



# City of Columbia

701 East Broadway, Columbia, Missouri 65201

Department Source: Law

To: City Council

From: City Manager & Staff

Council Meeting Date: March 3, 2025

Re: Reclassifying an existing Assistant City Counselor Position to an Assistant City Prosecutor Position in the Pay Plan and City Code

## Executive Summary

In order to reclassify an existing Assistant City Counselor position to an Assistant City Prosecutor, an amendment to the FY 2025 budget and the City Code is required. The reclassification will reflect the limited scope of duties performed by an Assistant City Prosecutor and will result in an annual savings of approximately \$25,000 per year.

## Discussion

As part of the adoption of the FY 2025 Annual Budget, the City Council approved the creation of a new 1.0 FTE Assistant City Counselor position within the Prosecution Division of the Law Department to assist with increased caseload and regulatory changes. Unlike the current duties of an Assistant City Counselor (which has a wide range of duties and responsibilities across multiple departments), the position added in FY 2025 will have limited duties related to the prosecution of municipal ordinance violations and the conduct of administrative hearings. The position is intended to be an entry-level professional position and, as a result, it was determined a new job description and classification should be created and evaluated for placement within the pay plan in order to maintain internal equity.

Based upon the job duty analysis, the creation of a job classification of "Assistant City Prosecutor" and reassignment of the position from a pay grade of 113 to 111 was determined to be the appropriate classification for the position. Using midpoint to provide a cost-saving analysis, the reclassification will result in a savings of approximately \$25,000 per year. In addition to the cost savings, there are operational benefits to having an entry-level position for professional staff.

The creation of the new "Assistant City Prosecutor" classification requires an amendment to the Annual Budget Appendix – Position Identification Summary and Classification and Pay Plan documents, as well as an amendment to Chapter 19 of the City Code to identify the Assistant City Prosecutor employee as an unclassified service position. There is no additional appropriation required.

## Fiscal Impact

Short-Term Impact: Funding for the assistant city prosecutor position was established with the adoption of the FY 2025 Annual Budget. The downward reclassification will result in a savings of approximately \$25,000 per year.

Long-Term Impact: The savings will continue to be experienced annually.



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## Strategic & Comprehensive Plan Impact

Strategic Plan Impacts:

Primary Impact: Organizational Excellence, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

Comprehensive Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable

## Legislative History

Date	Action
09/16/2025	B179-24 (Ordinance No. 025767): Adopting the FY 2025 Annual Budget for the City of Columbia.
09/16/2025	B212-24 (Ordinance No. 025770): Adopting the FY 2025 Classification and Pay Plan.

## Suggested Council Action

Passage of the ordinance.