



Memorandum

To: Kate Sheehan
Director

Thru: Kate Orozco
Class Studies Supervisor

From: Pat Morrissey
Human Resource Consultant

Tres Causey
Human Resource Consultant

Date: September 25, 2023

Subject: Legal Support Staff Study, Part 2-B: Legal Editors

Study Summarization and Results:

The Department of Law (LAW) requested a study of the Law Office Assistant 1-2, Law Office Manager 1-2, Paralegal 1-2, Victim/Witness Paralegal 1-2, and Associate Attorney 1-2 job classes to assess changing and evolving duties since their establishment, lack of successful recruiting and retention efforts, and the feasibility of providing more effective career development and progression for the agency's clerical and paraprofessional legal support staff.

Due to the large size and scope of this project (10 job classes, employed across 7 agencies, and impacting more than 350 positions), it was determined the project would be broken into multiple parts, whereby one part would focus on the work of the Law Office Assistants and Law Office Managers, while the other would focus on the work of Paralegals, Victim/Witness Paralegals, and Associate Attorneys.

This memo addresses a continuation of Part 2 (aka, Part 2-B) of the greater Legal Support Staff Study project and specifically summarizes the review of the work of positions in the Associate Attorney 2 (PI0202) job class providing specialized legal and ancillary support for the Department of Law related to the legislative and regulatory process. These positions research, prepare, proofread, interpret, and edit draft legislation, and other media such as executive orders, appropriation bills, resolutions, and amendments, for transmission to the Legislature in support of and in coordination with the Governor's Office.

Job and salary analysis, including review and consideration of market compensation data, supported the following actions for these Associate Attorney positions, formerly placed in the PI02 job family:

Class Code	Class Title	Grade	SOC	Action
PI0127	New: Legal Editor	19	27-3041	<ul style="list-style-type: none">Establish New Job Class in the PI01 job Family.

All study actions regarding Legal Editor positions are effective **October 2, 2023**. Correspondence on the allocation of this study position is being distributed through the OPD system.

cc: Amber LeBlanc, Administrative Services Director
Department of Law

Stacie Kraley, Director
Civil Division
Department of Law

Benthe Mertl-Posthumus, Deputy Director
Division of Personnel and Labor Relations
Department of Administration

Brittany Church, Payroll Manager
Division of Finance
Department of Administration