

# City Council Memorandum

TO: HUMAN RESORUCES BOARD DATE: FEBRUARY 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**:

Approval of the addition of Policy (I-17) - Appointment and Selection of City Attorney Classifications and Salary Placement.

#### **RECOMMENDATION:**

That the Human Resources Board approve the attached HR Policy (I-17) - Appointment and Selection of City Attorney Classifications and Salary Placement.

## **BACKGROUND:**

The HR Policy (I-17) - Appointment and Selection of City Attorney Classifications and Salary Placement was created to establish guidelines for the appointment, selection and salary placement of attorneys and support staff within the City Attorney's Office.

### **DISCUSSION**

HR Policy (I-17) - Appointment and Selection of City Attorney Classifications and Salary Placement has informally reviewed by the Human Resources Department and concurs that it includes all required elements. 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: Pia Rose, Interim Human Resources Director Approved by: Marianna Marysheva, Assistant City Manager

Attachments: Appointment and Selection of City Attorney Classifications and Salary

Placement (I-17)