



City of Arts & Innovation

Human Resources Board

TO: HUMAN RESOURCES BOARD **DATE: September 8, 2025**

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 April 2017. 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 clearly distinguish non-classified and classified classifications within the City Attorney's Office. Additional updates were made to the selection and appointment process, requiring Deputy City Attorneys seeking advancement to the classifications of Deputy City Attorney II, Senior Deputy City Attorney or Assistant City Attorney to formally apply and interview through a competitive process.

A new section was also added to the policy to specify that promotional eligibility within the Deputy City Attorney series is limited to employees who have received an overall rating of "Exceeds Standards" or higher on their most recent performance evaluation. Employees who received a "Meets Standard" or below on their last performance evaluation will not be eligible to apply for a promotion until the employee has received an overall "Exceeds Standard" or higher.

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)