

New Personnel Request

Department/Program #	Department Improvement Title	Priority #	Department/Program Name
02013-0001	Additional Magistrate Clerks needed for SB6	1	02013 - ADMIN SERVICES-MAGISTRATE DEPT/0001 - ADMIN

Details of Current Situation:

The passing of SB6 has resulted in an enormous amount of additional work for the Magistrate Clerks (Legal Clerk I). During FY22, full-time TEMPs are being utilized to address this additional workload. NOTE: A portion of this workload could be instead assigned to the CCSO, with the relevant clerical positions being moved to the CCSO; however, there is not a balanced workload distribution. Given this, it is recommended these clerical staff remain in 1 department, not split across 2.

Job Duties of New Position:

Perform all duties required for SB6 and HB766, which includes entry of all new Magistrate Court bond conditions into TLETS and the Public Safety Reporting System, entry of modifications and removals of those bond conditions into the same softwares, emailing SB6 Felony bond notifications to Collin County District Courts when applicable, downloading bail forms from the Public Safety Reporting System, emailing out of county felony court notifications, etc.... Due to limited space, staff will alternate work days on 10 hour shifts, requiring 2 jail desk set-ups., a single networked BW printer and 2 2-drawer horizontal filing cabinets.

Statutory authority for this request: SB6 (primarily) and HB766

Monthly / Quarterly Statistic Details Supporting Increase in Personnel

Some portions of SB6 were effective 1/1/22, resulting in 2 FT TEMPS being needed to cover these. Due to delays by DPS in expanding access to TLETS, some time of the CCSO Arraignment Officers continued be utilized to support these new tasks. The rest of SB6 will be in effect 4/1/22, when the workload will more than double. Time studies of the SB6 work being performed by the TEMPS and Arraignment Officers were utilized to estimate the upcoming increase in hours needing to be covered. We'll be able to fine tune this in April once the process and software is live.

Return on Investment - Efficiencies Gained - Benefit to County and Citizens

Request is 100% being made to comply with the recent legislative requirements.

Does Position Currently Exist on the County's Compensation Plan? Y/N Y

Reason for requesting this particular title / grade

NEW POSITION						
Part-Time (20 hours) / Full-Time (40 hours)	Position Title	Requested Salary Grade	Quantity	Salary	Benefits	Total
Full-Time	Legal Clerk I	531	4	\$33,441.00	\$20,153.44	\$214,377.76
					\$0.00	\$0.00
Total						\$214,377.76

TRAINING (OBJECT 604910)		
Name & Location of Conference	Purpose for Conference Attendance (CLE, CE, etc. as required)	Estimated Expense*
TLETS 8 hr course @ Collin College	TLETS new 8 hr course being developed as rqmt for SB6. Mandatory for those pulling criminal history in new OCA PSRS software	\$320.00
Total		\$320.00

*Include registration, mileage, airfare, hotel, taxi/uber, parking, per diem, etc.

OFFICE SUPPLIES, DUES, MAINTENANCE, ETC		
Account String	Account Description	Amount
0001-02013-0001-44-30-0000-615101	Office Supplies	\$400.00

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	Total		\$400.00

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FURNITURE, EQUIPMENT, TECHNOLOGY, ONE-TIME PURCHASES (ITEMS THAT NEED TO BE PRICED)

Account String	Detail Description of Equipment	Quantity	Unit Cost	Total Cost
668704	Jail Desk set-up just like in ADC Room B1121 wi	2	\$7,485.00	\$14,970.00
668704	Desktop Computer	2	\$1,593.00	\$3,186.00
668704	Scanner - Top Feed	2	\$857.00	\$1,714.00
668704	approx 36"w horizontal filing cabinet for 8x11 f	2	\$500.00	
668704	Phone	2	\$182.00	\$364.00
668704	Microsoft - EA (need per desktop or per person	4	\$816.00	\$3,264.00
668704	Software - ODY	4	\$0.00	\$0.00
668704	Webex	4	\$0.00	
668704	Adobe Pro (need per desktop or per person?)	4	\$100.00	\$400.00
668704	Chair - Employee	2	\$475.00	\$950.00
668704	Printer - BW Small	1	\$329.00	
668704	Printer Tray - BW Small Tray	1	\$96.00	
				\$0.00
			Total	\$24,848.00

Savings / Reductions

Account String	Account Description	Amount
Total		\$0.00

Total Cost of Department Improvement Request	\$239,945.76
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Notes to Purchasing Department (part numbers, equipment specifications, where you found the item, etc.)

NOTE: Need desk set-up just like exists for other Clerks in Magistrate Court (see room B1121). There are both limited office space issues and line of sight requirements

Personnel Change Request

Department/Program #	Department Improvement Title	Priority #	Department/Program Name
02013-0001	Convert PT Clerk to Full-time	2	02013 - ADMIN SERVICES-MAGISTRATE DEPT/0001 - ADMIN

Updated Department Org Chart? Y/N	Position Research Included? Y/N	Position #	Employee Name
No	No	1	Amy Sweat

Old Position Duties:
 Normal Magistrate Clerk (Legal Clerk I) duties as included in current job description.

OLD/CURRENT POSITION(S) REQUESTING TO BE CHANGED/DELETED

Part-Time (20 hours) / Full-Time (40 hours)	Position Title	Current Grade	Quantity	Current Salary	Benefits	Total
Part-Time (20 hours)	Legal Clerk I - PT	531	1	\$16,720.50	\$1,279.12	\$17,999.62
					\$0.00	\$0.00
Total						\$17,999.62

Job Duties of New Position:
 Normal Magistrate Clerk (Legal Clerk I) duties as included in current job description, plus the addition of some of the additional SB6 work and covering of the additional weekly afternoon Aux B (Courthouse) dockets that have been added due to increase in modification and bond violation hearings. These require support for the Judge from a clerk.

NEW POSITION(S) REQUEST

Part-Time (20 hours) / Full-Time (40 hours)	Position Title	Requested Salary Grade	Quantity	Requested Salary	Benefits	Total
Full-Time (40 hours)	Legal Clerk I	531	1	\$33,441.00	\$2,558.24	\$35,999.24
					\$0.00	\$0.00
Total						\$35,999.24

When will/did employee's new duties begin? 4/1/2022

Reason For Change / Request?
 Required work to comply with the recent legislative requirements and addition of more courthouse dockets.

Does Position Currently Exist on the County's Compensation Plan? Y/N Y

Reason for requesting this particular title / grade
 Pay grade is same. Just converting PT Clerk to FT.

Total Cost of Department Improvement Request	\$17,999.62
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