Approved:

City of Riverside, California
Human Resources Policy and Procedure Manual

Human Resources Director

City Attorney

Number: I-17 Effective Date: 04/17

SUBJECT: **APPOINTMENT AND SELECTION OF CITY ATTORNEY CLASSIFICATIONS AND SALARY PLACEMENT**

PURPOSE:

To establish a process for the appointment, selection and salary placement of Attorneys and support staff in the City Attorney's Office.

TYPES OF POSITIONS:

NON-CLASSIFIED:
Chief Assistant City Attorney

CLASSIFIED:
Assistant City Attorney
Senior Deputy City Attorney
Deputy City Attorney II
Deputy City Attorney I
Paralegal
Legal Services Manager
Legal Secretary
Legal Support Specialist

SELECTION AND APPOINTMENT PROCESS:

All appointments made to Classified positions, will be made in accordance with the City's recruitment process, except for the advancement from Deputy City Attorney II to Senior Deputy City Attorney and advancement/placement to Assistant City Attorney, which will be by appointment and at the discretion of the City Attorney. Advancement from Deputy City Attorney I to Deputy City Attorney II will occur once all the requirements for a Deputy City Attorney II are met. Appointment to the Non-Classified position of Chief Assistant City Attorney will be made at the discretion of the City Attorney.

SALARY PLACEMENT:

1. Upon Initial Appointment – Initial appointment to any position shall be made at not less than the minimum of a salary range. The City Attorney may appoint at higher than the minimum salary when an applicant's experience, training, knowledge, skills, and abilities are substantially over and above the requirements of the position.

2. Upon Promotion – An employee promoted to a higher position shall advance to that new position and salary range and receive a minimum of five percent (5%) increase or at a higher level determined at the discretion of the City Attorney, so long as it does not exceed the maximum of the new range.

3. Advancement within a Salary Range:

   a. Effective Date – The effective date of a salary step (merit) increase shall be the beginning of the pay period for the fiscal year, unless the merit increase is a Special Merit Increase, as set forth below.

   b. Merit Increases – All salary advancements within a salary range shall not be automatic but shall be based upon merit and ability as recorded on a performance evaluation and upon the financial ability of the City to make such advancement. A completed performance evaluation form must be submitted with the request for a merit increase.

   c. Frequency of Merit Increases – A merit increase may be made annually beginning each fiscal year.

   d. Special Merit Increases – An employee may, upon recommendation of the City Attorney, be awarded an additional merit increase within the salary range for his/her job classification other than at the beginning of the fiscal year for outstanding service. Special merit increases may not be granted during a probationary period. Justification for the special merit increase may include:

      i. The work performed exceeds the normal requirements of the position and said work performed contributes to the goals and objectives of the City Attorney's Office and/or the City.

      ii. The work performed is superior in comparison with others in the same class.

      iii. Any additional consideration determined relevant by the City Attorney.