

**Carson City  
Agenda Report**

**Date Submitted:** October 9, 2012

**Agenda Date Requested:** October 18, 2012

**Time Requested:** consent agenda

**To:** Carson City Board of Supervisors

**From:** Carson City District Attorney

**Subject Title:** For possible action: To approve an upgrade of one Legal Secretary I position to a Legal Secretary II position within the Carson City District Attorney's Office.

**Staff Summary:** Approval of this upgrade will change the position allocations in the District Attorney's Office from one (1) Legal Secretary I position, one (1) Legal Secretary II position, and four (4) Legal Secretary II positions to two (2) Legal Secretary II positions and four (4) Legal Secretary III positions. Upgrade of one position will permit the promotion of an existing Legal Secretary based on merit and appropriately compensate her for the quality and quantity of her work.

**Type of Action Requested:** (check one)  
 Resolution  Ordinance  
 Formal Action/Motion  Other (Specify)

**Does This Action Require A Business Impact Statement:**  Yes  No

**Recommended Board Action:** I move to approve an upgrade of one Legal Secretary I position to a Legal Secretary II position within the Carson City District Attorney's Office.

**Explanation for Recommended Board Action:**

In 2010 the District Attorney filled a vacant Legal Secretary III with a less experienced candidate and with the classification of Legal Secretary I, in order to reduce expenditures. Kaja Anderson-Howard, hired with the classification of Legal Secretary I, completed training in 2011, met all performance expectations, and has acquired the skills and experience necessary to work independently and maintain an equal caseload as Legal Secretaries classified as II and III. Ms. Anderson-Howard's performance was reviewed on June 14, 2012 and she met or exceeded expectations in all categories. Ms. Anderson-Howard did not receive a merit increase on June 14, 2012 due to City-wide budget restrictions.

The District Attorney seeks to promote Kaja Anderson-Howard to the position of Legal Secretary II. Ms. Anderson-Howard was hired on June 14, 2012 and has demonstrated skills and abilities equivalent to work performed by individuals classified as Legal Secretary II or III. Ms. Kaja-Anderson has the same caseload and duties as The Internal Finance Committee approved the requested promotion and salary increase in their meeting on September 19, 2012, subject to approval by the Board of Supervisors.

**Applicable Statute, Code, Policy, Rule or Regulation:** n/a

**Fiscal Impact:** The promotion that will result from the requested upgrade will increase the current employee's annual salary by 10% or \$3,460.00 and additional funding is not sought to cover the increase for FY 2012/13.

**Funding Source:** This has no fiscal impact as the Office plans to make it fit under the Carson City District Attorney's approved budget for FY 2012/13.

**Supporting Material:**

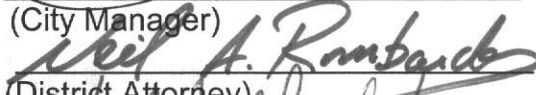
**Prepared By:** Neil A. Rombardo

**Reviewed By:** Neil A. Rombardo



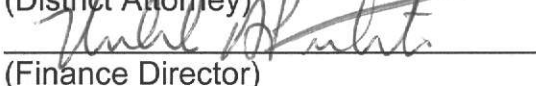
(City Manager)

Date: 10/9/12



(District Attorney)

Date: 10/9/12



(Finance Director)

Date: 10/9/12

**Board Action Taken:**

Motion: \_\_\_\_\_ 1) \_\_\_\_\_ Aye/Nay  
2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)