

POSITION ADJUSTMENT REQUEST

NO. 26119
DATE 2/16/2023

Department Public Defender's Office
Department No./ Budget Unit No. 0243 Org No. 2919 Agency No. 43

Action Requested: ADOPT Position Adjustment No. 26119 to add one (1) full-time Public Defender Client Services Specialist (26SC) position at salary plan and grade QV5 1521 (\$6,416.16 - \$7,798.88) and one (1) full-time Legal Assistant (2Y7B) at salary plan and grade ZB5 1337 (\$5,346.29 - \$6,498.45) to the Public Defender's Office.

Proposed Effective Date: 2/15/2023

Classification Questionnaire attached: Yes [] No [x] / 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 \$220,617.00 Net County Cost \$172,948.00
Total this FY \$47,220.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% AB109 funding for current FY, 100% GF for FY 23/24

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

Ali Saidi

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

E.Farrell (for Paul Reyes) 2/16/2023

Deputy County Administrator Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 2/21/2023

Add one (1) Public Defender Client Services Specialist (26SC) position at salary plan and grade QV5 1521 (\$6,416.16 - \$7,798.88) and one (1) Legal Assistant (2Y7B) at salary plan and grade ZB5 1337 (\$5,346.29 - \$6,498.45) in the Public Defender's Office.

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

Effective: [x] Day following Board Action.
[] (Date)

Amanda Monson

2/21/2023

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 3/2/2023

- [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 [x] DISAPPROVED []

DATE 03-07-2023

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: