



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: October 25, 2023

Background

The Legal Department requests the creation of a new position entitled Senior Assistant City Prosecutor. This position would maintain all of the responsibilities associated with an Assistant City Prosecutor and take on certain supervisory responsibilities and other administrative functions as assigned by the City Prosecutor. This position would also supervise the office in the event that the City Prosecutor is unavailable or out of the office for an extended period.

With the creation of this position and when this position is filled, we would reduce the number of full-time Assistant City Prosecutors from 3 to 2. The creation and hiring for this position will not require any additional funding during this fiscal year.

The position has been classified at Labor Grade 23 which features a minimum rate of \$85,550 and a maximum rate of \$123,885 and will be placed within the City's classification system as a non-contractual, exempt employee. The labor grade is one step higher than the classification for an Assistant City Prosecutor and one step lower than the City Prosecutor.

Recommendation

It is requested and recommended that the City Council accept this report and set a public hearing at the December 11, 2023 City Council meeting for the attached proposed ordinance to amend Schedule D of Article 35-2, Class Specification Index.