



MEMORANDUM

Date: May 1, 2015

To: The Honorable Ally Miller, Member
Pima County Board of Supervisors

From: C.H. Huckelberry
County Administrator

A handwritten signature in black ink, appearing to be "C.H. Huckelberry", is written over the typed name and title.

Re: **Indigent Defense Services Reorganization**

You have requested salary information for the new positions and transferred positions associated with the reorganization of the Indigent Defense offices into the planned Department of Public Defense Services (DPDS). In addition to the new positions, a total of four positions will be eliminated, such that there will be no net increase in personnel costs.

The new position of Director of Public Defense Services, to which I plan to appoint Public Defender Lori Lefferts, is currently scheduled for Board of Supervisors approval on May 12, 2015. This position will have a salary range of \$101,441 to \$198,724, which is comparable in compensation and grade to a Deputy County Administrator. I anticipate setting Ms. Lefferts' salary at \$184,500, which is an increase of approximately 5.7 percent over her current compensation, in recognition of the substantially greater responsibilities she will assume in this position as she oversees all five indigent defense offices.

The other two new positions in the reorganization will actually be located at the Public Defender's Office, replacing two current staff being transferred to DPDS. There will be five additional individuals transferred from the Public Defender's Office to the DPDS.

Ms. Lefferts has recently refined the staffing plan to reflect additional cost savings. As a result, the two new positions at the Public Defender (two Special Staff Assistants) will likely be filled by promoting two current staff. The two new positions have not yet been created, so salary amounts have not been set; but it is anticipated the salary for each will be between \$34,000 and \$42,000. There may also be savings derived from hiring replacements for such promoted individuals at entry level.

The transferred positions will have additional duties and workload, as they will be providing administrative services for the entire DPDS, rather than just the Public Defender and Legal Defender. The transferred positions, with current and post-transfer salaries, are as follows:

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| Position | Current Salary | Post-transfer Salary |
|---------------------------------------|-----------------------|-----------------------------|
| Administrative Services Manager | \$ 72,253.00 | \$ 75,865.65 |
| Legal Administrator | 103,956.00 | 109,153.80 |
| Special Staff Assistant | 35,325.00 | 37,091.25 |
| Administrative Specialist | 49,368.00 | 51,836.40 |
| Special Staff Assistant | 58,895.00 | 61,839.75 |
| Special Staff Assistant | 40,121.00 | 42,127.05 |
| Specialized Office Support Supervisor | 59,856.00 | 62,848.80 |

In addition, four positions will be eliminated: two attorney positions and a clerk position at the Public Defender's Office, for a savings of \$165,886; and Director of Office of Court-Appointed Counsel, for a savings of \$113,287. I also estimate the starting salary for a new Public Defender will be about \$24,000 less than the incumbent's compensation.

Attached is a revised organization chart for DPDS indicating the Director position is the only new position located at the department level.

CHH/mjk

Attachment

c: The Honorable Chair and Members, Pima County Board of Supervisors
Ellen Wheeler, Assistant County Administrator
Lori Lefferts, Public Defender

