



## Department of Employee Relations

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Renee Joos**  
Employee Benefits  
Director

**Nicole M. Fleck**  
Labor Negotiator

### Job Evaluation Report

City Service Commission Meeting: January 10, 2023

#### City Attorney's Office

| Current  | Recommended   |
|--|---|
| Paralegal<br>PR 2EN (\$47,136 - \$65,989)<br>FN: Recruitment at \$58,845<br>(One Position) | Paralegal - Lead<br>PR 2GX (\$53,548 - \$74,974)<br>FN: Recruitment at \$65,004<br>(One Position) |

Note: Residents receive a rate that is 3% higher.

The City Attorney's Office submitted a request to reclassify one position of Paralegal in Pay Range 2EN (\$47,136 - \$65,989 with recruitment at \$58,845) to Paralegal - Lead in Pay Range 2GX (\$53,548 - \$74,974 with recruitment at \$65,004). A new job description was provided, and discussions were held with Sharon Crowe, City Attorney Human Resources Administrator.

This position will provide support and oversight to two paralegal positions in preparing legal documents such as briefs, appeals, and contracts, to ensure the work is completed accurately and on time; ensure that legal research is performed efficiently and is applicable to each individual case; assist with case planning, development, and management, interviewing clients, gathering facts, and retrieving information, drafting and analyzing legal documents, and compiling and utilizing technical information to make recommendations to an attorney; and provide training and support regarding statutes, recorded judicial decisions, and legal updates. Duties and responsibilities include:

- 30% Obtain, review, index, and disclose confidential document productions; investigate facts and analyze cases to prepare summaries for supervising attorneys and to formulate discovery requests for pro se plaintiffs and/or opposing counsel.
- 10% Draft, edit, and revise discovery responses, pleadings, affidavits, motions, and correspondence.
- 10% Oversee paralegals and assist with assigning projects, organizing, and prioritizing tasks, caseload, and workflow.
- 10% Assist with depositions and witness preparations.
- 10% Acquire and summarize a variety of confidential and non-confidential records including depositions.
- 10% Prepare cases for and assist in Federal and State court trials.
- 5% Assist in training new paralegals and preparing necessary training aids and/or resource guides; and provide leadership within unit for paralegals with questions or concerns about specific procedures.
- 5% Act as a liaison to the Internal Affairs Department (Civil Litigation Division) of the Milwaukee Police Department.
- 5% Act as a primary contact for defendants and witnesses.
- 5% Utilize various technologies proficiently and accurately including court e-filing programs.

Minimum requirements include a bachelor's degree in legal administration, political science, business administration, or related field; and five years of paralegal experience. Equivalent combinations of education and experience may be considered.

The City Attorney's Office currently has three positions of Paralegal and has requested that one of the positions be reclassified to a Paralegal Lead level. This position will serve as a leadworker and provide support and oversight to the two other Paralegal positions. This work includes overseeing the preparation of legal documents such as briefs, appeals, and contracts, and legal research. This position will also train and support paralegals on statutes, recorded judicial decisions, and other legal updates.

These duties and responsibilities are similar to a current position of Paralegal Lead in the Worker's Compensation Section of the Department of Employee Relations. That position also supports and oversees the work of one Paralegal position plus administrative staff. In addition, both positions perform the higher-level paralegal work for their respective departments.

We therefore recommend reclassifying one position of Paralegal in Pay Range 2EN (\$47,136 - \$65,989 – recruitment at \$58,845) to Paralegal – Lead in Pay Range 2GX (\$53,548 - \$74,974) with a recruitment rate of \$65,004.

**Action Required – Effective Pay Period 3, 2023 (January 22, 2023)**

**\* See addendum included in CCFN: 221152 for Salary and Position Ordinance changes.**

Prepared by: Sarah Trotter  
Sarah Trotter, Human Resources Representative

Reviewed by: Andrea Knickerbocker  
Andrea Knickerbocker, Human Resources Manager

Reviewed by: Harper Donahue, IV  
Harper Donahue, IV, Employee Relations Director