



# COUNTY OF HUMBOLDT

For the meeting of: 3/17/2020

---

File #: 20-125

---

**To:** Board of Supervisors

**From:** Public Defender

**Agenda Section:** Consent

**SUBJECT:**

Deallocate one FTE Senior Legal Secretary and allocate one FTE Deputy Public Defender I in budget unit 1100-219

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Deallocate 1.0 full time equivalent (FTE) vacant Senior Legal Secretary, (Class 1140, Salary Range 362) and allocate 1.0 FTE Deputy Public Defender I, (Class 0604, Salary Range 430) in Public Defender budget unit 1100-219.

**SOURCE OF FUNDING:**

General Fund 1100-219

**DISCUSSION:**

The fiscal year (FY) 2019-20 budget for the Public Defender (budget unit 1100-219) was approved with personnel allocations that included the following FTEs: Seven Deputy Public Defenders and two Senior Legal Secretaries.

Due to an increasing caseload and growing demands on the Public Defender's Office, it has been determined that in order to provide adequate representation in all assigned court rooms the allocation of one additional FTE Deputy Public Defender is necessary. Providing coverage for all assigned courtrooms, interviewing clients, and preparing for court hearings and trials requires an additional FTE Deputy Public Defender allocation in order to provide effective representation for Public Defender clients charged with misdemeanors, family law contempt matters, traffic violations and other non-felony criminal matters. The Public Defender's Office currently has a vacant Senior Legal Secretary position that could fund the additional allocation. While the vacant position is an important part of the Public Defender's Office team, the need for an additional Deputy Public Defender is of critical importance due to increased client demands.

**FINANCIAL IMPACT:**

The deallocation of 1.0 FTE Senior Legal Secretary position which is currently vacant will provide

100% of the funding for 1.0 FTE Deputy Public Defender I position. The vacant Senior Legal Secretary position is currently budgeted at an advanced Step E, management confidential and additional longevity pay for a total wage of \$62,812 per year. The starting wage for a Deputy Public Defender I, Step A, is \$27.09 per hour, or \$56,347 per year. The proposed personnel allocation revision will result in no additional cost to the General Fund.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by enforcing laws and regulations to protect residents .

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The board of supervisors could choose not to approve the proposed personnel allocation. The alternative is not recommended. Without the addition of another Deputy Public Defender, the Public Defender will be forced to decline a significant number of court appointments. Since Public Defender services are mandated and would have to be made available through private counsel, there would be a higher cost per case that would negatively impact the General Fund.

ATTACHMENTS:

1. Exhibit A - Proposed Personnel Allocation for Public Defender Budget Unit 1100-219

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A