

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

DAVID O'LEARY  
INITIATED BY



RENEE GROVER  
DRAFTED BY

COUNTY BOARD STAFF  
SUBMITTED BY

JUNE 11, 2018  
DATE DRAFTED

**CHANGING THE TITLE OF THE LEGAL STENOGRAPHER POSITIONS TO LEGAL SUPPORT SPECIALISTS, CREATING 2.0 FTE NEW LEGAL SUPPORT SPECIALISTS, AND AMENDING THE 2018 BUDGET**

1 **WHEREAS**, the title of Legal Stenographer no longer describes the work being done by these positions  
2 in the District Attorney office, creates confusion as applicants and the public have expressed that they  
3 thought these positions were court reporter positions and no comparable of this position was found in the  
4 2017 Salary Study previously undertaken by Human Resources; and

5  
6 **WHEREAS**, the title of Legal Support Specialist is more indicative of the support role these positions  
7 provide to the Prosecutors in the District Attorney's Office in the many varied duties they have been  
8 performing beyond transcribing dictation; and

9  
10 **WHEREAS**, the type of work performed by these positions has been steadily changing and increasing  
11 over the last several years with the changes in discovery handling, the need to scan reports and all other  
12 case related documents, the implementation to e-filing and the need to learn and use multiple resource  
13 data bases for information necessary to manage cases; and

14  
15 **WHEREAS**, the volume of work performed by these positions has been greatly impacted due to the  
16 increase in the number and severity of cases referred, the expanded use of body and squad cameras by  
17 law enforcement and prevalence of security footage has significantly increased the volume and time  
18 spent copying, documenting, billing and distributing discovery materials, and the tremendous amount of  
19 documents flooding into our Protect system from the court via e-filing which need to be reviewed and  
20 managed; and

21  
22 **WHEREAS**, staff turnover in these positions has been significantly higher the last two years; and

23  
24 **WHEREAS**, the need to use overtime to keep up with even the highest priority tasks has more than  
25 doubled already in 2018; and

26  
27 **WHEREAS**, some funding is available in 2018 as there has been turnover and temporary vacancies.

28  
29 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled  
30 this 28<sup>th</sup> day of June, 2018 that they move to retitle the Legal Stenographer position to  
31 Legal Support Specialist and approve the creation of additional 2.0 Legal Support Specialists.

32  
33 **BE IT FURTHER RESOLVED** that the 2018 Budget be amended as follows:

Account/Description	Budget <u>8/01/18</u>	Increase <u>(Decrease)</u>	Amended <u>Budget</u>
<u>Source of Funds</u>			
19-1922-0000-64904 Contingency Fund	\$295,609	\$(23,268)	\$272,341
<u>Use of Funds</u>			
24-1610-0000-61400 FICA	\$ 43,924	\$ 3,660	\$ 47,584
24-1610-0000-61610 Health Insurance	\$184,339	\$13,938	\$198,277

18-6B-035

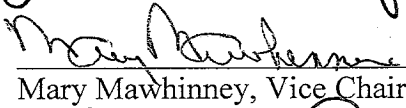
CHANGING THE TITLE OF THE LEGAL STENOGRAPHER POSITIONS TO LEGAL SUPPORT SPECIALISTS, CREATING 2.0 FTE NEW LEGAL SUPPORT SPECIALISTS, AND AMENDING THE 2018 BUDGET

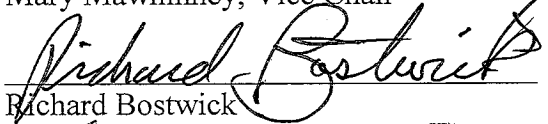
Page 2

47	24-1610-0000-61620	\$5,624	\$538	\$6,162
48	Dental Insurance			
49				
50	24-1610-0000-67160	\$0	\$5,132	\$5,132
51	Capital Assets			

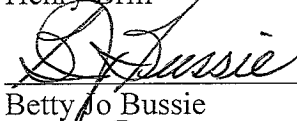
COUNTY BOARD STAFF COMMITTEE

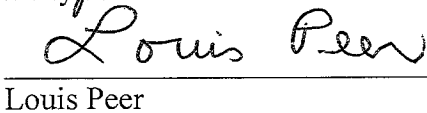
  
J Russell Podzilni, Chair

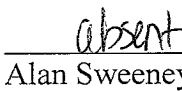
  
Mary Mawhinney, Vice Chair

  
Richard Bostwick

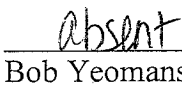
  
Henry Brill

  
Betty Jo Bussie

  
Louis Peer


  
Alan Sweeney

  
Terry Thomas

  
Bob Yeomans

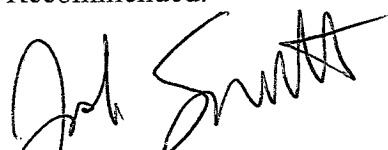
FISCAL NOTE:

This resolution draws \$23,268 from the contingency fund to help fund an additional 2.0 FTE Legal Support Specialists. The contingency fund has a current balance of \$295,609.

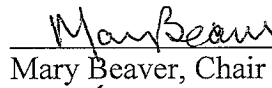
  
Sherry Oja  
Finance Director

ADMINISTRATIVE NOTE:

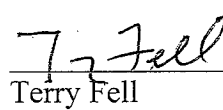
Recommended.


  
Josh Smith  
County Administrator

PUBLIC SAFETY AND JUSTICE COMMITTEE

  
Mary Beaver, Chair

  
Kara Hawes

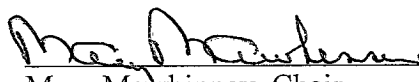
  
Terry Fell

  
Brian Knudson

  
Phillip Owens


FINANCE COMMITTEE ENDORSEMENT

Review and approved on a vote of 5-0

  
Mary Mawhinney, Chair

LEGAL NOTE:

The County Board is authorized to take this action pursuant to §59.22(2), Wis. Stats. As an amendment to the adopted 2018 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.

  
Richard D. Greenlee  
Corporation Counsel

## EXECUTIVE SUMMARY

The workload for our Legal Stenographers has been growing at an incredible rate in recent years due to changes in how we handle discovery, the need to access and use multiple digital data bases and resources in order to manage and locate discoverable materials, and scanning documents when closing files. In addition the volume of discovery materials has also greatly increased due to the implementation of body cameras, squad video, surveillance videos from commercial and residential sources, phone, social media and other internet sources which all must be copied, billed and distributed to the defense. The implementation of e-filing brings a flood of documents into our system from the courts which must be reviewed and managed, printed or saved or distributed based on the content and type of document received. This too requires a lot of additional time. We have found that the ratio of support staff to attorneys in our office is below that of other offices. We have seen a higher rate of turnover and the volume of workload is a prime factor. While reviewing our office staffing we found no other offices to have positions titled Legal Stenographer. Years ago when shorthand was a required skill this title was a good description of what the position entailed. We have heard comments from the public and from applicants who advised they thought it was a court reporter position. The position as it is now with data entry and management, e-filing, and copying or preparation of digital media, we are asking the position be retitled to Legal Support Specialist as it is a more accurate description of the position and more in line with other Specialist positions in other Rock County offices in the same or similar pay grades.

## 2018 Budget Resolution request for 2 FTE Legal Support Specialists

### Supporting Documentation

Premise is employees would start 8/13/18 (10 pay periods)

		Total
Wages per FTE	\$14,120	\$28,240
FICA	\$1,845	\$3,690
Retirement	\$861	\$1,722
Health Insurance 8S - 5 months	\$6,969	\$13,938
Dental Ins. F - 5 months	\$269	\$538
Life Ins - 5 months	\$5	\$10
Transcription License & equipment	\$379	\$758
Scanner & Service Agreement	\$1,075	\$2,150
Computer w/peripherals per DA IT Spec	\$753	\$1,506
Microsoft Office	\$358	\$716
	\$26,634	\$53,268