

POSITION ADJUSTMENT REQUEST

NO. 25910
DATE 2/14/2022

Department Public Defender

Department No./
Budget Unit No. 0243 Org No. 2921 Agency No. 043

Action Requested: Establish the class of Legal Assistant-Project (represented); add three (3) Legal Assistant-Project (represented) positions, add two (2) Intermediate Clerk- Project (represented) positions, add four (4) Deputy Public Defender - Fixed Term (represented) positions, and one (1) Administrative Services Assistant III- Project (represented) position in the Public Defenders Office.

Proposed Effective Date: 3/1/2022

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

Total One-Time Costs (non-salary) associated with request: \$0.00

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

Total annual cost \$1,261,811.00 Net County Cost \$0.00

Total this FY \$420,604.00 N.C.C. this FY 0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% State (BSCC Post-Conviction Relief Pilot).

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

Erica Ellis Zielinski

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

SS for Paul Reyes

2/22/2022

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 3/3/2022

Establish the class of Legal Assistant-Project (represented) and add three Legal Assistant-Project (represented) positions, add two Intermediate Clerk- Project (represented) positions, add four Deputy Public Defender - Fixed Term (represented) positions, and one Administrative Services Assistant III- Project (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

3/3/2022

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 3/17/2022

☒ 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 ☐

Monica Nino, 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 2/14/2022

No. _____

1. Project Positions Requested:
Legal Assistant - Project
Clerk - Experienced Level - Project
2. Explain Specific Duties of Position(s)
See attached job descriptions
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
Name of project: Contra Costa County Post-Conviction Relief Pilot Project
Name of funding source: Board of State and Community Corrections (BSCC)
Purpose of project: To expand access to post-conviction relief services for indigent individuals in Contra Costa County.
4. Duration of the Project: Start Date 3/1/2022 End Date 3/1/2025
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
3 years
5. Project Annual Cost
 - a. Salary & Benefits Costs: \$1,381,714.00
 - b. Support Costs: \$86,949
(services, supplies, equipment, etc.)
 - c. Less revenue or expenditure: _____
 - d. Net cost to General or other fund: _____
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 implications
 - a) No future costs.
 - b) The department has committed to these positions to BSCC.
 - c) The department will lose significant grant funding.
 - d) None.
 - e) No organizational implications.
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
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