

STAFF REPORT

BOARD MEETING DATE:	April 8, 2025
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CATEGORY: Consent Calendar 11

SUBJECT: Take the following actions: (1) Adopt a salary resolution, effective April 20, 2025, which amends the Shasta County Classification Specifications and Salary Schedule to add a Law Clerk position; and (2) adopt a resolution, effective April 20, 2025, which adopts an amendment to the Memorandum of Understanding (MOU) with the Shasta County UPEC Professional Unit covering the period of May 1, 2023, through April 30, 2025, which amends the hiring sign-on bonus pilot program for the Deputy District Attorney I/II/III and Deputy Public Defender I/II/III classifications.

DEPARTMENT: Support Services

SUPERVISORIAL DISTRICT #: All

DEPARTMENT CONTACT: Monica Fugitt, Director of Support Services, (530) 225-5515

STAFF REPORT APPROVED BY: Monica Fugitt, Director of Support Services

<u>Vote Required?</u> Simple Majority Vote	<u>General Fund Impact?</u> No Additional General Fund Impact
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RECOMMENDATION

Take the following actions: (1) Adopt a salary resolution, effective April 20, 2025, which amends the Shasta County Classification Specifications and Salary Schedule to add a Law Clerk position; and (2) adopt a resolution, effective April 20, 2025, which adopts an amendment to the Memorandum of Understanding (MOU) with the Shasta County UPEC Professional Unit covering the period of May 1, 2023, through April 30, 2025, which amends the hiring sign-on bonus pilot program for the Deputy District Attorney I/II/III and Deputy Public Defender I/II/III classifications.

DISCUSSION

The Shasta County District Attorney, Public Defender and County Counsel’s Offices are continuing to experience significant difficulties in recruiting and hiring to fill Deputy District Attorney I/II/III, Deputy Public Defender I/II/III and Deputy County Counsel I/II/III positions.

In a continued effort to address these recruiting challenges, Shasta County is proposing to create new classifications of Law Clerk and Law Clerk-Confidential, which would allow the County to hire as paid “interns” and registered law students currently enrolled in law school or pending their bar results, to perform legal work under the mentorship of more experienced attorneys. These positions would be unclassified, at will, positions and would be filled on an extra help basis only. All positions in the County Counsel’s Office are Confidential; the Law Clerk-Confidential would be used in the County Counsel’s Office whereas the Law Clerk classification would be used in the District Attorney and Public Defenders’ Offices.

On October 29, 2024, the Board adopted a First Amendment to the MOU with the UPEC Professional unit which established a sign on bonus program for employees hired into Deputy District Attorney or Deputy Public Defender positions. The sign-on hiring bonuses are paid in two-installments totaling \$15,000. Half (\$7,5000) at initial hiring and half (\$7,500) upon successful completion of their probationary period. A condition of receiving a sign-on bonus is that new hires must not have been employed by the County of Shasta in the immediately preceding 36 months and are required to sign an agreement to remain employed with the Shasta County District Attorney or Public Defender’s Office for at least three (3) full years from the date of hire or be responsible for a pro-rata repayment of any applicable sign-on bonus.

In coordination with the creation of the extra help Law Clerk position, it is recommended that the Board adopt a Second Amendment to the MOU with the UPEC Professional unit which would expand the sign on bonus to allow employees newly hired into Deputy District Attorney I or Deputy Public Defender I positions to be eligible for the hiring sign-on bonus without a three-year break in County service where they were not previously working in an attorney classification and have been hired into the position within one year of passing the State Bar. This will help encourage current employees who are going to law school and are currently working in a Law Clerk or other non-attorney classification, to remain employed with Shasta County instead of seeking employment elsewhere.

ALTERNATIVES

The Board may choose not to approve this recommendation in whole or in part. This is not recommended as the addition of the Law Clerk position would enhance recruitment efforts for these hard to fill positions and failure to amend the sign-on program would preclude employees hired into the new extra help Law Clerk classifications from being eligible to receive the sign on bonus, which may result in their seeking employment elsewhere post-graduation from law school. The Board may request additional information from staff.

OTHER AGENCY INVOLVEMENT

The MOU amendment has been reviewed by the UPEC – Professional bargaining unit. The proposed classification and amendments to the sign-on bonus program have been reviewed by the District Attorney's Office, Public Defender's Office and County Administrative Office. County Counsel has reviewed the salary resolution, as well as the resolution implementing the MOU amendment and approved them as to form.

FISCAL IMPACT

There is no additional general fund impact associated with this recommendation. The sign on bonus program for both the District Attorney and Public Defenders' Offices is currently funded through AB 109. The total cost of each sign-on bonus is \$15,000, split over two fiscal years. The total dollar amount to be expended on the sign on bonus program is unknown at this time as the project will be contingent on the number of vacancies existing and that occur during each fiscal year as well as whether candidates accept the terms of the sign-on bonus agreement.

The amendments to the sign on bonus will expand the program to additional eligible recipients; however, the continuation of the program in each year will be contingent upon the Board of Supervisors appropriating funds in each fiscal year, and the program may be discontinued at any time. The newly added Law Clerk position will be extra help only and may be filled by the District Attorney, Public Defender and County Counsel offices subject to CAO approval as to sufficient available Budget authority.

ATTACHMENTS:

- 1: Law Clerk Classification
- 2: Law Clerk - Confidential Classification
- 3: Salary Resolution
- 4: Resolution
- 5: 2nd Amendment to UPEC Professional MOU