



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 10/15/2013

Agenda Placement: 7E

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Suzanne Mason - Director
Human Resources

REPORT BY: Karla Jensen, Human Resources Analyst II - (707) 253-4489

SUBJECT: Amend Departmental Allocation List for the Public Defender by deleting one Supervising Legal Secretary & Staff Services Analyst I/II and adding one Legal Office Manager and one Legal Secretary I

RECOMMENDATION

Director of Human Resources and the Public Defender request the adoption of a resolution amending the Departmental Allocation List of the Public Defender's Office, effective October 26, 2013, as follows, with no net increase in the number of full time equivalents:

1. Amend the Department Allocation List of the Public Defender's Office by deleting:
 - a. One (1.0 FTE) (S) Supervising Legal Secretary; and
 - b. One (1.0 FTE) Staff Services Analyst I/II*.
2. Amend the Departmental Allocation List of the Public Defender's Office by adding:
 - a. One (1.0 FTE) (M) Legal Office Manager; and
 - b. One (1.0 FTE) Legal Secretary I.

*Flexibly Staffed

EXECUTIVE SUMMARY

The Public Defender requested that Human Resources complete a classification study of a Supervising Legal Secretary position, to determine if the duties being performed by the incumbent were within the scope of those described in the classification of Supervising Legal Secretary. Human Resources conducted a classification study that included a review of the Position Description Questionnaire (PDQ) completed by the incumbent, a desk audit with the incumbent and an interview of the incumbent's supervisor. The findings of this study were that the duties being performed by the Supervising Legal Secretary in the Public Defender's Office were outside the scope of the duties associated with the Supervising Legal Secretary classification, and are more reflective of those found in the

Legal Office Manager classification specification.

In addition, given this restructuring, the Public Defender determined they could eliminate the Staff Services Analyst I/II position, and is instead requesting the addition of a Legal Secretary I to assist with the workload of the Legal Secretaries, and free up the Legal Office Manager to focus on performing the higher level fiscal and management duties associated with this position.

Therefore, the Director of Human Resources and the Public Defender recommend that the position held by the current incumbent in the Supervising Legal Secretary allocation in the Public Defender's Office be reclassified to a Legal Office Manager, effective October 26, 2013, with no net increase in FTE.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Public Defender
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The recommended change will allow the Department to consolidate the budget and administrative functions and the supervision of the legal support staff into one position, thus eliminating the need for a Staff Service Analyst I/II position. This new structure creates a more efficient model for the department's legal support and administrative operations, and mirrors the structure of other County legal departments.
Is the general fund affected?	Yes
Future fiscal impact:	If the requested action is approved, it is anticipated that these allocation changes will result in a salary savings of approximately \$7,100 for Fiscal Year 2013-2014 and approximately \$10,600 annually in future fiscal years. This is a permanent change in the allocation, and will be budgeted accordingly in future fiscal years.
Consequences if not approved:	The Public Defender will not have the ability to implement a more efficient administrative structure, and will have to reassign some of the job duties to other existing staff, as well as fill the vacant Staff Services Analyst allocation.

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

Due to a transfer, the Public Defender's Office had a vacant Staff Services Analyst position, which created an

opportunity for the Public Defender to review the structure of the administrative staff of the department and determine if there was another way to organize the work that would better fit the needs of the department. As a result of this review, the Public Defender assigned the fiscal and budgetary duties that were previously assigned to the Staff Services Analyst II to the Supervising Legal Secretary.

The addition of these fiscal and budget duties have require the Supervising Legal Secretary to perform duties with a higher level of responsibility, and has required that the incumbent develop different technical skills than those required for a Supervising Legal Secretary. The findings of this study are that the duties being performed by the Supervising Legal Secretary are outside the scope of duties associated with that classification and that the level and scope of work are consistent with that of the Legal Office Manager classification.

In addition, given this restructuring, the Public Defender determined they could eliminate the Staff Services Analyst I/II position, and is instead requesting the addition of a Legal Secretary I to assist with the workload of the Legal Secretaries, in order to free up the Legal Office Manager to focus on performing the higher level fiscal and management duties associated with this position.

Therefore, the Director of Human Resources and the Public Defender recommend the adoption of the resolution set forth in "Exhibit A", and the reclassification of the incumbent, effective October 26, 2013, with no net increase in the number of FTE.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi