



## Budget Change Request

### Change request information

Title                      Reclassification of ITA Legal Assistant II to Paralegal I  
Number                    B-09-06                                      Department            09 - Prosecuting  
Requester                Heidi Pihoda  
Published by             Jennifer Smith                              Publish Date            2023-08-24  
Change Type             Policy Change

### Board outcome *(to be entered by budget after Board action)*

Board Decision  
Board Changes

### Funds affected

Fund                                0010 - General Fund  
General Fund Affected?   No    More Than One Fund Affected?   No

### Policy request priority and connection to the strategic plan

Priority #                        6    Strategic Plan        Responsive Law,

### Does this request include federal, state, or private grants?

Grant Funded?                Existing Grant  
Grantor and timeframe        The Thurston-Mason Behavioral Health Administrative Service Organization funds the positions associated with the Involuntary Commitment Program.

### Does this request affect current positions or propose new positions?

HR Payroll e-mailed?                      Yes    Position Impact    Changes Classification  
Current position numbers affected    Increase in

### What do you need and why? Include any unexpected and external requirements.

#### Statement of Need

The Involuntary Treatment Court (ITA) legal support position needs to be reclassified from a Legal Assistant II to Paralegal I. This position manages the increased ITA caseload due to the additional number of facilities committing more individuals. This position prepares documents needed for the daily hearings, provides courtroom support at all hearings, and paralegal assistance for the ITA bench and jury trials. The level of support required for this position is a Paralegal I classification. In addition, this position supports the eProsecutor case management system and provides litigation support when necessary.

**How will this change the performance of your office or department?**

Statement of Need

This position provides extensive communication with multiple agencies throughout the day, including but not limited to the Court, Clerk, ITA Court Coordinator, Guardian Ad Litem, multiple mental health facilities, attorneys, mental health professionals, and other staff regarding ITA cases, while maintaining confidentiality in compliance with HIPAA and in accordance with RCWs. Having one position manage and oversee this caseload ensures consistency and sensitivity associated with these highly confidential cases.

**Expenditure, FTE and revenue assumptions plus current budget level**

Assumptions

Reclassification from a Legal Assistant II to Paralegal I.  
 2024: Increase of \$4,498 per year.  
 2025: Increase of \$4,723 per year.

Current Budget Level

Legal Assistant II salary is: \$88,750  
 2024 increase of \$4,498.  
 2025 increase of \$4,723.

**What happens if this isn't funded? Are there other options?**

Impacts and Alternatives

The ITA support staff duties will be divided between other support staff within the Civil Team creating less efficiency for support staff and the deputy prosecutors handling the hearings. In addition, the deputy prosecutors will be involved in more support related work, increasing their coverage time for the ITA review of cases and hearings.

**How does this request affect other offices and departments?**

Impact to Other Departments: None  
 Which Other Departments are Affected? Law and justice partners who are also providing services related to the ITA hearings.  
 Operating Transfer Needed? No  
 Operating Transfer Coding and Amount

**Personnel Information**

FTE	Number	Name	Start Date	End Date
1.00	@ Paralegal I-2	PARALEGAL I	2024-01-01	
1.00	< Total			

**Operating Revenue Line Items**

Org Code	Object Code	Object Description	Project Code	2024	2025
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**Capital Revenue Line Items**

Org Code	Object Code	Object Description	Project Code	2024	2025
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### Operating Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
0109A981	510000	SALARIES	09181	3,808	3,998.00
0109A981	521000	SOCIAL SECURITY	09181	291	306.00
0109A981	522000	RETIREMENT	09181	358	375.00
0109A981	525000	UNEMPLOYMENT COMPENSATION	09181	11	12.00
0109A981	526000	PAID FAMILY MEDICAL LEAVE	09181	8	9.00
0109A981	527000	LONG TERM DISABILITY	09181	22	23.00
			<b>Total:</b>	<b>4,498.00</b>	<b>4,723.00</b>

### Capital Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
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