



Human Resources Office

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MEMORANDUM

Date: July 29, 2022
To: Gary Gibson, County Administrator
Via: James Hawkins, Deputy County Administrator *40H*
Patrice Sutton, Chief Financial Officer *PS*
From: John Light, Director of Human Resources *SL*
Subject: Reclassification Request(s) in Public Defender's Office

Action Requested:

Reclassify four Assistant Attorney positions from K7 to K8 in the Public Defender's Office in lieu of capability promotions and bring two employees up to the new K8 grade minimum.

Analysis:

In lieu of a capability promotion, Human Resources is partnering with the Public Defender's Office to reclassify two Assistant Attorney positions from K7 to K8. K8 is the appropriate grade for these positions after reviewing market data and employment trends. These positions provide a service to residents which the County is required by law to provide.

Human Resources reviewed the capability increase process and believes it is more effective to reclassify the positions, placing them in the correct grade.

This reclassification can be funded by the savings generated by unfilled positions within the 2022 Public Defender's Budget and going forward this reclassification would have the same financial effect as a capability increase, therefore it could be argued this move would have no greater impact than an approved capability increase.

In accordance with our Policies, the reclassification of a position which is occupied, accompanied by a salary increase must be approved by the County Administrator and the Finance and Administrative Committee. The Policy specifies that the pay increase for the individual be 5% or the starting pay of the new grade (whichever is higher). In this case, the starting pay of the new grade would be higher.

Recommendation:

The Director of Human Resources recommends the reclassification of the positions below and the employee in these positions be moved to the minimum salary of the new grade upon approval (if applicable). The exception is position number 35046, which is just a position reclassification.

Position Number	Current Title	Current Grade	Current Salary	Proposed Title	Proposed Grade	Proposed Salary
35027	Assistant Attorney	K7	Vacant	Assistant Attorney	K8	\$68,048
35035	Assistant Attorney	K7	Vacant	Assistant Attorney	K8	\$68,048
35046	Assistant Attorney	K7	\$70,089	Assistant Attorney	K8	\$70,089
35031	Assistant Attorney	K7	\$58,728	Assistant Attorney	K8	\$68,048

Budget Impact/CFO's Assessment:

- Current FY Budget – The FY2022 Budget was prepared without these reclassifications/salary adjustments and therefore, the changes put pressure on the current fiscal year budget. Depending on the length of vacancies in the department, it is possible that there will be a need for contingency funding in this department before the end of the year.
 - Long Term Budget – The permanent reclassification of these positions increases the short and long-term cost of operations in this office and may create inequities in other departments by focusing which are graded K7. This action may precipitate further personnel actions that increase operating costs. Personnel costs compound over time, so the impact will be more significant each year.
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County Administrator Decision:

- ☒ **Approved**
- ☐ **Not Approved**

Comments: County Administration supports the plan to re-baseline Assistant Attorneys to the K8 level and will continue to work with Finance, Human Resources, and the Public Defender to manage the long-term effects of this increase in the Public Defender's Personnel Budget.

 

County Administrator Signature and Date
