37,412.00	28.3880	2,271.04	59,047.00
Legal Office Supervisor (Previous Job Title: Administrative Support Supervisor)	10271	15	15.5202	1,241.62	32,282.00	24.5077	1,960.62	50,976.00

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

NON-EXEMPT PAY PLAN
COUNTY ATTORNEY'S OFFICE

Job Title	Group #	Pay Grade	Minimum			Maximum		
			Hourly	Bi-weekly	Annual	Hourly	Bi-weekly	Annual
Legal Administrative Secretary (Previous Job Title: Legal Secretary)	10272	13	13.9789	1,118.31	29,076.00	21.5976	1,727.81	44,923.00
Legal Account Specialist (Previous Job Title: Account Clerk)	10273	9	11.5121	920.96	23,945.00	17.7173	1,417.39	36,852.00
Legal Office Specialist (Previous Job Title: Office Assistant)	10274	7	10.2789	822.31	21,380.00	15.7770	1,262.15	32,816.00