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To: Victoria Shah, Secretary to Board of Police Commissioners  
Jerome Warfield Sr., Chief Investigator Police Commission  
Drew Fries, Executive Manager Police  
*Board of Police Commissioners*

From: Paul Bellottie, Classification & Compensation Analyst II

Cc: Beth Shauntee, Employee Services Consultant III  
Kimberly Hall-Wagner, Chief Policy & Compensation Officer  
*Human Resources*

Date: September 7, 2023

**Re: Job Evaluation: Attorney to the Board of Police Commissioners and Legal Assistant**

A Classification and Compensation Request Form was submitted to review two roles within the Board of Police Commissioners: Attorney to the Board of Police Commissioners and Legal Assistant. As the department will be opening requisitions to fill these roles, Class Comp was tasked to review the described duties and responsibilities and compare that to the job specification against both internal and external market data.

#### ***Attorney to the Board of Police Commissioner***

After completing both an internal and external market study, it was concluded that the listed pay range for this role is in fact accurate and market comparable. The information in the questionnaire that you provided was compared to that of similar roles with either like titles and/or duties and responsibilities. From that analysis we concluded that the listed pay range of \$67,198 - \$100,684 to remain and aid to your recruiting efforts.

#### ***Legal Assistant***

Using the similar search methodologies mentioned, it is our recommendation to consider a different job title for this specific role. While the questionnaire you provided does contain Legal Assistant duties, we believe that it doesn't match the overall scope and/or complexities of that title. It would be our recommendation to consider using one of the following titles, if you agree they match the needs for that requisition; Administrative Assistant 4 (43601104) or Executive Administrative Assistant 2 (013374). The Administrative Assistant specification is attached, however the documentation for Executive Administrative Assistant isn't available as it is an appointed position. Additionally, the consideration of one of these two roles does allow for flexibility during the hiring process versus the above mentioned Legal Assistant title. Lastly, it should be noted that each of these roles shares a pay range of \$59,102 - \$79,323.