



Contra
Costa
County

To: Board of Supervisors
From: Robin Lipetzky, Public Defender
Date: October 18, 2016

Subject: Increase the hours of one part-time Legal Assistant

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21969 to increase the hours of one (1) Legal Assistant (2Y7B) (represented) position no.16081 at salary plan and grade ZB5 1337 (\$4,350 - \$5,287) from part-time (20/40) to full-time (40/40) in the Public Defender's Office.

FISCAL IMPACT:

This action has a total annual cost of \$63,116 (\$44,205 this fiscal year). This is 100% Federal Grant funded.

BACKGROUND:

This Smart Defense Initiative grant from the Bureau of Justice Assistance will fund the West County Misdemeanor Early Representation Program (MERP), which is designed to provide immediate representation for persons cited for misdemeanor offenses, so as to reduce incarceration and collateral consequences stemming from failure to appear (FTA) for indigent clients in Richmond. The grant provides funding for one part-time (0.5-FTE) benefited Legal Assistant, as well as

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/18/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: October 18, 2016

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Richard Loomis, (925)
335-8093

cc: Richard Loomis

BACKGROUND: (CONT'D)

one full-time temporary Special Assignment Attorney.

Today's action increases the hours of an existing 0.5 FTE Legal Assistant (20/40) to full time (40/40).

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Department would experience delays in addressing the services of the West County Misdemeanor Early Representation Program that is designed to provide immediate representation to persons sited for misdemeanor offenses, and ultimately through the support and outreach of the program reduce incarceration.

CHILDREN'S IMPACT STATEMENT:

No Impact.

ATTACHMENTS

P300 No. 21969