

City of Watertown
Department Proposal for Personnel Addition

DUE: 06/02/2025

Budget Year: **2026**
Department: City Attorney's Office
Fund / Div / Dept [xx-xx-xx]: 01-51-61

Note: TAB through cells to enter data
into blue cells.

Position Title: Assistant City Attorney
Supervised by: City Attorney
FT or PT: PT
If PT, # of hours/week: 30
of months: 12

Estimate of Add to Budget

The job description of a new position will be reviewed and classified a grade by an outside HR consultant. Utilizing the pay structure that exists in your department, estimate what you believe the assigned g/s will be.

Grade: 155
Step: A

Annual wage:	58,440	Use 2025 pay table rate
Required benefits:	8,503	
Est of ins premiums:	15,206	2025 premium rates at 75% (30 hr)
Compensation estimate:	82,149	

Add'l costs of hire:	2,350
Savings due to hiring:	
Total of Request:	84,499

List: Laptop, CE credits, legal files, Lexus access
Explain:

Rationale for Need: Explain why the position is necessary.

To provide coverage when City Attorney is unavailable and to improve response times and level of service from the City Attorney's Office.