



MEMO

Human Resources

To: Finance & Personnel Committee
From: Human Resources Director, Elisa Hodge
City Attorney, Tim Greenwood
Date: September 30, 2024
Re: Senior Paralegal Position

The City's Paralegal position has been vacant since June 4, 2024, due to resignation. The position was approved for posting and has received a total of 43 applicants. Of those received:

- Twenty-four (24) applicants had no paralegal certificate
- Nine (9) applicants had less than two years of experience
- Six (6) applicants had between two and five years of experience
- Four (4) applicants had more than five years of experience

Ten (10) applicants were invited to be interviewed.

- One (1) applicant did not show for their interview
- One (1) withdrew due to accepting another position
- One (1) withdrew due to alleged lack of flexibility
- Two (2) offers were made, but both were declined by the applicants
 - Both declined offers cited pay not aligning with their experience level

The remaining interviewed applicants did not show sufficient experience, certification or ability to work independently. The interviewed applicants were not selected for offer due to responses not demonstrating the necessary skillset for the position's expectations.

The current position is in a pay grade 9A (\$25.45-29.74/hour).

Staff recommend creating a Senior Paralegal position in a new pay grade 13B. (\$28.74-33.58/hour). Responsibilities and qualifications will be increased to include:

- Minimum of 7+ years of experience (increased from 3 preferred)
- Assist other departments in drafting contracts, ordinances, and resolutions prior to City Attorney review.

- Independently conducts legal research on issues brought before the Legal Department to provide the City Attorney with expedited information.
- Works primarily independent, but with City Attorney direction where needed, in pre-trial/trial preparation, including evidence requests and drafting subpoenas.
- Takes a leading role in real estate processes after acceptance of offers at the direction of the City Attorney.
- Maintain status as a State Certified Paralegal with the State Bar of Wisconsin or willingness to attain this status within 24 months of employment.

Upon approval, Staff request to post the newly created Senior Paralegal at the new wage rate, but to keep the position part-time.

Staff Recommended Action:

Authorize Human Resource Director Hodge to create a Senior Paralegal position in a new pay grade 13B (\$28.74-33.58/hour) and post the position for hire.