



City of Arts & Innovation

Human Resources Board

TO: HUMAN RESOURCES BOARD **DATE: January 5, 2026**

FROM: HUMAN RESOURCES DEPARTMENT

SUBJECT: APPOINTMENT AND SELECTION OF CITY ATTORNEY CLASSIFICATIONS AND SALARY PLACEMENT (I-17)

ISSUE:

Approve revisions to the Appointment and Selection of City Attorney Classifications and Salary Placement Policy (I-17).

RECOMMENDATION:

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

BACKGROUND:

The Appointment and Selection of City Attorney Classifications and Salary Placement Policy (I-17) was last revised in October 2025. As part of the Human Resources Department's practice of regularly reviewing and updating policies and procedures, this policy was reviewed and refined.

DISCUSSION

The Appointment and Selection of City Attorney Classifications and Salary Placement Policy (I-17) has been revised to clarify the effective dates of merit increases and to confirm that special merit increases may be granted outside the normal hire or anniversary date, but not during an employee's probationary period. The revisions establish clearer standards for when and why a special merit increase within the salary range may be approved, while reinforcing that such increases are discretionary and not automatic.

Furthermore, this policy also includes administrative changes to reflect process changes and to conform to a citywide format.

This policy was reviewed by City Management and City-Wide Policy Committee, and if applicable sent to the respective Union for their concurrence with all policy changes.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Colene Torres, Deputy Human Resources Director

Attachments:

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