

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 [X] / Cost is within Department's budget: Yes [X] 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: [X] Day following Board Action.
[] (Date)

Carol Berger

3/23/2023

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

3/30/2023

- [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:

Adjustment is APPROVED [X] DISAPPROVED []

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

DATE 04-04-2023

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: