



Memorandum

To: Kate Sheehan
Director

Thru: Kate Orozco
Class Studies Supervisor

From: Pat Morrissey
Human Resource Consultant

Tres Causey
Human Resource Consultant

Date: June 12, 2023

Subject: Legal Support Staff Study, Part 2: Paralegals and Paralegal Specialists

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 Part 2 of the greater Legal Support Staff Study project and specifically summarizes the review of the work of positions in the Paralegal 1-2 (PI0121-22), Victim/Witness Paralegal 1-2 (PI0125-26), and Associate Attorney 1-2 (PI0201-02) job classes.

Job and salary analyses, including review and consideration of market compensation data, supported the following actions for the Paralegal, Victim/Witness Paralegal, and Associate Attorney classes in the PI01 job family:

Class Code	Class Title	Grade	SOC	Action
PI01B1	Old: Paralegal 1(PI0121) Victim/Witness Paralegal 1 (PI0125) New: Paralegal 1	14	23-2011	<ul style="list-style-type: none"> • Consolidate Job Classes • Class Code Change • Retitle
PI01B2	Old: Paralegal 2 (PI0122) Victim/Witness Paralegal 2 (PI0126) New: Paralegal 2	16	23-2011	<ul style="list-style-type: none"> • Consolidate Job Classes • Class Code Change • Retitle
PI01B3	Paralegal 3	17	23-2011	<ul style="list-style-type: none"> • Establish New Job Class
PI01C1	Old: Associate Attorney 1 (PI0201) New: Paralegal; Specialist 1	Old: 17 New: 19	23-2011	<ul style="list-style-type: none"> • Class Code Change • Retitle • Grade Change
PPI01C2	Old: Associate Attorney 2 (PI0202) New: Paralegal; Specialist 2	Old: 19 New: 20	23-2011	<ul style="list-style-type: none"> • Class Code Change • Retitle • Grade Change

All study actions regarding State Worker and State Program Manager positions are effective **June 12, 2023**. Correspondence on the allocation of this study position is being distributed through the OPD system.

cc: Cheri Lowenstein, Administrative Services Director
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