



Agenda Date: 1/29/2008  
Agenda Placement: 60

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Gregersen, Mark - Director  
Human Resources  
**REPORT BY:** Karla Jensen, Human Resources Analyst II - (707) 253-4489  
**SUBJECT:** Resolution amending Departmental Allocation List and Table & Index of Classes for the Public Defender's Department

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### **RECOMMENDATION**

Human Resources Director and the Public Defender request adoption of a resolution regarding the following in connection with the Public Defender's Department, effective February 9, 2008:

1. Amend the Departmental Allocation List to:
  - a. Delete two (2) Senior Public Defender Investigators and one (1) (S) Supervising Public Defender Investigator; and
  - b. Add three (3) Public Defender Investigator I/II.
2. Amend the Table and Index of Classes to:
  - a. Delete Public Defender Investigator and Senior Public Defender Investigator; and
  - b. Add Public Defender Investigator I and Public Defender Investigator II.

### **EXECUTIVE SUMMARY**

The Public Defender has identified a business need to create a flexibly staffed Public Defender Investigator job series. This flexibility is needed to ensure that the Public Defender can allocate staff to meet the Department's assigned caseloads.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	General Fund
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification: The Public Defender has recently reorganized the Department in an effort to provide staffing resources to meet the caseload the Office is assigned. During this reorganization of the Department, the Public Defender identified a need to create a flexibly staffed Public Defender Investigator job series. The creation of this series will allow the Public Defender to allocate staff resources to meet the Department's ever changing caseloads.

Is the general fund affected? Yes

Future fiscal impact: If approved, the estimated salary impact of this change will be \$2,394 for the remainder of Fiscal Year 07/08. This increase will be included in the department's budget in future years.

Consequences if not approved: The Department will continue with its current organizational structure and may not be able to meet its increasing caseload assigned by the Courts.

Additional Information:

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

The Public Defender has recently reorganized the Department in an effort to provide staffing resources to meet the caseload the Office is assigned. To that end, the Public Defender has divided supervisory responsibility for the professional, investigative and administrative staff between the two Chief Deputy positions. This reorganization has eliminated the need to establish a supervisory investigator. Therefore, the Public Defender is requesting this position be deleted from the Departmental Allocation List. During this reorganization of the Department, the Public Defender identified a need to create a flexibly staffed Public Defender Investigator job series. The creation of this series will allow the Public Defender to allocate staff resources to meet the Department's ever changing caseloads.

Human Resources concurs with these two requests from the Public Defender. Human Resources recommends establishing a flexibly staffed Public Investigator I/II job series. Furthermore, Human Resources recommends that the Public Investigator I salary range be established in parity with that of the established Public Defender Investigator class and the Public Defender Investigator II salary range be established in parity with that of the Senior Public Defender Investigator.

Therefore, the Human Resources Director recommends the adoption of the accompanying Resolution regarding changes to the Departmental Allocation List and the Table and index of Classes for the Public Defender Department as listed in Exhibit "A", effective February 9, 2008.

### **SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Collins