



February 11, 2026

To: Patrice Sutton, County Administrator
From: Darcy Adcock, HR Director

Re: State's Attorney's Office- Additional Position Request

Department Request [SAO]

Attached.

Human Resources Analysis [Darcy Adcock]

Addition of position: One Additional Sr. Victim Specialist to Staff Consolidated Domestic Violence Courtroom T511

Due to a requested change from the Courts, regarding the upcoming consolidation of Domestic Violence cases, the State's Attorney's office will face staffing challenges. The change in re-assignment of the courtroom is scheduled to occur in May 2026. Given that this courtroom will consolidate all domestic violence cases, 100% of the cases in this courtroom will require a Victim Specialist. Victim Specialists already carry high caseloads. The State's Attorney's office does not have a position, or the capacity, to support this courtroom. To prepare for this change, the State's Attorney's Office is requesting 1 additional Senior Victim Specialist, Grade Salary 9, to focus their efforts on the cases within Courtroom T511.

Human Resources has reviewed the supporting documents provided by the State's Attorney. As a result, Human Resources supports the addition of the one Senior Victim Specialist, in an effort to support the consolidation, as well as the Victim Services Division of the State's Attorney's Office.

Budget Analysis

The State's Attorney's Office has indicated that they will hire this position at the minimum salary for the grade, thus, at a grade nine, this position will have an estimated annual cost of \$100,912.58. Also included in the analysis is an additional \$4,000 requested from the State's Attorney's Office for a personal computer and related accessories as well as other equipment and supplies. This brings the total estimated cost of the position for a full fiscal year to \$104,912.58, which is illustrated in the following table.

Grade	Salary	HLD	FICA	IMRF	Total Cost
Salary.9	71,632.00	19,467.00	5,479.85	4,333.74	100,912.58
Equipment & Supplies					4,000.00
TOTAL					104,912.58

This courtroom restructuring was not put in place until after the FY2026 budget was passed and therefore, the position is not budgeted. Currently, no additional funding is allocated. However, depending on other vacancies and expenditures in the department, it may be necessary to augment the State’s Attorney’s budget with the budgeted salary contingency closer to the end of the fiscal year.

Request follows Policy 5.11 Compensation Program Procedures: Section 1-Classification of Newly Created Positions.