

employees in the Career Service and for certain employees not in the Career Service.

Amends the Classification and Pay Plan by changing the pay grades for the Paralegal classification series. The Committee approved filing this item at its meeting on 5-3-22.

Affected Council District(s) or citywide? Citywide

Executive Summary with Rationale and Impact:

Detailed description of the item and why we are doing it. This can be a separate attachment.

The proposed change amends the Classification and Pay Plan by changing the pay grades of the Paralegal classification series. The Office of Human Resources Classification and Compensation Division has been working with the City Attorney's Office to address Paralegal turnover by conducting a pay grade review. Based on market data, Paralegal II's and Paralegal III's are lagging the market and it is proposed to increase their grades by three and two grades respectively. In addition, it is proposed to increase the Paralegal I's pay grade by two grades to place it two grades below the Paralegal II's pay grade, thus following our typical practice of two pay grade differences among classifications in a series.

**Type (choose one: Classification; Pay; Benefits; Rule Change; Other):
Classification, pay.**

Fiscal Impact:

Contract Amount (if applicable):

Draft Bill Attached?