



Contra  
Costa  
County

To: Board of Supervisors  
From: Ellen McDonnell, Public Defender  
Date: September 13, 2022

Subject: Establish PD Forensic Social Worker Series; Reclassify, add and cancel positions at Public Defender's Office

### **RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25945 to establish the Forensic Social Worker series and create the following job series classifications: Forensic Social Worker (25WC) (represented) at salary and plan grade 255 1553 (\$6,847 - \$7,549); Senior Forensic Social Worker (25VB) (represented) at salary and plan grade 255 1618 (\$7,302 - \$8,876); Forensic Social Worker Supervisor (25HA) (represented) at salary plan and grade 2I5 1745 (\$8,281 - \$10,066); Forensic Social Worker -Project (25W4) (represented) at salary and plan grade 255 1553 (\$6,847 - \$7,549); Senior Forensic Social Worker - Project (25V1) (represented) at salary and plan grade 255 1618 (\$7,302 - \$8,876); reclassify position 17974 and the incumbent from Social Worker II (XOWB) (represented) to Forensic Social Worker (25WC) and carryover seniority from prior class; reclassify position 17756 and the incumbent from Social Worker III (XOVB) (represented) to Senior Forensic Social Worker (25VB) (represented) classification and carryover seniority from prior class; reclassify two (2) positions 14745 and 18468 and the incumbents from Social Work Supervisor II (XOHA) to the new Forensic Social Worker Supervisor (25HA) classification and carryover seniority from prior class;

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

Action of Board On: **09/13/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

#### **VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, 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: September 13, 2022

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

By: June McHuen, Deputy

Contact: Joanne Sanchez, (925)  
335-8065

### RECOMMENDATION(S): (CONT'D)

add one (1) Forensic Social Worker (25WC) position, and cancel one (1) Social Worker II (XOWB) (represented) position 17757; add (2) Forensic Social Worker-Project (25V1) (represented) positions, and cancel two (2) Social Worker II - Project (XOW2)(represented) positions; and add one (1) Forensic Social Worker -Project (25V1) (represented) position.

### FISCAL IMPACT:

There is no additional cost to the County for this action.

The addition of the Forensic Social Worker Project position is entirely funded by the Post-Conviction Relief Pilot Project funded by The California Board of State and Community Corrections (BSCC). The BSCC awarded The Public Defender's Office \$1,468,664 annually for three years to dramatically expand access to post-conviction relief services provided by recently enacted reforms in the areas of immigration vacatur, felony, murder resentencing, youthful offender parole, and prosecutor-initiated resentencing, to indigent individuals in Contra Costa County. This Forensic Social Worker will provide case management for clients including client assessments, developing reentry plans, provide linkages, and referrals, working as part of a multi-disciplinary team including attorneys, legal assistants, and clerical staff, to support eligible individuals through the legal process, working to rectify inequitable, unlawful conviction sentences and to promote just outcomes.

### BACKGROUND:

Since the Public Defender's Office hired its first social worker in 2013, it has used the county-wide Social Worker I-II-III job classification series and Social Work Supervisor I-II series as the source for prospective hires for its social workers. However, these classification series were created for, and overwhelmingly have been used for, recruitment within the Employment and Human Services Department's Children and Family Services Bureau and the Aging and Adult Protective Services Bureau, where the job responsibilities and desired characteristics are significantly different from the characteristics needed for a forensic social worker in the Public Defender's Office. This has hampered recruitment efforts as both Children and Family Services and the Public Defender's Office have been obliged to hire off the same employment lists, creating considerable challenges for the Public Defender's Office in hiring social work candidates suited for employment on a criminal legal defense team.

Due to these challenges, it is necessary to create a new classification series targeted towards the work of the Public Defender's Office. These new job classifications have distinguishing characteristics, minimum qualifications, knowledge, skills and abilities, and typical tasks that accurately reflect the work that these employees will perform in the

Public Defender's Office. Establishing this new series will help recruiting efforts, as well as ensure the department can meet the needs of the community.

CONSEQUENCE OF NEGATIVE ACTION:

If unapproved, the Public Defender's Office will continue to face recruitment challenges, and be unable to effectively serve it's clients and meet the needs of the community.

ATTACHMENTS

P300 No. 25945

P300 25945 Description