

POSITION ADJUSTMENT REQUEST

NO. 26133
DATE 2/23/2023

Department Public Defender Department No./
Budget Unit No. 0243 Org No. 2921 Agency No. 43
Action Requested: Add one (1) FT Admin Aide - Prj (AP73) and cancel one (1) ASAIL-Prj (APV2) position 19558 and three (3) Legal Assistant-Prj (2Y71) positions 18789, 18790 in the Public Defender's Office.

Proposed Effective Date: 3/22/2023

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 \$86,287.02 Net County Cost \$0.00
Total this FY \$28,762.36 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)

3/23/2023

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 3/23/2023

Add one (1) FT Admin Aide - Prj (AP73) at salary plan and grade C85 0972 (\$3,726.20 - \$5,780.56), cancel one (1) ASAIL-Prj (APV2) position 19558 at salary plan and grade Z25 1475 (\$6,129.06-\$7,449.91), and cancel three (3) Legal Assistant-Prj (2Y71) positions 18789, 18790 & 18791 at salary plan and grade ZB5 1337 (\$5,346.29-\$6,498.45) in the Public Defenders Office.

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

Effective: Day following Board Action.

_____(Date)

Carol Berger

3/23/2023

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

3/30/2023

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 2/23/2023

No. _____

1. Project Positions Requested:
Administrative Aide-Project
2. Explain Specific Duties of Position(s)
The Administrative Aide-Project will act as project coordinator to support the post conviction unit's legal actions. The project coordinator will perform administrative and analytical tasks and create summaries and reports.
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
Name of project: BSCC Public Defence Pilot Program
Name of funding source: 100% funded by BSCC Public Defence 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.
We are replacing a vacancy in the project coordinator position that had been served by an Admin Services III-Project. This will a) better suit our project needs and b) be less expensive.
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