



Budget Change Request

Change request information

Title Add Paralegal II Positions to Criminal Division
Number B-09-07 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? Yes More Than One Fund Affected? No

Policy request priority and connection to the strategic plan

Priority # 7 Strategic Plan Responsive Law,

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

Grant Funded? None
Grantor and timeframe

Does this request affect current positions or propose new positions?

HR Payroll e-mailed? No Position Impact Other
Current position numbers affected This would

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

Statement of Need

The Prosecuting Attorney's office would like to create three Paralegal II positions for assignment to the Criminal Division. The Criminal Division needs Paralegal IIs to provide higher level assistance to the deputy prosecutors and provide management of the caseloads and support staff in the areas of Domestic Violence and Special Victims, Misdemeanors and Juvenile, and General Felony. The cases have become more complex with a significant amount of digital discovery. Navigating through the criminal justice system has become increasingly challenging with the volume of cases referred and filed in Thurston County. There are six Paralegal I positions currently assigned to the Criminal Division. Creation of three Paralegal II positions would provide critical support to the Deputy Prosecuting Attorneys giving the attorneys more capacity to review referrals and prepare for hearings and trials.

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

Statement of Need

Deputy Prosecuting Attorneys will have more time to review referrals and evidence and prepare cases for hearings and trials. Caseload management and support staff oversight will give Team Leaders more capacity to provide training and mentoring to the Deputy Prosecutors.

Expenditure, FTE and revenue assumptions plus current budget level

Assumptions

The difference between a Paralegal I and Paralegal II position is one step. The PAO proposes internal promotions and elimination of the position held by the employee selected for the Paralegal II position. The cost for 2024 for three positions is \$9,705 and \$10,884 for 2025.

Current Budget Level

Paralegal I salary: Range 10 - \$4,421 - \$5,880
 Paralegal II salary: Range 11 - \$4,642 - \$6,174
 The difference is 5%.
 2024 cost: \$3,235 for each position
 2025 cost: \$3,628 for each position

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

Impacts and Alternatives

The alternative is going through a reclassification process. The cost difference would be the same. The PAO is giving up three positions in exchange for three Paralegal II positions.

How does this request affect other offices and departments?

Impact to Other Departments None

Which Other Departments are Affected? None.

Operating Transfer Needed? No

Operating Transfer Coding and Amount

Personnel Information

FTE	Number	Name	Start Date	End Date
(1.00)	@ Paralegal I / 618u10	PARALEGAL I	2024-02-01	
(1.00)	@ Paralegal I / 618u10	PARALEGAL I	2024-02-01	
(1.00)	@ Paralegal I / 618u10	PARALEGAL I	2024-02-01	
1.00	@ Paralegal II / 618u11	PARALEGAL II	2024-02-01	
1.00	@ Paralegal II / 618u11	PARALEGAL II	2024-02-01	
1.00	@ Paralegal II / 618u11	PARALEGAL II	2024-02-01	
0.00	< 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
0109A930	510000	SALARIES		(54,725)	(61,500.00)
0109A930	510000	SALARIES		57,464	64,572.00
0109A930	521000	SOCIAL SECURITY		(4,187)	(4,705.00)
0109A930	521000	SOCIAL SECURITY		4,396	4,939.00
0109A930	522000	RETIREMENT		(5,139)	(5,775.00)
0109A930	522000	RETIREMENT		5,396	6,063.00
0109A930	523000	MEDICAL/DENTAL/LIFE		(23,848)	(27,276.00)
0109A930	523000	MEDICAL/DENTAL/LIFE		23,848	27,276.00
0109A930	524000	WORKERS COMPENSATION-L&I		(330)	(360.00)
0109A930	524000	WORKERS COMPENSATION-L&I		330	360.00
0109A930	525000	UNEMPLOYMENT COMPENSATION		(164)	(184.00)
0109A930	525000	UNEMPLOYMENT COMPENSATION		172	194.00
0109A930	526000	PAID FAMILY MEDICAL LEAVE		(119)	(134.00)
0109A930	526000	PAID FAMILY MEDICAL LEAVE		125	141.00
0109A930	527000	LONG TERM DISABILITY		(312)	(351.00)
0109A930	527000	LONG TERM DISABILITY		328	368.00
0109A960	510000	SALARIES		57,464	64,572.00
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0109A970	527000	LONG TERM DISABILITY		328	368.00
			Total:	9,705.00	10,884.00

Capital Expenditure Line Items

Org Code	Object Code	Object Description	Project Code	2024	2025
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