

**POSITION ADJUSTMENT REQUEST**

NO. 26072  
DATE 11/17/2022

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

Action Requested: Add one (1) Deputy Public Defender-Fixed Term (25WB) (represented) position at salary plan and grade JDX 2197 (\$9,119.31 - \$9,803.38), and add one (1) Administrative Services Assistant II - Project (APV2) (represented) position at salary plan and grade Z25 1475 (\$6,129.06 - \$7,449.91), and cancel one (1) Administrative Services Assistant III - Project (APT1) (represented) position #18788 at salary plan and grade Z

Proposed Effective Date: 1/2/2022

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 \$441,008.87 Net County Cost \$0.00  
Total this FY \$220,504.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT BSCC Public Defense Program

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

Brandon Banks

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

E.Farrell (for Paul Reyes)

11/21/2022

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 12/1/2022

Add one (1) Deputy Public Defender-Fixed Term (25WB) (represented) position at salary plan and grade JDX 2197 (\$9,119.31 - \$9,803.38), and add one (1) Administrative Services Assistant II - Project (APV2) (represented) position at salary plan and grade Z25 1475 (\$6,129.06 - \$7,449.91), and cancel one (1) Administrative Services Assistant III - Project (APT1) (represented) position #18788 at salary plan and grade Z25 1631 (\$7,512.79- \$8,694.

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

Effective:  Day following Board Action.

\_\_\_\_\_(Date)

Amanda Monson

12/1/2022

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE \_\_\_\_\_

- Approve Recommendation of Director of Human Resources
- Disapprove Recommendation of Director of Human Resources
- Other: \_\_\_\_\_

\_\_\_\_\_  
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Monica Nino, Clerk of the Board of Supervisors  
and County Administrator

Adjustment is APPROVED  DISAPPROVED

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 11/17/2022

No. \_\_\_\_\_

1. Project Positions Requested:  
Public Defender Investigator I - Project  
Intermediate Clerk - Project  
Administrative Services Assistant II - 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
  - b. Support Costs: \$86,949.00  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \$1,468,663.8
  - 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 a grant agreement with the BSCC to complete programmatic work utilizing county staff.
  - 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.  
See next page.
  
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