



AGENDA COVER MEMORANDUM

AGENDA DATE: September 24, 2024

PRESENTED TO: Board of County Commissioners

DEPARTMENT: County Administration

PRESENTED BY: Kevin Mahoney, Sr. Budget Analyst

AGENDA TITLE: ORDER / IN THE MATTER OF ADDING ONE REGULAR FULL TIME (1.0 FTE) PARALEGAL POSITION IN FUND 124 WITHIN THE DEPARTMENT OF THE DISTRICT ATTORNEY

I. MOTION

MOVE APPROVAL OF THE ORDER ADDING ONE REGULAR FULL TIME (1.0 FTE) PARALEGAL POSITION IN FUND 124 WITHIN THE DEPARTMENT OF THE DISTRICT ATTORNEY

II. AGENDA ITEM SUMMARY

The Board is being asked to approve the addition of one regular, full time (1.0 FTE) Paralegal position within the Department of the District Attorney.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

The Board adopted the FY 24-25 budget on June 25, 2024, in Board Order 24-06-25-02.

B. Policy Issues

There are no negative policy implications related to this position.

C. Strategic Plan

This action meets the Board's strategic priority of a Safe and Healthy County. Lane County strives to provide services that positively impact the health, safety, and quality of life of our community.

D. Financial and /or Resource Considerations

This position will be funded through the Criminal Justice Commission Behavioral Health Deflection grant in Community Justice & Rehabilitation Services.

The cost for one regular, full time (1.0 FTE) Paralegal position for the remainder of FY 24-25, including salary and benefits, is \$95,547. A September 25th start date has been used to calculate the position costs.

E. Health Implications

Deflection work supported by this Paralegal position can prevent incarceration and have a positive impact on the quality of life and overall health of community members.

F. Analysis

The Department of the District Attorney is requesting the addition of one regular, full time (1.0 FTE) Paralegal. This position will support Deflection work being implemented in Criminal Justice & Rehabilitation Services.

I. RECOMMENDATION

Staff recommends approval of the Order as submitted.

II. TIMING/IMPLEMENTATION

If approved, filling the position to would begin immediately.

III. ATTACHMENTS

Board Order

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

RESOLUTION & ORDER NO: 24-09-24-03

IN THE MATTER OF ADDING ONE
REGULAR FULL TIME (1.0 FTE)
PARALEGAL POSITION IN FUND 124
WITHIN THE DEPARTMENT OF THE
DISTRICT ATTORNEY

WHEREAS, the District Attorney's Support Services Division requires the addition of one regular full time Paralegal (A028) position to support the Deflection Program within Community Justice & Rehabilitation Services; and

WHEREAS, this position will be funded through the Criminal Justice Commission Behavioral Health Deflection grant in Community Justice & Rehabilitation Services; and

WHEREAS, appropriation of FY 24-25 revenue and expense for the new position will be made during the next supplemental budget process; and

NOW, THEREFORE, the Board of County Commissioners of Lane County **RESOLVES & ORDERS** as follows:

1. The total approved FTE for fiscal year beginning July 1, 2024, be increased as follows:

GENERAL FUND (124)

District Attorney

FTE
1.0

ADOPTED this 24th day of September, 2024.

Laurie Triege, Chair
Lane County Board of Commissioners