

**SANTA BARBARA COUNTY
BOARD AGENDA LETTER**



Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:
Prepared on: 10/12/05
Department Name: Human Resources
Department No.: 064
Agenda Date: 10/25/05
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors
FROM: Susan Paul, Human Resources Director
STAFF CONTACT: Theresa Duer, Deputy Human Resources Director
568-2822
SUBJECT: Reconciliation of Allocated Positions and Classification Studies

Recommendation(s):

That the Board of Supervisors:

Adopt one resolution, effective October 24, 2005, to implement changes approved during fiscal year 2005-06 budget hearings as follows:

ESTABLISH JOB CLASSIFICATION

Litigation Technology Specialist (Class 4750), Range 5996 (\$4,827-\$5,892 per month)

COUNTY COUNSEL (#0710)

Delete: 1.0 FTE Paralegal-Restricted (Class 5580), Range 5426 (\$3,632-\$4,434 per month)

Add: 1.0 FTE Litigation Technology Specialist (Class 4750)

Alignment with Board Strategic Plan:

The recommendation(s) are primarily aligned with Goal No. 3. A Strong Professionally Managed County Organization.

Executive Summary and Discussion:

The County Counsel requested that Human Resources establish a job classification for a specialist with knowledge of all aspects and processes of litigation, with technical expertise in the use of litigation specific software programs, and with the ability to perform general installation and maintenance of related hardware and software programs and resolve technical issues in court during trials.

The following was provided by County Counsel:

- 1. Explain the reason for the organizational changes that resulted in this request to allocate positions to the new classification.**

The way that cases are litigated has changed radically in recent years. Computer technology enables electronic storage, manipulation of information, and presentation of graphic evidence. Courts are moving to eliminate paper files and are increasingly requiring pleadings and evidence to be presented electronically. Civil trials generate thousands of documents that must be organized and used effectively. Power point and graphic evidence presentations have a powerful impact in trials and mediations, and are the norm for plaintiffs' lawyers in civil litigation.

Our litigation support system involves several linked programs. These scan documents; map the issues, evidence, and witnesses of a case; calendar dates and court deadlines; and create timelines, charts, photographs, and other visual displays. The person who operates this technology must understand both computer programs and litigation procedures. As the entire litigation staff uses the system, the technology specialist must have the background and skills to train the attorneys and support staff in how to use the programs.

Litigation technology support, on a smaller scale, was previously done by a paralegal otherwise devoted full time to workers compensation cases. (He has left county employment.) In the course of office reorganization¹, we identified the need to develop an integrated computer litigation support system and to devote a person within the Litigation Division to run it. The specialist would operate and maintain the system, fix glitches to ensure the system is working during trial preparation and trial, and train the litigation attorneys and support staff to use the software and perform necessary tasks.

2. Describe the impact the change in allocation will have on service levels to the public, other departments, or other organizations

This will improve litigation services to all departments and clients. We will be able to organize and retrieve data better (improving presentation of facts in briefs and witness examination), and to present visual, more effective evidentiary presentations for County departments in court. The litigation technology is also useful in making graphic presentations in other contexts, e.g., mediations, public meetings.

3. Identify the impacts the change will have on overall productivity and efficiency in the department and how those impacts will be measured

We will have a person devoted full time to litigation technology and computer support. Attorneys and paralegals use computers but do not necessarily know how to program, maintain, or fix software or hardware problems. It is necessary that the support technology is operational and functions effectively, particularly during intense trial preparation and at trial. An adequately trained, devoted specialist has the time and skills to do this. The attorneys and other support staff can concentrate on their litigation duties. Attorneys and paralegals are not specially trained in all the various support programs. They need training in how to use the technology, but it is inefficient and costly to train all litigation staff members in all aspects of technology. In addition to responsibility for operating and maintaining the system, the Litigation Technology Specialist will train the other litigation staff.

The results of trials can be measured; but the effect of technology support on those results cannot be precisely estimated. The following measurements may be useful:

¹ This created two divisions – Litigation and Advisory, rather than the previous three divisions. We identified several core service projects – including Litigation Technology Support -- to enable better service in critical areas.

- The success of the calendaring feature can be measured as % of deadlines missed (0% being the goal).
- Use technology in 100% of civil trials, without major glitches.
- Train 100% of staff in use of software programs.
- Install 100% of system components successfully.
- No malfunctions during trials. Reduce or eliminate production delays caused by computer system down time.

4. Explain how the proposed change will impact the department's ability to adapt to future changes in workload or programs

Litigation technology is continually changing. Having a technology specialist will allow us to bring the department in line with current developments and court expectations and to maintain our ability to effectively represent the County in major litigation.

5. Identify the effect the change will have on related classes in the department

This position will also support the LAN Administrator in providing office-wide computer support, and provide training to support staff and attorneys in the use of litigation technology. This should increase productivity and reduce delays and frustration from computer problems.

6. Include a statement that indicates that the County Executive Office has reviewed and approved the organizational change and the resulting impacts.

The County Executive Office concurs with the request to establish a Litigation Technology Specialist position and to delete a vacant paralegal position from County Counsel. The classification, specifications and salary of the requested position will be worked out with HR.

7. Identify the fiscal impact of the request and funding sources for the current and future fiscal years and include a statement as to how any increased cost will be absorbed within the department's current budget.

We will delete one vacant paralegal position when we add the Litigation Technology Specialist position. No new net positions. There will be a small increase in salary expense of approximately \$6,000 - \$13,000 depending on what step we hire the individual at. Since this person will be devoted to litigation, and will support County Counsel and Risk Management's ongoing litigation projects, the employee's time will be billed to Risk Management and then charged to the departments as part of their annual litigation cost allocation/premium. A small portion of time will be spent as backup to general office LAN administration as it has in previous fiscal years. This has already been accounted for in current FY 05/06 Budget.

Special Instructions:

Please send one copy of the approved resolution to Sandra Viola, Human Resources Department.

CC: County Executive Officer
County Counsel

**RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA BARBARA, STATE OF CALIFORNIA**

**IN THE MATTER OF AMENDING RESOLUTION)
NO. 05-196, AS AMENDED, BEING THE SALARY)
RESOLUTION OF THE COUNTY OF SANTA BARBARA)**

RESOLUTION NO. _____

WHEREAS, Salary Resolution No. 05-196 established a Classification Plan, and authorized Departmental Position Allocation effective July 4, 2005; and,

WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 05-196, as amended, in the manner provided in this Resolution;

NOW, THEREFORE, IT IS HEREBY RESOLVED, as follows:

1. Resolution No. 05-196, adopted by this Board on July 5, 2005, is hereby amended by amending that (those) portion(s) of Section(s) 2 and 4 to read as follows effective October 24, 2005:

SECTION 2. Job Classification Table

<u>JOB CLASS</u>	<u>TITLE</u>	<u>SALARY RANGE</u>	<u>LIMIT</u>	<u>RATE MIN/MAX</u>	<u>OT ELIGIBLE</u>
<u>Establish:</u> 004750	LITIGATION TECH SPEC	5996	A-E	\$27.752-\$33.879	YES

SECTION 4. Departmental Position Allocation

<u>DEPARTMENT/BUDGET UNIT</u>	<u>CLASS</u>	<u>P/T</u>	<u>NO. OF POSITIONS</u>	<u>TITLE</u>
<u>COUNTY COUNSEL (#0710)</u>				
Delete #678	5580		001	PARALEGAL-RES
Add 1 new	4750		001	LITIGATION TECH SPEC

2. Except as amended by this Resolution, Resolution No. 05-196 as amended, continues unchanged as in full force and effect.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Barbara, State of California, this _____ day of _____, 2005, by the following vote:

AYES:

NOES:

ABSENT:

Chair, Board of Supervisors

ATTEST:
MICHAEL F. BROWN
CLERK OF THE BOARD

APPROVED AS TO FORM:
STEPHEN SHANE STARK
COUNTY COUNSEL
NOVEMBER 1993
10/25/05

By: _____ (SEAL)
Deputy Clerk