



## Staffing Adjustment Request Form

**Purpose:** To request adjustments to current staffing or to request new personnel.

A continued focus of the budgetary process is to evaluate the current effectiveness of our staffing needs. Requests for new positions will be limited to those which are necessary due to critical needs. In addition, personnel changes will be evaluated on their improvement to County services and how they will coincide with the goals listed in the County's Strategic Plan.

All requests for staffing changes must include this form and *Budget Spreadsheet Addendum* and must be associated with performance measures or goals currently listed in or added to the County of El Paso Strategic Plan.

Department Information	
Date of Request: 7/6/2021	
Department: Public Defender's Office	
Department Priority (If requesting more than one position, please rank requests):	
Type of Request: <input type="checkbox"/> Adjustment of Current Position <input type="checkbox"/> New Position <input type="checkbox"/> Interdepartmental Transfer <input type="checkbox"/> Reduction in Force (RIF) <input type="checkbox"/> Waiver of Vacation Payout Waiting Period <input type="checkbox"/> Other:	
Review Period: <input checked="" type="checkbox"/> Immediate <input type="checkbox"/> Budget	
Contact Name: William R "Bill" Cox	
Contact Phone Number: 915 546-8185 ext. 3569	
Brief Summary of Request	
<p>The 48 Hour Bond Review Hearing program runs seven days a week. When the program was launched, as part of a collaboration with other departments and to stretch County fiscal resources, the Public Defender's Office planned to staff its weekend and holiday shifts with attorneys and legal secretaries using the "DIMS" model. After almost two years of operation, it has become clear that we need to have consistent legal secretarial staffing for weekends and holidays to better support our attorneys handling the 48 Hour Bond Hearings and better serve our clients. We are requesting to add a Part Time Legal Secretary Intermediate, working 40 hours per pay period, to the Public Defender staffing table, which will offset much of the "DIMS" model work that has been done by staff secretaries on an overtime basis.</p>	
Requested Action	
Current Position	New, Proposed or Transferred Position
Position Control Number: Position Title & Grade:	Position Title and Grade: Legal Secretary Intermediate
Position Type: <input type="checkbox"/> Full-Time Regular <input type="checkbox"/> Part-Time Regular <input type="checkbox"/> Full-Time Temporary <input type="checkbox"/> Part-Time Temporary	Position Type: <input type="checkbox"/> Full-Time Regular <input checked="" type="checkbox"/> Part-Time Regular <input type="checkbox"/> Full-Time Temporary <input type="checkbox"/> Part-Time Temporary

<p style="text-align: center;"><b>Funding:</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Current General Fund  <input type="checkbox"/> Other Vacancy:         </div> <div style="width: 45%;"> <input type="checkbox"/> Grant Funds  <input type="checkbox"/> Other:         </div> </div>	<p style="text-align: center;"><b>Funding:</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Current General Fund  <input type="checkbox"/> Other Vacancy:         </div> <div style="width: 45%;"> <input checked="" type="checkbox"/> Grant Funds  <input type="checkbox"/> Other:         </div> </div>
Account Index:	Account Index: SG-48HBOND21-PERSONNEL EX
Proposed Effective Date: 08/01/2021	
<b>Description of Request</b>	
<p><b><u>Link to Strategic Plan</u></b>          How does this request support the County's or your department's Strategic Plan?</p> <p>The requested staffing adjustment furthers the County's strategic goals to lead justice report, strengthen financial health, and value the El Paso County Family. This revision not only better serves our attorneys' logistical support needs, but having consistent legal secretarial support, but also will result in better service to clients, as attorneys will have the information they need as expeditiously as possible. Further, it strengthens financial health by reducing the fiscal costs of the 48 Hour Bond Review Hearing program, and values the El Paso County family by reducing the burden of working recurring overtime shifts on our legal secretarial staff, thus reducing burnout and providing team members weekend time with their families.</p>	
<p><b><u>Anticipated Outcome of Request and Proposed Timeline</u></b>          Describe the benefits of this proposal (efficiencies, increased revenue generation, increased service levels, etc).</p> <p><b>The 48 Hour Bond Review Hearing program runs seven days a week. When the program was launched, as part of a collaboration with other departments and to stretch County fiscal resources, the Public Defender's Office planned to staff its weekend and holiday shifts with attorneys and legal secretaries using the "DIMS" model. After almost two years of operation, it has become clear that we need to have consistent legal secretarial staffing for weekends and holidays to better support our attorneys handling the 48 Hour Bond Hearings and better serve our clients. Further, by having a part time position to work the weekend shifts, and up to one holiday shift per pay period, we anticipated lowered staffing costs because the compensation will for regular hours worked instead of overtime.</b></p>	
<p><b><u>Collaboration and Impacts</u></b>          Was this proposal discussed with other departments/agencies that provide similar or supporting services that could be impacted? Please describe the impact and list the other departments/agencies and their points of contact. Suggest ways departments/agencies can collaborate to ensure success of the proposal. Consider the strain on other services, duplication of services, etc.</p> <p><i>For example: If a new court were to be created, the District Attorney's Office, the County Attorney's Office, the District Clerk's Office and the County Clerk's Office would be impacted because they would have an additional court/customer to which they would need to provide services. Their workloads would be affected and they may or may not currently have the resources to handle an additional customer.</i></p> <p>The proposal has been discussed with the Human Resources, Budget, and Auditor's Offices, to confirm the fiscal benefits, and funding availability. In addition, the Texas Indigent Defense Commission, which provides grant funding for the Public Defender's Office's 48 Hour Bond Hearing representation, has indicated that it believes the grant amendment request would be favorably received by its board.</p>	

**Space Allocation**

If requesting a new or transferred position, is office space currently available? ☒ Yes ☐ No

If **yes**, describe where:

If **no**, describe plan to acquire space for this proposal. Identify proposed position location and list cost of renovations, if any, on the ***Budget Spreadsheet Addendum***.

**Equipment Allocation**

If requesting a new or transferred position, is equipment (computers, telephones, tools, computer programs, etc) currently available? ☒ Yes ☐ No

If **yes**, please describe here: We have basic office equipment available for the LSI to use in performing the job duties.

If **no**, please describe plan to acquire the equipment and estimate cost of equipment needed on the ***Budget Spreadsheet Addendum***.

**Furniture Allocation**

If requesting a new or transferred position, is furniture (desk, file cabinets, etc) currently available? ☒ Yes ☐ No

If **yes**, please describe here:

If **no**, please describe plan to acquire furniture and estimate cost of furniture needed on the ***Budget Spreadsheet Addendum***.

**Description of Request (continued)**

**Vehicle**

If requesting a new or transferred position, will the position require a use of a County vehicle? ☐ Yes ☒ No

If **yes**, please describe which vehicle is available:

If **no vehicle is available**, please describe plan to acquire a vehicle and estimate cost of vehicle needed on the **Budget Spreadsheet Addendum**.

**Auto Allowance**

If requesting a new or transferred position, will the position require an auto allowance? ☐ Yes ☒ No

If **yes**, please provide HR with supporting documentation.

**Contact from the Field**

If requesting a new or transferred position, will the position require the employee to be able to contact other offices from the field (for example, through radio or cell phone)? ☐ Yes ☒ No

If **yes**, please provide HR with supporting documentation.

**Training for Credentials/License(s)**

If requesting a new or transferred position, will the position require the employee to train to be credentialed or licensed for a specific job requirement? ☐ Yes ☒ No

If **yes**, please describe the job requirement, the training, and license and estimate cost of training needed on the **Budget Spreadsheet Addendum**.

**Uniform and Gear**

If requesting a new or transferred position, will the position require a uniform? ☐ Yes ☒ No

If **yes**, please describe which the type of uniform required, fill out the chart below and estimate the cost of the uniform to the County on the **Budget Spreadsheet Addendum**.

	<b><i>Required?</i></b>	<b><i>Quantity</i></b>	<b><i>Provided by the County?</i></b>
Long sleeve shirt	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Short sleeve shirt	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Pants	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Boots	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Coat	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Gloves	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Hat or Headgear	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Goggles	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Apron	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Scrubs	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Vest	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Officer uniforms	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Weapons	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Badges (not including employee ID)	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

**New Staffing Costs**

To calculate Staffing Cost for adjusted or new position(s), please use the County Pay Scales to calculate total cost on the ***Budget Spreadsheet Addendum***.

**Interdepartmental Transfer Costs** *(for transferred positions only)*

Will the transfer of this position leave duties and responsibilities for other employees within the department to assume? ☐ Yes ☐ No

If **yes**, please describe what duties would remain with the department:

Will the transfer of this position create any additional costs on the new department the position is being transferred to? ☐ Yes ☐ No

If **yes**, please describe what costs would be incurred by the new department:

**Additional Revenue Source (if any)**

If the request generates additional revenue, list the amount on the ***Budget Spreadsheet Addendum*** and list the assumptions used for the estimate below:

Please continue to scroll down for the New Position – Budget Spreadsheet Addendum Form.

New Position – Budget Spreadsheet Addendum

Please complete only the orange fields. The total will be calculated automatically.

Position:

Department:

Space, Equipment, and Miscellaneous Cost Estimation <i>For New Positions only</i>	
1. Space	
2. Equipment	
3. Miscellaneous	
4. Total	

Auto Allowance	Chair, cubicle with cabinet, etc	
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Auto Allowance	Chair, cubicle with cabinet, etc	
Cell Phone Allowance	\$250 depending on port availability and length (costs may vary)	
Computer/Laptop		
Contact from Field Office		
Desk, Furniture, etc		
Network Cabling		
Office Supplies		
Other		
Renovation/Space Costs		
Required Training	Credentials/Licenses as listed on Staffing Adjustment Request Form	
Scanner	\$800	
Software	Microsoft Licensing \$529.80: [Microsoft Office \$251.70, Windows \$77.40, Enterprise CAL/Email \$200.70]	
Telephone	Standard phone set \$200.00	
Tools		
Training and Travel	All positions have allocated an additional .5% of each salary dollar to create the County Training Budget	
Uniform	As listed on the Staffing Adjustment Request Form	
Vehicle		
TOTAL	<i>Please enter the total cost here:</i>	

*Disclaimer: Estimating equipment costs does not guarantee the purchase is approved. Proper purchasing protocol must be followed.*

*If you have any questions or need assistance when filling out this form, please do not hesitate to contact the Human Resources Department at (915) 546-2218.*

When this electronic form has been completed, please submit to: Jesus Alvarado at [jesalvarado@epcounty.com](mailto:jesalvarado@epcounty.com).

### STAFFING REVIEW COMMITTEE COMMENTS

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