



*City of Arts & Innovation*

# City Council Memorandum

**TO:** HUMAN RESOURCES BOARD **DATE:** MARCH 6, 2017  
**FROM:** HUMAN RESOURCES DEPARTMENT **ITEM NO:**  
**SUBJECT:** ADDITION TO THE HUMAN RESOURCES POLICY AND PROCEDURES  
MANUAL – APPOINTMENT AND SELECTION OF CITY ATTORNEY  
CLASSIFICATIONS AND SALARY PLACEMENT (I-17)

## **ISSUE:**

Approve the of the addition of Human Resources Policy (I-17) *Appointment and Selection of City Attorney Classifications and Salary Placement* to the Human Resources Policy and Procedure Manual.

## **RECOMMENDATION:**

That the Human Resources Board approve the addition of Human Resources Policy (I-17). *Appointment and Selection of City Attorney Classifications and Salary Placement* to the Human Resources Policy and Procedure Manual.

## **BACKGROUND:**

The *Appointment and Selection of City Attorney Classifications and Salary Placement* policy was created to establish guidelines for the appointment, selection and salary placement of attorneys and support staff within the City Attorney's Office. The Human Resources Department has informally reviewed this draft policy and concurs that it includes all required elements.

## **DISCUSSION**

Policy (I-17) *Appointment and Selection of City Attorney Classifications and Salary Placement* is before the Human Resources Board for discussion. Final recommendations will be voted upon by the Board and sent to City Council for adoption.

## **FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Colene Torres, Human Resources Analyst  
Approved by: Stephanie Holloman, Human Resources Director  
Approved by: Marianna Marysheva, Assistant City Manager

Attachments: Appointment and Selection of City Attorney Classifications and Salary Placement (I-17)