

POSITION ADJUSTMENT REQUEST

C.33

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 [X] No [] / Cost is within Department's budget: Yes [] No [X]

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: [X] Day following Board Action.
[] (Date)

Gladys ScottReid

3/3/2022

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

3/17/2022

[X] Approve Recommendation of Director of Human Resources
[] Disapprove Recommendation of Director of Human Resources
[] Other:

Paul Reyes

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

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

Adjustment is APPROVED [] DISAPPROVED [X] xxxxx

DATE 03-22-22

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: