

POSITION ADJUSTMENT REQUEST

NO. 22507
DATE 8/5/2019

Department Public Defender

Department No./
Budget Unit No. 0243 Org No. 2917 Agency No. 043

Action Requested: ADOPT Position Adjustment No. 22507 to establish the class of Deputy Public Defender Fixed-Term - Project (represented) and add one (1) full-time Deputy Public Defender Fixed-Term -Project position at salary and grade JDX 2197 (\$8,107.78-\$8,715.98) (100% JJCPA/YOBG funding).

Proposed Effective Date: 10/1/2019

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☐ No ☒

Total One-Time Costs (non-salary) associated with request: _____

Estimated total cost adjustment (salary / benefits / one time):

| | | | |
|-------------------|---------------------|-----------------|---------------|
| Total annual cost | <u>\$141,075.00</u> | Net County Cost | <u>\$0.00</u> |
| Total this FY | <u>\$105,807.00</u> | N.C.C. this FY | <u>\$0.00</u> |

SOURCE OF FUNDING TO OFFSET ADJUSTMENT YOBG/JJCPA

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Joanne Sanchez-Rosa, ASO

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Paul Reyes

8/29/2019

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 9/16/2019

Establish the class of Deputy Public Defender-Fixed Term-Project (25W3) (represented) allocate on the salary schedule at salary plan and grade JDX 2197 (\$8,107-\$8,715 and add one (1) full-time Deputy Public Defender-Fixed Term-Project (25W3) (represented) position

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.

☐ _____(Date)

Gladys Scott Reid

9/16/2019

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 9/18/2019

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: _____

Paul Reyes

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

David J. Twa, Clerk of the Board of Supervisors
and County Administrator

DATE _____

BY _____

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

REQUEST FOR PROJECT POSITIONS

Department Public Defender

Date 9/18/2019

No. xxxxxx

1. Project Positions Requested:
Deputy Public Defender Fixed Term Project
2. Explain Specific Duties of Position(s)
Represent youth impacted by the juvenile justice system in school expulsion proceedings, special education meetings, enrollment in school after release from juvenile hall, or Orin Allen Youth Rehabilitation Facility, AB12 Extended Foster Care proceedings, and in juvenile record sealing and vatacur proceedings.
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
The funding source is the Youthful Offender Block Grant/Juvenile Justice Crime Prevention Act (YOBG/JJCPA), administered through the Probation Department. The purpose of the project is to provide holistic legal services to youth impacted by the juvenile justice system.
4. Duration of the Project: Start Date 10/1/2019 End Date yr-to-yr
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
The term of the position is dependent on continued funding from Probation Department through YOBG/JJCPA state funding.
5. Project Annual Cost
 - a. Salary & Benefits Costs: \$141,075.00
 - b. Support Costs: _____
(services, supplies, equipment, etc.)
 - c. Less revenue or expenditure: \$141,075.00
 - d. Net cost to General or other fund: \$0.00
6. Briefly explain the consequences of not filling the project position(s) in terms of:
 - a. potential future costs
 - b. legal implications
 - c. financial implications
 - d. political implications
 - e. organizational implicationsJuvenile clients will not receive necessary education advocacy services and other holistic legal services.
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
There are no other alternatives.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
4/1/2020

JUSTIFICATION FOR 9.C2: This position requires unique skills and abilities. A non-County employee who has been providing juvenile justice services to our clients as a contractor is the most qualified candidate to assume this project position and carry out the duties while providing high levels of service.
9. How will the project position(s) be filled?
 - ☐ a. Competitive examination(s)
 - ☐ b. Existing employment list(s) Which one(s)? _____
 - ☒ c. Direct appointment of:
 - ☐ 1. Merit System employee who will be placed on leave from current job
 - ☒ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY