

CITY OF NEENAH
SPECIAL FINANCE AND PERSONNEL COMMITTEE MEETING
Wednesday, January 6, 2021 – 6:15 p.m.
Virtual Meeting

Due to the Public Health Emergency caused by the COVID-19 Pandemic, this meeting will occur at a virtual location accessed by web link (Audio & Video) or conference call (Audio only). Committee members and the public should use the following log in or call-in information:

Web link URL:
<https://global.gotomeeting.com/join/129274365>

You can also dial in using your phone.
United States: [+1 \(872\) 240-3412](tel:+18722403412)

Access Code: 129-274-365

Members of the public who join the meeting will be asked for their name, address and municipality and whether they wish to speak during the Public Appearances. The web link or conference call-in number may be accessed from any location, although the Mayor and City staff will be present at the Council Chambers, City Hall, 211 Walnut Street, Neenah which will be open to eight (8) people consistent with the social distancing rules established under Emergency Order 12, in the event that members of the public wish to present information to the committee regarding matters under the committee's jurisdiction.

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the Neenah Common Council and must be noticed as such. The Council will follow the same agenda as the committee, but will not take any formal action at this meeting.

AGENDA

1. Public Appearances
2. Restructure of the City Attorney's Office (attachment) A. Westbrook
3. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call **the Neenah Finance Department at (920) 886-6140** or the **City's ADA Coordinator at (920) 886-6106** or e-mail attorney@ci.Neenah.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation.



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ADAM JAMES WESTBROOK
DEPUTY CITY ATTORNEY

MEMORANDUM

DATE: December 28, 2020
TO: Chairwoman Erickson, members of the Finance and Personnel Committee
FROM: Deputy City Attorney Adam Westbrook
RE: Restructure of the City Attorney's Office

Prior to 2018, the City Attorney had 1 full time equivalent (FTE) Paralegal to assist in the daily work of the office. When the City Attorney's Office was restructured in 2018 to hire an additional attorney, the paralegal position was eliminated. Beginning February 4, 2021, I will be assuming the role of City Attorney, leaving the Deputy City Attorney position open. After consulting with Attorney Godlewski, we would like to propose a restructure of the City Attorney's Office to replace the Deputy City Attorney position with a 1 FTE non-exempt Legal Assistant/Paralegal position.

After having seen the volume of work handled by the office over the past three years and discussing with Attorney Godlewski how the previous years went, I am confident that 1 attorney will be able to successfully handle the legal affairs of the city with the support of a full time legal assistant. In deciding between a "Legal Assistant" versus a "Paralegal" I believe that skills and experience matter more than a certificate. I would propose posting for a full time non-exempt "Legal Assistant/Paralegal" listing legal experience a requirement and paralegal training a benefit but not required. Carlson Dettmann has recommended this position be placed on the salary plan at H3, with a range from \$44,316 to \$63,662. Included with this memo is a copy of the revised position description and the formal recommendation from Carlson Dettmann.

With my new role as City Attorney, I will continue to handle the prosecutions for the City, a position that was previously handled by outside counsel. The new legal assistant/paralegal will provide additional assistance in this process that was not present in the prior paralegal position. Additionally, this position will do significant drafting and editing of legal documents, much more than the previous position.

I look forward to have further discussions with you about this matter and answering any of your questions.

An appropriate motion would be for the Committee to approve posting the position of Legal Assistant/Paralegal.

The City of Neenah Position Description

Position Title:	Legal Assistant/Paralegal	Department:	DOLAS
		FLSA:	Non-exempt
Date:	December 2020	Reports To:	City Attorney

Purpose of Position

Under general supervision, performs complex and varied legal, secretarial, and office administrative duties for the City Attorney and the Department of Legal and Administrative Services.

Position Scope

The City Attorney represents the City in all legal matters and is responsible for legal advice to all departments within the governmental unit of the municipality. Utilizing a thorough legal assistant/paralegal background and a thorough understanding of legal procedures and knowledge of preparation of legal documents, the Legal Assistant performs assigned functions for the City Attorney. The Legal Assistant has frequent contact with citizens, employees, and public officials. They must utilize professional knowledge and communication skills to answer inquiries or direct them to the appropriate person. Work requires the independent exercise of judgment in accordance with established policies and the requirements of law, subject to general review and supervision. Sound judgment, based in a broad knowledge of areas of typical municipal law practice and general functions of the City of Neenah, is necessary.

Essential Duties and Responsibilities

Prepares pleadings, briefs, letters, memos, and other legal documents in final form, working from computer-generated drafts of the City Attorney.

Provides legal clerical support and obtains and documents information regarding legal matters. Prepares various documents for City Attorney approval / signature.

Conducts basic legal research and advises the City Attorney on results.

Oversees and manages filing systems including electronic document management system.

Drafts and files real estate documents, basic civil pleadings, bankruptcy claims, probate claims, and small claims court documents in coordination with supervising attorney. Arranges for proper legal service.

Generates and types reports, correspondence, ordinances, resolutions, contracts, legal documents, agreements, affidavits, forms, agendas and a variety of other materials from written and oral instructions. Composes correspondence, reports, and other written materials based on direction from Mayor and City Attorney.

Maintains office files.

Assists the City Attorney, and City staff in the preparation of ordinances and resolutions for presentation to the City Council.

Schedules appointments, events, and meetings, and manages calendar for the City Attorney.

Maintains the department's law library and assists the public and City staff with requests on ordinance and resolution history.

Talks to individuals contacting the legal office in person or by telephone. Ascertains the purpose of the call or visit and handles the matter personally if possible or refers to the appropriate official or attorney as indicated.

Possesses a general knowledge of procedures and activities in the City Clerk's office to assist administrative staff in that office as needed.

Regular attendance and punctuality required.

Additional Tasks and Responsibilities

Orders office supplies.

Assists in pre-trial work and conferences for city litigation.

Assists in providing front desk coverage for the department.

Minimum Qualifications, Training and Experience Required to Perform Essential Job Functions

- Associate's Degree
- Minimum of 3 years of experience in an administrative support role.
- Excellent organizational, customer service, and problem-solving abilities.
- Demonstrated ability to review, edit, and produce independent written work product.
- Excellent computer skills, including knowledge of Word and other Microsoft Office and legal/general office software.
- Paralegal Certification or degree preferred.
- Ability to obtain Notary Public Commission.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy and record and transcribe data and information. Ability to classify, compute and tabulate data.

Ability to advise and interpret how to apply policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory data and information such as time sheets, attendance records, invoices, drug test reports, schedules, calendars, job applications, wage/benefit surveys, personnel policies, legal documents, ordinances, resolutions, meeting minutes, agendas, computer software operating manuals, statutes, procedures, guidelines and non-routine correspondence.

Ability to communicate orally and in writing with Mayor, City Attorney, city department heads, city officials and the general public.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.

Physical Requirements

Ability to perform the following activities:

- Lifting up to 10-20 pounds.
- Carrying up to 10-20 pounds.
- Frequent sitting.
- Ability to focus for long periods of time on projects.
- Ability to reach, stoop and lift.

The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements

Ability to operate a variety of office equipment such as computer terminal, telephone, fax machine, calculator/adding machine, computer printer and photocopier.

Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling.

Environmental Adaptability

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use may cause discomfort and poses a limited risk of injury.

The City of Neenah is an Equal Opportunity Employer and encourages minority and diverse applicants to apply. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Date

Supervisor's Signature

Date



December 21, 2020

MEMORANDUM

TO: Lindsay Kehl

FR: Heather Barber, Consultant

RE: Classification Review – Legal Assistant / Paralegal

The City provided a proposed job description for a newly-proposed position to replace the current Assistant City Attorney Classification.

The City previously had a Paralegal classification at Grade G3. The current Assistant City Attorney is at Grade O3. While the newly created Legal Assistant / Paralegal does not require advanced education like the Assistant City Attorney classification does, the position does include some higher level functions than were previously included in the Paralegal position, and as a result, the proposed grade is one grade higher than the previous Paralegal classification.

Based on a point-factor job evaluation, it is my recommendation that the Legal Assistant / Paralegal position be placed on the salary plan at H3.

Please let me know if you have any questions regarding this recommendation.