



Jared D. Gavin
District Court Administrator
Lancaster County District Court
Third Judicial District
The Justice and Law Enforcement Center
575 South 10th Street, 3rd Floor
Lincoln, NE 68508



November 13, 2017

Lancaster County Board of Commissioners
555 South 10th Street
Lincoln, NE 68508

RE: Law Clerk Salary – Mark Grimes

Dear Commissioners:

As was previously communicated, Joel Fulton, left his position with us on October 18, 2017 to take a position with the Nebraska Supreme Court. The District Court Judges have selected Mark Grimes as his replacement with an intended start date in late December 2017 or early January 2018. Per Resolution R-17-0054 signed July 25, 2017 the starting salary for the Staff Attorney is to be set at Step 1 unless a higher step is consented to by the County Commissioners after being recommended by the District Court Judges and Human Resources Director.

At this time the recommendation would be to start Mr. Grimes at Step 3, or a salary of \$29.261 per hour due to his extensive experience with research and writing at the Nebraska Supreme Court. He was also ranked 3 of 115 at the University of Nebraska College of Law when he graduated in December of 2013. He has most recently been in a commercial litigation practice for a private firm.

Respectfully,

A handwritten signature in blue ink, appearing to read "Jared D. Gavin".

Jared D. Gavin
District Court Administrator

Enclosure: Memorandum to Doug McDaniel, Human Resources


JG

CITY - COUNTY PERSONNEL
2017 NOV 8 PM 3 07

MEMORANDUM

DATE: 11/08/2017

TO: Doug McDaniel
Human Resources

FROM: Jared Gavin, Court Administrator 
District Court

SUBJECT: Hiring above minimum of Mark Grimes

Class Code: 7409

Class Title: District Court Staff Attorney


Pay Range: MSS – District Court Staff Attorney (\$27.315 - \$34.752)

Requested Rate: \$29.261-Step 3

Status: Full-time
~~Probationary~~

Hire Date: Late December – Early January to be determined

Reason: Mr. Grimes has previous experience with research and writing through his work as a law clerk with the Nebraska Supreme Court. He was also ranked 3 of 115 at the University of Nebraska College of Law when he graduated in December of 2013. He has most recently had a commercial litigation practice for a private law firm.

Approved:  Date: 11-13-17
Doug McDaniel, Human Resources Director

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF LANCASTER COUNTY, NEBRASKA

IN THE MATTER OF ADOPTING A)
SALARY SCHEDULE FOR DISTRICT COURT)
STAFF ATTORNEY)

RESOLUTION NO. R-17-0054

WHEREAS, the County Board seeks to establish a salary and compensation plan for District Court Staff Attorneys.

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Lancaster County, as follows:

1. Definitions. For the purposes of this resolution, the following definitions apply:
 - A. Budget year shall mean Lancaster County's fiscal budget year beginning July 1 and ending June 30 of the following calendar year.
 - B. County Board shall mean the Lancaster County Board of Commissioners.
 - C. Human Resources Director shall mean the City-County Human Resources Director.

2. District Court Staff Attorney Compensation.
 - A. Employees in the District Court Staff Attorney classification shall be compensated according to an Eight (8) step salary schedule with 3.5% increases between steps as reflected in Attachment "A" which is incorporated herein.
 - B. Employees newly appointed into the District Court Staff Attorney classification shall be placed at the first step on Attachment "A" except, upon recommendation of the District Court Judges and Human Resources Director, the County Board may consent and approve of a newly appointed staff attorney being placed at a higher salary step commensurate with that attorney's qualifications, abilities, and prior experience.
 - C. District Court Judges, with the consultation of the Human Resources Director, shall develop an annual performance evaluation to monitor and rate the performance of employees in the District Court Staff Attorney classification. Beginning at the six (6) month anniversary of an employee's first paid day, an employee shall be evaluated by the District Court Judges or his/her designee. If that employee achieves a satisfactory rating or higher, the employee shall advance to the next pay step until the employee has reached the maximum rate of pay for District Court Staff Attorney.
 - D. Cost of living adjustments of the salary schedule in Attachment "A" shall be made from time to time and shall be equal to and coincide with the cost-of-living adjustment made to the pay plans of classified unrepresented employee.

E. Employees employed in the District Court Staff Attorney classification as of the effective date of this resolution shall be placed at an appropriate salary step, at the discretion of the District Court Judges, which is commensurate with their qualifications, abilities, prior experience, and years of service within the District Court.

3. This Resolution does not constitute an employment contract.

4. This Resolution is effective the pay period beginning July 6, 2017.

DATED this 25 day of July, 2017, at the County-City Building, Lincoln, Lancaster County, Nebraska.

APPROVED AS TO FORM
this ____ day of July, 2017.

for JOE KELLY
County Attorney

BY THE BOARD OF COUNTY
COMMISSIONERS OF LANCASTER
COUNTY, NEBRASKA

Kenya J. Binkman
Bill Arney
Todd W. Witzig
AMUNDSON ABSENT
SCHORR ABSENT

DISTRICT COURT STAFF ATTORNEY PAY PLAN

Effective July 6, 2017
3.5% between steps

CLASS CODE	CLASSIFICATION TITLE	PAY GRADE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
7410	DISTRICT COURT STAFF ATTORNEY	MSS	ANNUAL	56,815.20	58,803.68	60,862.88	62,992.80	65,197.60
			MONTHLY	4,734.60	4,900.31	5,071.91	5,249.40	5,433.13
			BIWEEKLY	2,185.20	2,261.68	2,340.88	2,422.80	2,507.60
			HOURLY	27.315	28.271	29.261	30.285	31.345
				STEP 6 STEP 7 STEP 8				
		MSS	ANNUAL	67,479.36	69,840.16	72,284.16		
			MONTHLY	5,623.28	5,820.01	6,023.68		
			BIWEEKLY	2,595.36	2,686.16	2,780.16		
			HOURLY	32.442	33.577	34.752		

From: Jared Gavin

Sent: Monday, November 13, 2017 2:13 PM

To: Kerry P. Eagan <KEagan@lancaster.ne.gov>

Subject: 2017.11.13 Grimes Salary to Board.pdf

Hi Kerry –

Attached is the request to set the salary for the new staff attorney. His start date will not be finalized until he finishes a trial that he has been preparing for but it is anticipated to be over in late December or early January.

Please let me know what else you may need.

Thanks!

Jared D. Gavin

District Court Administrator

Lancaster County District Court

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