

# LAW (32)

## AGENCY PLAN: MISSION, GOALS AND BUDGET SUMMARY

### MISSION:

The Law Department strives to deliver exceptional and efficient legal counseling and representation to the Executive and Legislative branches of City government as mandated by the City Charter.

### AGENCY GOALS:

1. Maximize and monitor the level of client satisfaction with department services.
2. Provide effective, ongoing and proactive advice and counseling to all City departments in order to assist them in accomplishing their business objectives and to eliminate, or minimize to the greatest extent possible, the potential for legal liability.
3. Ensure attorney preparedness for all legal proceedings and client contacts.
4. Provide necessary professional skills training to all lawyers and staff to maximize the quality and efficiency of legal services delivered to the City.
5. Maximize the City's financial solvency and business growth through aggressive collection of City revenues, effective representation in claims and litigation for and against the City, and effective and timely advice and representation of the City in commercial and development transactions.
6. Effectively assist in community empowerment by vigorous prosecution of quality of life crimes, environmental and ordinance violations.

### AGENCY FINANCIAL SUMMARY:

2012-13 <u>Requested</u>		2011-12 <u>Budget</u>	2012-13 <u>Recommended</u>	Increase <u>(Decrease)</u>
\$ 17,201,643	City Appropriations	\$ 19,266,301	\$ 8,631,938	\$ (10,634,363)
\$ 17,201,643	Total Appropriations	\$ 19,266,301	\$ 8,631,938	\$ (10,634,363)
\$ 1,604,000	City Revenues	\$ 1,614,000	\$ 1,590,000	\$ (24,000)
\$ 1,604,000	Total Revenues	\$ 1,614,000	\$ 1,590,000	\$ (24,000)
\$ 15,597,643	NET TAX COST:	\$ 17,652,301	<u>\$ 7,041,938</u>	\$ (10,610,363)

### AGENCY EMPLOYEE STATISTICS:

2012-13 <u>Requested</u>		2011-12 <u>Budget</u>	04-01-12 <u>Actual</u>	2012-13 <u>Recommended</u>	Increase <u>(Decrease)</u>
98	City Positions	112	107	50	(62)
98	Total Positions	112	107	50	(62)

### ACTIVITIES IN THIS AGENCY:

	2011-12 <u>Budget</u>	2012-13 <u>Recommended</u>	Increase <u>(Decrease)</u>
Administration and Operations	\$ 18,643,501	\$ 8,039,938	\$ (10,603,563)
Legislative Liaison	622,800	592,000	(30,800)
Total Appropriations	\$ 19,266,301	\$ 8,631,938	\$ (10,634,363)

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### ***ADMINISTRATION AND OPERATIONS ACTIVITY INFORMATION***

#### **ACTIVITY DESCRIPTION: ADMINISTRATION AND OPERATIONS**

The function of this activity is to provide legal services to all branches of government of the City of Detroit. These services include researching and writing legal opinions, representing the City, its agencies and employees in a variety of legal proceedings, including condemnation proceedings, civil litigation, criminal prosecution of ordinance violations and claims against the City. Services also include reviewing all City contracts, leases, development agreements, indemnity agreements, preparing ordinances and rendering legal advice. In accordance with the Financial Stability Agreement, the Law Department is required to prepare a Pending Litigation report on a quarterly basis to be provided to the Financial Advisory Board.

Sections within the department are Litigation, Labor/WC, 36<sup>th</sup> District Court, Claims, Municipal, Contracts, Tax/RC, Commercial and Appeals for a total of 9 sections. Major client agencies are: Mayor's Office, City Council, Police, Public Works, Transportation, Water and Sewerage, Planning and Development, Buildings and Safety Engineering, Finance, Public Lighting, Human Resources, Fire, Recreation, Budget, Health, Municipal Parking, for a total of 16.

#### **GOALS:**

1. Maximize and monitor the level of client satisfaction with department services.
2. Provide effective, ongoing and proactive advice and counseling to all City departments in order to assist them in accomplishing their business objectives and to eliminate or minimize to the greatest extent possible the potential for legal liability.
3. Ensure attorney preparedness for all legal proceedings and client contacts.
4. Provide continuous professional skills training to all lawyers and staff to maximize the quality and efficiency of legal services delivered to the City.
5. Maximize the City's financial solvency and business growth through aggressive collection of City revenues, effective representation in claims and litigation for and against the City, and effective and timely advice and representation of the City in commercial and development transactions.
6. Effectively assist in community empowerment by vigorous prosecution of quality of life crimes, environmental and ordinance violations.

#### **MAJOR INITIATIVES FOR FY 2011-12:**

The City of Detroit Law/ITS section is looking forward to upgrading the current Legal Edge Client Server software. This project was created for the purpose of streamlining the system by integrating GroupWise calendaring, Legal Key records management and Worldox document management systems.

The Law Department is working to replace the currently used Worldox document management system. Legal Edge will build an interface to an open source Enterprise Content and Document Management product to provide analogous functionality as Worldox on an open source base. Such would provide customers, including the Law Department, with a full featured, fully supported Document Management system, integrated with Legal Edge. The broad functionality would include; linking documents directly to cases and people, profile fields, text search and folder capability.

The new Legal Edge Matter Management system will replace the functions currently being performed by Legal Key and upon implementation; LegalKey will no longer be utilized by the Law Department.

#### **PLANNING FOR THE FUTURE FOR FY 2012-13, FY 2013-14 and BEYOND:**

The department is continuously examining best practices of the legal industry to enhance department operations.

The department is also working to streamline and fine-tune its operational practices for the future fiscal years, along with the continuous efforts to reduce operational costs now and into the future.

Both Federal and State Courts are moving towards total electronic filing of pleadings and documents. To that end, we see a need for the digitization of documents, both in the Law Department and other city departments. This

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would allow for easy and more economical access, transferring and storage of City records, by both City departments and the public.

This would save a tremendous amount of money in costs; enable citizens to purchase documents from the appropriate departments on-line; and avoid time-consuming and costly requests.

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### ADMINISTRATION AND OPERATIONS MEASURES AND TARGETS

#### Administration Division Employee & Office Support, Financial Mgt, Records Section & Law Library

Type of Performance Measure: List of Measures	2009-10 Actual	2010-11 Actual	2011-12 Projection	2012-13 Target
Percentage of professional staff attending at least one external training program per year	100%	100%	100%	100%
Number of Attorneys in Division	2	2	2	2
Number of Staff in Division	6	8	7	6
<b>Outcomes: Results or Impacts of Program Activities</b>				
Percent "plain English" documents	98%	98%	98%	98%
Percent of time response is written assignment	96%	98%	98%	98%
Number of cases handled by outside counsel (OPEN)	65	65	52	18

#### Commercial Division

Type of Performance Measure: List of Measures	2009-10 Actual	2010-11 Actual	2011-12 Projection	2012-13 Target
Percentage of professional staff attending at least one external training program per year	100%	100%	100%	100%
Number of Attorneys in Division	24	24	24	24
Number of Legal Assistants in Division	4	4	4	4
Number of Clerical Support Staff in Division	5	5	4	4
<b>Outputs: Units of Activity directed towards Goals</b>				
Client training workshops	0	1	1	2
Contract Opinions (written or oral)	21	9	18	20
Number of Contracts reviewed	822	671	332	300
Percent "plain English" documents	98%	98%	99%	99%
Settlement write-ups completed within 10 days of agreement	100%	100%	100%	100%
Participation in City/related entities' bond transactions	3	1	3	2
Bonds/Insurance Certificates Reviewed	1062	868	500	450
Involvement in City commercial transactions	163	242	72	100
Acquisition deed proceedings	98	290	374	400
Number of cases handled by outside counsel	67	8	6	5
Water Department contractor claims	7	3	2	0
Water Department opinions rendered	73	0	6	0
Total levels of revenue collections*	30,000	977,123	1,100,000	1,250,000
Bankruptcy collections*	111,048	448,729	550,000	600,000
Income Tax collections (civil and criminal)*	385,000	217,965	225,000	250,000
General Accounts receivable amounts collected	4,646,510	310,482	350,000	400,000
Secretary to Attorney ratio	1/6.5	1/4.8	1/6	1/6
Legal Assistant to Attorney ratio	1/6.5	1/6.25	1/6.25	1/6.25

*\*Note: Revenue collections include collections of bankruptcy, municipal parking, income tax, property tax general accounts receivable, general fess and utility users tax delinquencies and environment cost.*

## LAW (32)

### *Litigation Division*

<b>Type of Performance Measure:</b> List of Measures	<b>2009-10</b> <b>Actual</b>	<b>2010-11</b> <b>Actual</b>	<b>2011-12</b> <b>Projection</b>	<b>2012-13</b> <b>Target</b>
<b>Inputs: Resources Allocated or Service Demands Made</b>				
% of professional staff attending an external training program	50%	50%	50%	50%
Number of Attorneys in Division	26	19	20	17
Number of Legal Assistants in Division	5	3	4	3
Number of Clerical Support in Division	9	9	11	8
Collections opportunities (fees, costs or sanctions)	0	0	0	0
<b>Outputs: Units of Activity directed towards Goals</b>				
Client training workshops	4	6	6	3
Number of motions filed	2,000	2,000	2,000	2,000
Percent "plain English" documents	98%	98%	98%	98%
Number of Cases Active	830	750	850	900
Number of Cases Closed	160	165	170	200
Number of Cases Dismissed	85	90	90	80
Settlement write-ups completed within 10 days of agreement	85%	90%	90%	90%
Percent of timely responses to written assignments	90%	90%	90%	90%
Number of appeals pending (close of fiscal year)	47	50	50	50
Number of cases handled by outside counsel	6	6	6	5
Claims Received	735	740	640	700
Number of risk management reports (Non-Auditors request)	55	49	40	40
<b>Outcomes: Results or Impacts of Program Activities</b>				
Percentage of clients rating department services satisfactory or better	97%	97%	97%	97%
Total amount of arbitration paid against City	526,164	2,526,164	750,000	1,500,000
Total amount of Judgments paid against City	4,810,367	6,000,000	6,000,000	600,000
Total amount of settlements paid against City	23,408,531	20,000,000	20,000,000	25,000,000

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*Governmental Affairs Division/ FOI Section*

<b>Type of Performance Measure:</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>
List of Measures	<b>Actual</b>	<b>Actual</b>	<b>Projection</b>	<b>Target</b>
% of professional staff attending an external training program	50%	17%	50%	100%
Number of Attorneys in Section	4	4	4	4
Number of Legal Assistants in Section	2	1	1	2
Number of Clerical Support Staff in Section	2	2	2	2
FOIA responses sent	3,248	3,472	4,000	4,500
FOIA responses pending	2225	1,775	2,000	2,000
Municipal Public Hearings / Formal meetings	355	400	400	400
<b>Outputs: Units of Activity directed towards Goals</b>				
Client training workshops	2	2	2	3
Number of face-to-face client contacts to assess client needs	200	250	300	300
Percent "plain English" documents	98%	98%	99%	100%
Number of Cases Active	16	19	30	50
Number of Cases Closed	12	16	15	25
Number of Cases Dismissed	1	1	2	10
Settlement write-ups completed within 10 days of agreement	100%	100%	100%	100%
Percent of timely responses to written assignments	70%	70%	70%	80%
Number of cases handled by outside counsel	1	0	0	0
<b>Outcomes: Results or Impacts of Program Activities</b>				
Total amount of settlements paid against City	\$400,000	\$50,000	\$10,000	\$50,000
Total amount of judgments paid against City	0	\$500	\$60,000	\$100,000

## LAW (32)

### *Governmental Affairs Division/ Municipal Section*

<b>Type of Performance Measure:</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>
List of Measures	Actual	Actual	Projection	Target
% of professional staff attending an external training program	100%	100%	100%	100%
Number of Attorneys in Section	4	4	4	5
Number of Legal Assistants in Section	1	1	1	1
Number of Clerical Support Staff in Section	0	0	1	1
FOIA requests – all	83	36	75	80
Municipal Public Hearings / Formal meetings	924	971	1,000	1,100
Municipal – Administrative Proceedings	15	36	40	50
<b>Outputs: Units of Activity directed towards Goals</b>				
Client training workshops	2	3	4	6
Municipal Opinions (written or oral)	801	900	950	1,000
Percent “plain English” documents	99%	100%	100%	100%
Number of Cases Active	12	23	30	40
Number of Cases Closed	9	19	25	35
Number of Cases Dismissed	9	19	25	35
Settlement write-ups completed within 10 days of agreement	100%	100%	100%	100%
Subpoenas	678	770	800	850
Ordinances, Resolutions, Executive Orders	443	455	500	550
Percent of timely responses to written assignments	85%	85%	90%	95%
<b>Outcomes: Results or Impacts of Program Activities</b>				
Total amount of settlements paid against City	\$0	\$0	\$0	\$0

**LAW (32)**

*Governmental Affairs/Local Prosecution Section*

<b>Type of Performance Measure:</b> List of Measures	<b>2009-10</b> Actual	<b>2010-11</b> Actual	<b>2011-12</b> Projection	<b>2012-13</b> Target
<b>Inputs: Resources Allocated or Service Demands Made</b>				
Percentage of professional staff attending at least one external training program per year	100%	86%	100%	100%
Number of Attorneys in Section	7	7	7	7
Number of Legal Assistants in Section	0	0	0	0
Number of Clerical Support Staff in Section	1	1	1	1
<b>Outcomes: Results or Impacts of Program Activities</b>				
Fines collected from Prosecution at 36 <sup>th</sup> District Court	\$4,175,000	\$4,390,011	\$4,700,000	\$4,900,000
Costs collected from Prosecution at 36 <sup>th</sup> District Court	\$465,000	\$429,520	\$450,000	\$475,000
Fines Collected from Prosecution at Dept. of Adm. Hearings	0	\$17,456	\$20,000	\$25,000
Total amount of settlements paid against City	\$500	\$17,500	\$50,000	\$50,000
Total amount of judgments paid against City	0	0	0	0
<b>Outputs: Units of Activity directed towards Goals</b>				
Client training workshops	0	2	3	4
Number of face-to-face client contacts to assess client needs	25	50	60	65
Number of court documents prepared	420	400	410	415
Percent "plain English" documents	98%	99%	100%	100%
Number of civil cases active	14	12	24	30
Number of civil claims cases closed	10	5	8	10
Number of civil claims cases dismissed	4	3	5	8
Settlement write-ups completed within 10 days of agreement	100%	50%	100%	100%
Percent of timely responses to written assignments	95%	90%	95%	100%
Total number of appeals pending (close of fiscal year)	2	0	2	2
Warrants Approved	3779	3,884	4,000	4,200
Written Plea Offers	2846	37,408	39,000	41,000
Trials Conducted	223	176	190	215
Drunk-Driving Cases Prosecuted	883	793	825	900



## LAW (32)

### Labor and Employment Division

Type of Performance Measure: List of Measures	2009-10 Actual	2010-11 Actual	2011-12 Projection	2012-13 Target
<b>Inputs: Resources Allocated or Service Demands Made</b>				
Percentage of professional staff attending at least one external training program per year	100%	100%	100%	100%
Number of Attorneys in Labor & Employment	6	4	4	4
Number of Attorneys in Workers Comp	3	3	2	2
Number of Attorneys in Police Trial Boards	2	2	2	2
Number of Clerical Support Staff in Division	3	3	3	3
Legal Assistant to Attorney ratio	2:6	2:6	1:9	1:9
<b>Outcomes: Results or Impacts of Program Activities</b>				
Total amount of settlements paid against City	29,000,000	30,000,000	30,000,000	30,000,000
Total amount of judgments paid against City	10,000,000	15,000,000	15,000,000	15,000,000
<b>Efficiency:</b>				
Average number of days a case is open	520	541	563	550
Secretary to Attorney ratio	2:6	2:6	3:9	4:9
Legal Assistant to Attorney ratio	1:9	1:9	1:9	3:9
<b>Outputs: Units of Activity directed towards Goals</b>				
Client training workshops	4	3	3	5
Number of face-to-face client contacts to assess client needs	320	340	350	375
Opinions (written or oral)	267	272	280	300
Number of Motions filed Labor	1275	1300	1325	1098
Labor/Employment Investigations*	145	150	155	700
EEOC & MDCR claims	82	86	0	25
Worker Compensation redemptions	24	20	18	25
Civil service grievances	55	65	70	80
Percent "plain English" documents	99%	99%	99%	100%
Number of Cases Closed	58	65	72	75
Settlement write-ups completed within 10 days of agreement	80%	80%	80%	85%
Percent of timely responses to written assignments	80%	75%	75%	80%
Number of cases handled by outside counsel	3	3	2	0
Total Number of Labor Cases pending at start of fiscal year	685	755	765	750
Total number of MERC cases	70	109	148	90
Total number of appeals pending (close of fiscal year)**	62	65	70	10
Veterans preference hearings	0	2	2	0
Police Trial Boards	625	650	650	550

\*MIOSHA and wage & hour investigations included.

\*\*Only Litigation appeals are included.

**CITY OF DETROIT**  
**Law Department**  
**Financial Detail by Appropriation and Organization**

<b>Administration</b>	<b>2011-12</b>		<b>2012-13</b>		<b>2012-13</b>	
	<b>Redbook</b>		<b>Dept Final</b>		<b>Mayor's</b>	
<b>Administration and Operations</b>	<b>FTE</b>	<b>AMOUNT</b>	<b>FTE</b>	<b>AMOUNT</b>	<b>FTE</b>	<b>AMOUNT</b>
<i>APPROPRIATION</i>						
<i>ORGANIZATION</i>						
00527 - Administration and Operations						
320010 - Administration	112	\$18,643,501	98	\$16,801,643	50	\$8,039,938
<b>APPROPRIATION TOTAL</b>	<b>112</b>	<b>\$18,643,501</b>	<b>98</b>	<b>\$16,801,643</b>	<b>50</b>	<b>\$8,039,938</b>
<b>ACTIVITY TOTAL</b>	<b>112</b>	<b>\$18,643,501</b>	<b>98</b>	<b>\$16,801,643</b>	<b>50</b>	<b>\$8,039,938</b>

**CITY OF DETROIT**  
**Budget Development for FY 2012-2013**  
**Appropriations - Summary Objects**

	<b>2011-12 Redbook</b>	<b>2012-13 Dept Final Request</b>	<b>2012-13 Mayor's Budget Rec</b>
<b>AC0532 - Administration</b>			
<i>A32000 - Law Department</i>			
SALWAGESL - Salary & Wages	7,792,792	6,805,786	2,760,475
EMPBENESL - Employee Benef	7,273,354	6,573,027	3,243,837
PROFSVCSL - Professional/Cor	996,774	984,977	329,039
OPERSUPSL - Operating Suppli	681,231	629,231	345,000
OPERSVCSL - Operating Servic	1,848,950	1,758,222	1,335,087
CAPEQUPSL - Capital Equipme	49,500	49,500	26,000
OTHEXPSSL - Other Expenses	900	900	500
<i>A32000 - Law Department</i>	<i>18,643,501</i>	<i>16,801,643</i>	<i>8,039,938</i>
<b>AC0532 - Administration</b>	<b>18,643,501</b>	<b>16,801,643</b>	<b>8,039,938</b>
<b>Grand Total</b>	<b>18,643,501</b>	<b>16,801,643</b>	<b>8,039,938</b>

## **LAW (32)**

### ***LEGISLATIVE LIAISON ACTIVITY INFORMATION***

#### **ACTIVITY DESCRIPTION: LEGISLATIVE LIAISON**

The City of Detroit engages the services of a legislative liaison in Lansing and in Washington, D.C. The appropriation pays for an office in Lansing and a contract for services in Washington. The Mayor's Office provides the oversight of this contract.

#### **GOALS:**

1. To Represent the City's interest in all state and federal legislative matters pertaining to or having an effect upon the City of Detroit.
2. To Keep the City Administration informed of the latest legislative attitudes and actions on matters pertaining to or having an effect upon the City of Detroit.

**CITY OF DETROIT**  
**Law Department**  
**Financial Detail by Appropriation and Organization**

<b>Federal Legislative Services</b>	<b>2011-12</b>		<b>2012-13</b>		<b>2012-13</b>	
	<b>Redbook</b>		<b>Dept Final</b>		<b>Mayor's</b>	
<b>Legislative Liaison</b>	<b>FTE</b>	<b>AMOUNT</b>	<b>FTE</b>	<b>AMOUNT</b>	<b>FTE</b>	<b>AMOUNT</b>
<b>APPROPRIATION</b>						
<b>ORGANIZATION</b>						
00255 - Legislative Liaison						
320040 - Federal Legislative Services	0	\$270,000	0	\$200,000	0	\$200,000
<b>APPROPRIATION TOTAL</b>	<b>0</b>	<b>\$270,000</b>	<b>0</b>	<b>\$200,000</b>	<b>0</b>	<b>\$200,000</b>
11860 - State Legislative Services						
320045 - State Legislative Services	0	\$352,800	0	\$200,000	0	\$392,000
<b>APPROPRIATION TOTAL</b>	<b>0</b>	<b>\$352,800</b>	<b>0</b>	<b>\$200,000</b>	<b>0</b>	<b>\$392,000</b>
<b>ACTIVITY TOTAL</b>	<b>0</b>	<b>\$622,800</b>	<b>0</b>	<b>\$400,000</b>	<b>0</b>	<b>\$592,000</b>

**CITY OF DETROIT**  
**Budget Development for FY 2012-2013**  
**Appropriations - Summary Objects**

	<b>2011-12 Redbook</b>	<b>2012-13 Dept Final Request</b>	<b>2012-13 Mayor's Budget Rec</b>
<b>AC1032 - Legislative Liaison</b>			
<i>A32000 - Law Department</i>			
PROFSVCSL - Professional/Cor	622,800	400,000	592,000
<i>A32000 - Law Department</i>	622,800	400,000	592,000
<b>AC1032 - Legislative Liaison</b>	<b>622,800</b>	<b>400,000</b>	<b>592,000</b>
<b>Grand Total</b>	<b>622,800</b>	<b>400,000</b>	<b>592,000</b>

**CITY OF DETROIT**  
**Budget Development for FY 2012-2013**  
**Appropriation Summary - Revenues**

	2010-11 Actuals	2011-12 Redbook	2012-13 Dept Final Request	2012-13 Mayor's Budget Rec	Variance
<b>A32000 - Law Department</b>					
<i>00527 - Administration and Operations</i>					
446100 - Administration Fee	383	0	0	0	0
449125 - Personal Services	0	0	0	0	0
449160 - Personal Services-Airp	5,493	4,000	4,000	0	(4,000)
449175 - Personal Services-Ced	640,373	700,000	250,000	250,000	(450,000)
449200 - Personal Services-Mpc	12,350	73,000	60,000	60,000	(13,000)
449205 - Personal Services-Nsd	3,629	15,000	10,000	0	(15,000)
449215 - Personal Services-DO	474,312	542,000	700,000	700,000	158,000
449220 - Personal Services-Wat	219,082	100,000	400,000	400,000	300,000
455105 - Court Fines	0	0	0	0	0
474100 - Miscellaneous Receipts	62,205	180,000	180,000	180,000	0
<i>00527 - Administration and Operation:</i>	<i>1,417,827</i>	<i>1,614,000</i>	<i>1,604,000</i>	<i>1,590,000</i>	<i>(24,000)</i>
<b>A32000 - Law Department</b>	<b>1,417,827</b>	<b>1,614,000</b>	<b>1,604,000</b>	<b>1,590,000</b>	<b>(24,000)</b>
<b>Grand Total</b>	<b>1,417,827</b>	<b>1,614,000</b>	<b>1,604,000</b>	<b>1,590,000</b>	<b>(24,000)</b>

**CITY OF DETROIT  
MAYOR'S 2012-2013 RECOMMENDED BUDGET**

**Law Department**

<b>Appropriation</b>	<b>REDBOOK FY</b>		<b>DEPT REQUEST</b>		<b>MAYORS FY</b>	
<b>Organization</b>	<b>2011</b>	<b>2012 FTE</b>	<b>FY 2012</b>	<b>2013 FTE</b>	<b>2012</b>	<b>2013 FTE</b>
<b>Classification</b>						
<b>00527 - Administration and Operations</b>						
<b>320010 - Administration</b>						
Corp Counsel - Election Comm	1		1		1	
Deputy Corporation Counsel	1		1		1	
Admin Asst GD II - Law	1		1		1	
Executive Legal Secretary	1		1		1	
Chief Asst Corporation Counsel	4		0		0	
Supervising Asst Corp Counsel	9		8		0	
Sr Asst Corporation Counsel	19		19		10	
Sr Asst Corp Counsel Exempted	1		0		0	
Assistant Corporation Counsel	31		29		9	
Asst Corp Counsel - Exempt	4		4		3	
Records Manager	1		1		1	
Legal Investigator	3		3		3	
Legal Assistant	11		10		4	
Senior Legal Secretary	2		3		3	
Legal Secretary	15		11		7	
Principal Clerk	1		1		1	
Senior Clerk	1		1		1	
Clerk	4		3		3	
Office Assistant III	1		0		0	
Office Assistant II	1		1		1	
<b>Total Administration</b>	<b>112</b>		<b>98</b>		<b>50</b>	
<b>Total Administration and Operations</b>	<b>112</b>		<b>98</b>		<b>50</b>	
<b>Agency Total</b>	<b>112</b>		<b>98</b>		<b>50</b>	