



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-15

For the meeting of: May 5, 2015

Date: April 19, 2015
To: Board of Supervisors
From: Kevin S. Robinson, Public Defender
Subject: Reclassification of position in the Public Defender office

RECOMMENDATION(S): That the Board of Supervisors reallocate the Supervising Legal Secretary position (salary range 378, class 0114, position 01) currently occupied by Stacey Costa in budget unit 219 to Legal Office Business Manager (salary range 451, class 0134) effective the beginning of the bi-weekly pay period following approval.

SOURCE OF FUNDING: General Fund (1100 219)

DISCUSSION: The Public Defender Office submitted information to the Human Resources Department requesting a classification review for the Supervising Legal Secretary position currently occupied by Stacey Costa as Ms. Costa has assumed additional responsibilities as a result of both Alternate and Conflict Counsel offices being placed under the Public Defender. The Human Resources Department has determined that the Supervising Legal Secretary position currently occupied by Stacey Costa is not appropriately classified. Furthermore, the Human Resources Department recommends that her position be reallocated as Legal Office Business Manager.

FINANCIAL IMPACT: The increased position costs have already been included in the Fiscal Year 2015-16 budget projections. The difference between the Supervising Legal Secretary position and the Legal Office Business Manager position is \$14,193. The cost for the remaining Fiscal Year 2014-15 will be an estimated \$1,305 which can be found in the salary savings which occurred when a Deputy Public Defender I replaced a Deputy Public Defender IV position earlier in the year.

Prepared by [Signature] CAO Approval [Signature]

REVIEW: Auditor County Counsel Personnel [Signature] Risk Manager Other

TYPE OF ITEM:
[X] Consent
Departmental
Public Hearing
Other

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor Lovelace Seconded by Supervisor Bass
Ayes Sundberg, Lovelace, Fennell, Bohn, Bass
Nays
Abstain
Absent

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: May 5, 2015
By: [Signature]
Kathy Hayes, Clerk of the Board

OTHER AGENCY INVOLVEMENT: None

ALTERNATIVES TO STAFF RECOMMENDATIONS: The board could choose not to approve the reclassification and this is not recommended as a position would not be appropriately classified.

ATTACHMENTS: Classification review of Supervising Legal Secretary, Stacey Costa



County of Humboldt
Human Resources/Risk Management
825 5th Street, Room 100
Eureka, CA 95501

COPY

Date: March 24, 2015

To: Kevin Robinson, Public Defender

From: David Gauthier, Human Resources Analyst II

Subject: Classification review of Supervising Legal Secretary, Stacey Costa

At your request, the Human Resources Department conducted a classification review of the Supervising Legal Secretary position currently occupied by Stacey Costa. The review was requested for the purpose of evaluating the appropriateness of the classification for this position.

Currently, Stacey Costa performs her duties as Supervising Legal Secretary in the Public Defender's Office. Based upon review of the Job Analysis Questionnaire prepared by Stacey Costa and Public Defender Kevin Robinson and submitted by your department on February 11, 2015, and my subsequent interviews with Stacey Costa and Kevin Robinson, the Human Resources Department has determined that the Supervising Legal Secretary position currently occupied by Stacey Costa is not appropriately classified. Furthermore, the Human Resources Department recommends that her position be reallocated as Legal Office Business Manager.

During the course of the classification study it became evident that Stacey Costa has been performing duties beyond the scope of Supervising Legal Secretary. Mrs. Costa's position as Supervising Legal Secretary has evolved significantly since promoting to the position in 2010. The impetus for the expansion of Mrs. Costa's responsibilities and duties was caused by the merging of the Public Defender, Conflict Counsel, and Alternative Counsel offices in 2012, dramatically changing the department's business needs. As such, her responsibilities broaden to meet those business needs. Currently, Mrs. Costa provides administrative support directly to the Public Defender, oversees and directs the work of clerical staff, develops, administers, and provides support for departmental budgets between the three offices of the Public Defender's Office, manages special and complex projects, and serves as liaison for the Public Defender at various meetings. Although some of these duties fall under Supervising Legal Secretary, her duties regarding the development and administration of departmental budgets combined with her consistent responsibilities of project management clearly indicate that Ms. Costa is working out of class. Upon examining existing County job classifications, it became apparent that Legal Office Business Manager is the appropriate classification for her current position.

You will need to prepare a report to the Board of Supervisors with the following specific recommendations:

“That the Board of Supervisors:

1. Reallocate the Supervising Legal Secretary position (salary range 378, class 0114, position 01) currently occupied by Stacey Costa in budget unit 219 to Legal Office Business Manager (salary range 451, class 0134)

effective the beginning of the bi-weekly pay period following approval.”

For informational purposes, please include a copy of this report, along with the attached specifications for Legal Office Business Manager, with your report to the Board of Supervisors.

If you have any questions regarding this report please feel free to contact me at 476-2349.

Attachment: Job specification for Legal Office Business Manager.

cc: Stacey Costa