



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM

To: Jerome D. Schad, Chair
Peggy A. LaGree, Vice Chair
Michele M. Iannello, Treasurer

CC: Terrence D. McCracken, Secretary to the Authority
Mark S. Carney, General Counsel
Karen A. Prendergast, CFO

From: Jacqueline C. Mattina, Associate Attorney

Date: October 6, 2021

Subject: Creation of Paralegal (ECWA) Position

On September 29, 2021, the Board held departmental budget hearings. As was discussed during the budget hearings, General Counsel would like to restructure the Legal Department to include a position of Paralegal to work under the supervision of the Authority's attorneys. Funding for this position has been requested under the Legal Department's 2022 Operating and Maintenance Budget.

I have been working closely with the Erie County Personnel Department to create a new position of Paralegal (ECWA) to align the job specifications more closely with the Authority's needs. The Legal Department has expanded from three (3) to a total of five (5) full-time attorneys in the past two years and in addition has four (4) part time attorneys. The Paralegal will handle basic office tasks and offer support to the attorneys to keep the Legal Department running smoothly. This may include reviewing and organizing Authority files, providing research assistance, and drafting legal documents. It is envisioned that having the Paralegal perform these duties will help free up the attorneys to work on more complex matters within the Authority. This position has been approved by the Erie County Personnel Department.

The title of Paralegal (ECWA) will be Salary Grade 4E at a starting salary of \$51,000.00 of the Authority's Career and Salary Plan, effective January 1, 2022.

A resolution creating the position of Paralegal (ECWA) is on today's agenda for the Board's approval. Thank you.

JCM:tg

ERIE COUNTY WATER AUTHORITY
AUTHORIZATION FORM
For Approval/Execution of Documents
(check which apply)

Contract: _____	Project No.: _____
Project Description: <u>Creation of One Position of Paralegal (ECWA)</u>	

Item Description:

<input type="checkbox"/> Agreement	<input type="checkbox"/> Professional Service Contract	<input type="checkbox"/> Amendment	<input type="checkbox"/> Change Order
<input type="checkbox"/> BCD	<input type="checkbox"/> NYSDOT Agreement	<input type="checkbox"/> Contract Documents	<input type="checkbox"/> Addendum
<input type="checkbox"/> Recommendation for Award of Contract	<input type="checkbox"/> Recommendation to Reject Bids		
<input type="checkbox"/> Request for Proposals			
<input checked="" type="checkbox"/> Other <u>Creation of one (1) new position of Paralegal (ECWA)</u>			

Action Requested:

<input type="checkbox"/> Board Authorization to Execute	<input type="checkbox"/> Legal Approval
<input type="checkbox"/> Board Authorization to Award	<input type="checkbox"/> Execution by the Chairman
<input type="checkbox"/> Board Authorization to Advertise for Bids	<input type="checkbox"/> Execution by the Secretary to the Authority
<input type="checkbox"/> Board Authorization to Solicit Request for Proposals	
<input checked="" type="checkbox"/> Other <u>Creation of one (1) new position of Paralegal (ECWA)</u>	

Approvals Needed:

APPROVED AS TO CONTENT:

<input type="checkbox"/> Other (if Applicable)	_____	Date: _____
<input type="checkbox"/> Chief Operating Officer	_____	Date: _____
<input type="checkbox"/> Executive Engineer	_____	Date: _____
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer	<u>Karen A. Pendugast</u>	Date: <u>10/6/2021</u>
<input checked="" type="checkbox"/> Legal	<u>Mark Carney</u>	Date: _____

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority	<u>[Signature]</u>	Date: <u>10/6/21</u>
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Remarks: _____

Resolution Date: _____	Item No: _____
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