



# CITY OF CONCORD

## REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:** James W. Kennedy, City Solicitor

**RE:** Amend Code of Ordinances, Title V, Administrative Code; Chapter 35, Class Specification Index

**DATE:** December 3, 2020

### **Background**

There are currently two attorney positions in the City Solicitor's Office and four attorney positions in the City Prosecutor's Office. Effective December 31, 2020, an Assistant City Prosecutor position will become vacant.

The Legal Department requests the creation of a new position entitled Assistant City Prosecutor/Solicitor. This position would fill the Assistant City Prosecutor position that becomes vacant on December 31, 2020. In addition to managing criminal cases in the Prosecutor's Office, the individual filling the position would also assist in handling responses to Right-to-Know Law requests and other civil legal matters as assigned.

With the creation of this position, the Legal Department would not be increasing the total number of attorneys in its Department. Instead, this new position would handle criminal and civil matters for both the Prosecutor's Office and the City Solicitor's Office.

The position has been classified at Labor Grade 22 and will be placed within the City's classification system as a non-contractual, exempt employee. The labor grade is the same as the classification for an Assistant City Prosecutor. The creation of this position will not require any additional funding, and any wage adjustments will be managed within adopted appropriations.

### **Recommendation**

It is requested and recommended that the City Council accept this report and set a public hearing date in January 2021 for the proposed ordinance to amend Schedule D of Article 35-2, Class Specification Index.