



Legislation Text

File #: 17-574, **Version:** 1

Adopt a resolution amending the List of Numbers and Classifications of Positions to add 0.5 FTE Social Worker II and 1.0 FTE Staff Analyst, and delete 0.5 FTE Social Worker III and 1.0 FTE Clerical Operations Manager in the Public Defender's Office to address departmental operational changes

Published Notice Required? Yes ☐ No ☒

Public Hearing Required? Yes ☐ No ☒

DEPARTMENTAL RECOMMENDATION:

It is recommended that the Board of Supervisors adopt a resolution amending the List of Numbers and Classifications of Positions to add 0.5 FTE Social Worker II and 1.0 FTE Staff Analyst, and delete 0.5 FTE Social Worker III and 1.0 FTE Clerical Operations Manager in the Public Defender's Office to address departmental operational changes.

SUMMARY:

The Public Defender's Office currently has a 0.5 FTE Social Worker III position allocation that is under-filled with a Social Worker II. The FY2017/18 Adopted Budget includes a new 0.5 FTE Social Worker II. The Office requests approval with the Social Worker III deletion and Social Worker II addition to increase the currently filled 0.5 FTE Social Worker II to a 1.0 FTE with no net increase. The Clerical Operations Manager will become vacant on August 15, 2017, and the job duties for the classification of Staff Analyst are consistent with operational needs of the department. Adoption of the resolution results in no net position allocation increase and will effectively meet departmental operational needs and assign position classifications consistent with the assigned job duties.

FINANCIAL IMPACT:

Adoption of the recommended resolution is anticipated to have a minimal budget impact. No additional County General Fund is associated with this request. The Social Worker II position is funded with State AB 109 Public Safety Realignment funds and County General Fund. The Staff Analyst position may result in a maximum estimated annual increase of \$15,000 if filled at the highest step level. Any increased cost will be absorbed within the Public Defender's FY2017/18 Adopted Budget.

DISCUSSION:

Currently the Public Defender's Office has a 0.5 FTE Social Worker III position that is under-filled with a Social Worker II. The FY2017/18 Adopted Budget includes a new 0.5 FTE Social Worker II to provide additional pre-adjudication social work services to support an attorney in mitigating case outcomes. The Office requests approval with the deletion of the Social Worker III position to combine the two half-time Social Worker II allocated positions resulting in 1.0 FTE Social Worker II with no net increase in the Office's position allocations. Having a full-time Social Worker II position allocation (versus two half-time positions) will allow the Office to effectively meet the operational needs of the department.

Additionally, the Clerical Operations Manager position will become vacant on August 15, 2017. Based upon an operational review between the Public Defender, Human Resources and the County Administrator's Office of

the workload and essential job duties, staff believes the appropriate classification should be Staff Analyst.

Adoption of the resolution results in no net position allocation increase and will effectively meet departmental operational needs and assign position classifications consistent with job duties to be assigned.

ALTERNATIVES:

The Board may choose not to adopt the resolution; however, this is not recommended as the recommended position changes result in no net increase in the department's position allocation and align position classifications with their respective job duties that meet the operational needs of the department.

OTHER AGENCY INVOLVEMENT:

Human Resources and the County Administrator's Office have reviewed this request and recommend the position changes.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION