

NEW PERSONNEL JUSTIFICATION FORM

Department:

Name of Preparer:

Please attach the following additional documentation to this form:
JOB DESCRIPTION

PERSONNEL DETAIL:		
Fund/Dept/Sub-Dept:	<input type="text" value="001.360.360"/>	
Job Title	Job Classification	Salary Range
Mitigation Specialist	Litigation Support	42,000

LINE ITEM EXPENDITURES:

Line Item	Description	Amount	
40000	Salary and Wages	\$42,000	
45100	FICA/SS (7.65%)	\$3,213.00	
45200	IMRF (7.31%)	\$3,070.20	choose IMRF or SLEP - delete amount not applicable
45210	SLEP (18.62%)	\$0.00	choose IMRF or SLEP - delete amount not applicable
45000	Health	\$26,660	update if a lower amount is more appropriate
45010	Dental	\$681	update if a lower amount is more appropriate
53000	Insurance Liability (1.87%)	\$785.40	
53010	Worker's Compensation (2.50%)	\$1,050.00	
53020	Unemployment (0.11%)	\$46.20	
	Other	<input type="text"/>	
	TOTAL	\$77,506	

Are any revenue funds available for this position? (e.g., grants, fees, reimbursements, etc.)
 Yes No Estimated Revenue Funds:

If yes, describe source and nature of the revenue:

FUND BREAKOUT (IF APPLICABLE):

Fund	% Breakout	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>

JUSTIFICATION OF FUND BREAKOUT (IF APPLICABLE):

please turn over

DESCRIPTION OF POSITION:

(Please include any other pertinent information that is not listed on the attached job description.)

An increasing requirement of our jobs, for both pre-trial and post-trial matters, is effective mitigation for purposes of sentencing. The State's Attorney's Office has been requiring mitigation packages for purposes of negotiating dispositions in hopes of avoiding time and resource-consuming trials. However, we do not have the staff to engage in mitigation investigations and collection. The ability to provide this will increase efficiency both in the Public Defender's Office and the State's Attorney's Office.

JUSTIFICATION OF POSITION:

Currently all mitigation services are being provided by attorneys who have neither the time or skills to perform the services, not to mention their hours (at attorney pay) should be limited to attorney work.

Is this new position a result of a state or federal mandate?

Yes No

(If so, please include the statutory citation.)

See our mandates form. Every function we perform is mandated either at the local, state or federal level.

DEPARTMENTAL OBJECTIVES ADDRESSED BY FILLING THIS POSITION:

Efficient pre-trial disposition of cases, and fair trials and sentencings.