

POSITION ADJUSTMENT REQUEST

NO. 26095
DATE 11/7/2022

Department Public Defender Department No./
Budget Unit No. 0243 Org No. 2921 Agency No. 43

Action Requested: ADOPT Position Adjustment Resolution No. 26095 to establish and add one classification of Public Defender Investigator I-Prj (6NW1) (represented) position at salary plan and grade JF5 1572 (\$6,842.51 - \$8,317.11) and add one Intermediate Clerk-Prj (99J3) (represented) position at salary plan and grade QH5 0946 (\$3,740.48 - \$4,546.58) in the Public Defender office.

Proposed Effective Date: 1/1/2023

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 \$201,618.55 Net County Cost \$0.00
Total this FY \$100,809.27 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT BSCC Public Defense Pilot Program

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

Erica Ellis

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

E. Farrell (for Paul Reyes)

12/27/2022

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/2/2023

Establish and add one classification of Public Defender Investigator I-Prj (6NW1) (represented) position at salary plan and grade JF5 1572 (\$6,842.51 - \$8,317.11) and add one Intermediate Clerk-Prj (99J3) (represented) position at salary plan and grade QH5 0946 (\$3,740.48 - \$4,546.58) in the Public Defender office.

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

Effective: Day following Board Action.

_____(Date)

Amanda Monson

1/2/2023

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

1/12/2023

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 11/7/2022

No. _____

1. Project Positions Requested:
Public Defender Investigator I - Project
Intermediate Clerk - Project

2. Explain Specific Duties of Position(s)
See next page.

3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
Name of project: BSCC Public Defense Pilot Program
Name of funding source: 100% funded by BSCC Public Defense Pilot Program
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: \$1,381,714.50
 - b. Support Costs: \$86,949.32
(services, supplies, equipment, etc.)
 - c. Less revenue or expenditure: \$1,468,663.88
 - 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 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.
No 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
Updated Cost Benefit on 8/31/2023..

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