Template for Submissions to the Budget Committee

MEMORANDUM

Date: February 7, 2022

To: Jill Tew / Chris Bone

From: Troy Rawlings

RE: Class Title: Specialty Court Case Manager Coordinator

Grade: 19

FLSA: Non-Exempt

Summary: Under general supervision of the County Attorney, this position coordinates case management in the Rehabilitation Services Program and Specialty Courts in Davis County and supervises, in part, subordinate employees engaged in the specialty courts.

Proposal: This is an internal promotion, not a new FTE position. -Position number 10181 was vacated in August 2021 and is now being revamped into this new position based on department need.

This change requires a grade level change because of duties. It will move a current position from from grade 17 @ $44,471.96 - $68,699.80; to grade 19 @ $49,899.98 - $76,946.74

An internal candidate will receive an increase in pay to the minimum, or 5% if their salary already falls in the grade range.

Costs of the proposal: The general parameters of this position were approved as part of the 2022 budget process. It is anticipated there will be a 5% increase in salary to the internal applicant selected.

Benefits of the proposal: Take advantage of talent in our office by putting the management of cases directly under an employee with experience in doing these exact duties at a high level for a significant period of time. Please what I am including as EXHIBIT A, the job description section of duties as this position will do all of the above personally, as well as train and work with assigned subordinate employees in accomplishing these critical objectives.

Other considerations, if applicable:

I am happy to answer any questions you might have and appreciate you consideration of this proposal. Please feel free to contact me with any questions.

EXHIBIT A

EXAMPLE OF DUTIES:

Coordinates case management operations of the specialty courts and rehabilitative service programs.

Assists with interviewing applicants for support staff positions and making hiring recommendations. Trains new support staff regarding office and court policies and procedures, preparation of legal documents and correspondence, and use of specialized computer programs. Provides input to the Specialty Court Division Chief related to staff performance.

Works closely with and advises police agencies and court personnel of changes in legislation, office and court policies and procedures, and jurisdictional requirements; assists with technical and procedural questions.

Attends Drug, DUI, RSAT and Mental Health Court calendar.

Handles money as required with fidelity as a fiduciary and follows protocols as instructed.

Conducts screening and orientation. Confirms participants' eligibility for Drug Court. Provides information about participants' prior sanctions/incentives, phase placement, etc. Prepares goal and treatment information for participants to report to team.

Attends weekly Drug Court Staffing and support, rehabilitative services staff meetings, and attends annual national and state training.

Completes and submits required reports to the State Division of Substance Abuse and the clerk/Auditor's Office for grants. Maintains and provides program information, data, statistics and support for Davis Behavioral Health (DBH) grant applications; assists preparing and submitting quarterly and annual reports; ensures DBH verifies programs comply with grant requirements. May assist with grant applications.

Updates Drug/DUI Court packets. Prepares plea and Drug/DUI Court agreements.

Maintains case management system and spreadsheets. Generates statistical reports and distributes them to the appropriate recipients.

Arranges and manages participants' testing, coordinates with the testing facility, posts results, and generates reports for the Drug Court team.

Prepares paperwork and monitors PIA (Plea in Abeyance) and Drug Probation cases; interviews defendants, advises participants on compliance issues; determines eligibility for programs, maintains statistics, and provides reports to the Court.

Reviews cases at Central Arraignments for programs. Processes AP&P requests and reports, expungements and bail bond forfeitures; processes expungements requests filed with the office. Tracks DNA testing requirements.

Responds to and assists court personnel, defense attorneys, treatment providers, participants, and other individuals having business with the County Attorney's Office in a timely professional manner.

Advises County Attorney on program needs and priorities. Assists in preparing and tracking budget requests for programs. Gathers statistics for tracking cases. Analyzes program statistics and makes recommendations.

Monitors services and activities, and identifies and resolves problems.

Performs other office duties as assigned.