

COUNTY OF MILWAUKEE
District Attorney's Office
Inter-Office Communication

Date: July 27, 2011
To: County Board of Supervisors
From: District Attorney's Office
Subject: Creation of New Position of Paralegal Position in District Attorney's Office

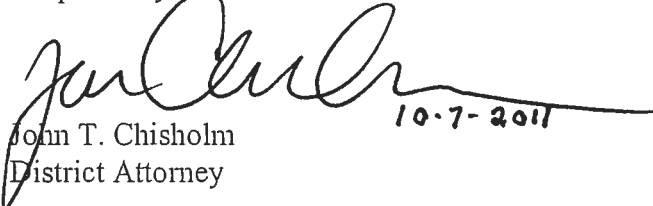
We are requesting, pursuant to section 17.05(1) of the county general ordinances, the creation of a new position of paralegal, job code 86161, pay range 19L, effective October 2, 2011.

The new position of paralegal will be assigned to the termination of parental rights (TPR) unit in the juvenile division of the district attorney's office. The paralegal will manage, organize and track TPR requests and prepare guardianship pleadings to achieve permanent placements as quickly as possible for children in out-of-home care.

The district attorney's office has a longstanding, major contract with the state Department of Children and Families (DCF) for prosecutorial services on Children in Need of Protection and Services (CHIPS) and TPR cases. The DCF contract currently funds 14.5 full-time equivalent (FTE) state and county positions: 8.5 assistant district attorneys, 4.0 paralegals, 1.0 secretarial assistant, and 1.0 clerical assistant 2.

The creation of the new paralegal position will have no tax levy effect because DCF has increased the state fiscal year 2012 CHIPS-TPR contract with the district attorney's office to provide annualized funding of approximately \$79,050 for the new paralegal. The district attorney's office will submit a fund transfer request to provide budgetary authority for 2011 expenditures and reimbursement revenue of approximately \$19,750 resulting from the creation of this position.

Respectfully Submitted


John T. Chisholm
District Attorney
10-7-2011

RESOLUTION

WHEREAS, the district attorney's office requests the creation of one new position of paralegal, job code 86161, pay range 19L, effective October 2, 2011;

WHEREAS, the new position of paralegal will be assigned to the termination of parental rights (TPR) unit in the juvenile division of the district attorney's office;

WHEREAS, the paralegal will manage, organize and track TPR requests and prepare guardianship pleadings to achieve permanent placements as quickly as possible for children in out-of-home care;

WHEREAS, the district attorney's office has a longstanding, major contract with the state Department of Children and Families for prosecutorial services on Children in Need of Protection and Services (CHIPS) and TPR cases;

WHEREAS, this new position of paralegal will be 100 percent grant-funded by the district attorney's contract with DCF, with DCF providing annualized funding of approximately \$79,050 for the position during state fiscal year 2012 ending on June 30, 2012;

WHEREAS, the creation of this paralegal position will increase expenditures and revenue reimbursement by approximately \$19,750 in the district attorney's 2011 budget for no tax levy effect;

WHEREAS, the district attorney's office will submit a fund transfer request to provide budgetary authority for 2011 expenditures and reimbursement revenue resulting from the creation of this position; now, therefore,

BE IT RESOLVED, that the County Board of Supervisors hereby authorizes and approves the following position action for the district attorney's office, org. unit 4501, effective October 2, 2011:

<u>Action</u>	<u>Title</u>	<u>No. of Positions</u>	<u>Job Code</u>	<u>Pay Range</u>
Create	Paralegal	1.0 FTE	86161	19L

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: August 8, 2011

Original Fiscal Note ☒

Substitute Fiscal Note ☐

SUBJECT: Creation of New State Funded Paralegal Position in District Attorney's Office

FISCAL EFFECT:

☐ No Direct County Fiscal Impact

☐ Existing Staff Time Required

☒ Increase Operating Expenditures
(If checked, check one of two boxes below)

☐ Absorbed Within Agency's Budget

☐ Not Absorbed Within Agency's Budget

☐ Decrease Operating Expenditures

☒ Increase Operating Revenues

☐ Decrease Operating Revenues

☐ Increase Capital Expenditures

☐ Decrease Capital Expenditures

☐ Increase Capital Revenues

☐ Decrease Capital Revenues

☐ Use of contingent funds

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	19,750	79,050
	Revenue	19,750	79,050
	Net Cost	0	0
Capital Improvement Budget	Expenditure		
	Revenue		
	Net Cost		

DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated.¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

The district attorney's office has a major contract with the state Department of Children and Families for prosecutorial services on Children in Need of Protection and Services (CHIPS) and termination of parental rights (TPR) cases.

The 2011-12 DCF contract, for the state fiscal year from July 1, 2011, to June 30, 2012, provides funding for a new position of paralegal, at an annualized cost of approximately \$79,050, to manage, organize and track TPR requests and prepare guardianship pleadings to achieve permanent placements as quickly as possible for children in out-of-home care.

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

Department/Prepared By James J. Martin, Deputy District Attorney

Authorized Signature

James J. Martin

Did DAS-Fiscal Staff Review?

☐

Yes

☐

No

MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
HUMAN RESOURCES

POSITION DESCRIPTION

OFFICIAL TITLE OF POSITION: Paralegal

NAME OF PRESENT INCUMBENT: N/A

DEPARTMENT: District Attorney

DIVISION: Juvenile

REPORTS TO (Name & Title): Legal Director, District Attorney Termination of Parental Rights Unit

TITLE CODE: 86160 POSITION NUMBER: PAY RANGE: 19L

TYPE OF POSITION : (Check One) FT ☒ PT ☐ Hourly ☐ Seasonal ☐

PURPOSE OF POSITION:

To provide litigation support for the district attorney's office for foster care cases in need of permanency. The purpose of the position is to manage, organize and track guardianship and termination of parental rights (TPR) requests and prepare guardianship pleadings to reach permanency for children in out of home care as quickly as possible.

TITLE(S) OF POSITION(S) SUPERVISED: (must include disciplining and evaluating):
None

DUTIES: Required duties may include, but are not limited to:

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1. Develop and maintain databases to track information on guardianship and TPR requests and filings;
 2. Use TIME, CJIS, CCAP, Accurint, Enforcer, PROTECT, and other computer databases and systems to search for parents out of contact with the Bureau of Milwaukee Child Welfare (BMCW) to allow service of process of guardianship and TPR pleadings;
 3. Organize and manage case files for guardianship and TPR litigation, including acquiring, organizing, and disseminating discovery materials;
 4. Work with BMCW staff and relative placements to ask the legal questions necessary to determine whether a guardianship or TPR should be filed to reach permanency;
 5. Review court and BMCW documents and case files to assist in filing decisions related to guardianship and TPR pleadings;
 6. Collect necessary documents from the BMCW staff for the filing of TPR and guardianship petitions;

7. Draft guardianship and TPR pleadings;
8. Attend permanency plan reviews, staffings and other hearings to collect information necessary to the filing of TPR and guardianship petitions;
9. Coordinate and schedule legal staffings necessary for the filing of TPR and/or guardianship pleadings.
10. Identify cases that meet federal requirements for no-reasonable efforts findings to review for permanency determinations.

KNOWLEDGE, SKILLS & ABILITIES: Indicate a corresponding knowledge, skill and/or ability required for each of the above indicated duties

1. Knowledge of Wisconsin Statutes and case law;
2. Knowledge of the criminal and juvenile justice systems and criminal and civil law concepts, including legal requirements and procedures for filing criminal complaints and guardianship and TPR petitions ;
3. Knowledge of legal research methods, including computerized legal research and Internet search;
4. Interviewing skills;
5. Analytical skills;
6. Organizational skills;
7. Ability to effectively communicate orally and in writing, and to prepare thorough, accurate, and grammatically correct reports.
8. Proficiency in word processing, database and spreadsheet applications, especially Microsoft Word, Access, and Excel;
9. Ability to plan, assign, and coordinate work on complex tasks, and the ability to work both independently and as part of a team on complex tasks;
10. Ability to perform various business functions in the CJIS, CCAP, JIMS, PROTECT, and KIDS computer systems;
11. Ability to maintain secrecy and discretion and to comply with confidentiality laws in juvenile cases.
12. Ability to professionally and effectively create, promote, and enhance collaborative partnerships between law enforcement agencies, victim services providers, and community organizations.

MINIMUM QUALIFICATIONS:

Education:

Bachelor's degree from an accredited college or university, with a major in paralegal studies, criminal justice, political science or business administration preferred;

Or

Paralegal certificate from an approved college or business institute and four (4) years work experience as a paralegal in a legal environment;

Or

Graduation from high school or a related program and ten (10) years work experience in a legal environment in a government agency or a private law firm.

Relevant work experience must demonstrate the essential knowledge, skills, and abilities, as set forth above.

Experience:

None required. Experience as a practicing paralegal for a government agency or private law firm, or significant experience in a criminal justice setting is preferred. Familiarity with PROTECT case management system is preferred.

Licensure/Certification/Registration:

Valid Wisconsin driver's license; certificate in paralegal studies preferred. Candidate must be eligible for certification as a Notary Public.

Physical Requirements/Demands:

Ability to work harmoniously with others in a stressful workplace; ability to work under the stress of a high volume workload and meet constitutional and statutory deadlines in criminal and juvenile cases; ability to transition fluidly between multiple demands.

Work Environment:

The position will be physically located within the offices of the district attorney at the Vel Phillips Juvenile Justice Center (VPJJC).

Incumbent's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Department Head's Signature: James J. New Date: 7-27-2011
For John T. Chisholm, District Attorney
Deputy District Attorney

Funding Information:

Funding Information:				
Contractor: Milwaukee County State DA		Agency Code #: 40	Contract# 230	
		Funding Period: 07/01/11 – 06/30/12 (SFY12)		
Commodity or Service Description	CORE Contract Code Number	Funding	Current Contract Amount	Total Contract Balance
MCPS TPR Legal Services	4037	3210-130-6-G000-6039 = 60% 3210-153-6-G000-6039 = 40%	\$219,360 \$146,240	\$365,600
MCPS Adoption DA 4038 (CORA 4040 Fed= 39% 9038 Local = 61%)	4038 4040 / 9038	Reporting Only / Info Only		
MCPS Foster Care DA 4039 (CORA 4040 FED= 39% 9038 Local = 61%)	4039 4040 / 9039	Reporting Only / Info Only		
MCPS Adoption/FC Pmt Federal	4040	3210-130-6-G000-6039 = 13.57% 3210-153-6-G000-6039 = 86.43%	\$118,000 \$751,644	\$869,644
TOTAL				\$1,235,244

The Department and the Contractor acknowledge that they have read the Contract and the attached exhibits, addendums and requirements, understand them and agree to be bound by their terms and conditions. Further, the Department and the Contractor agree that the Contract and the exhibits and documents incorporated herein by reference are the complete and exclusive statement of the agreement between the parties relating to the subject matter of the Contract and supersede all proposals, letters of intent or prior agreements, oral or written, and all other communications and representations between the parties relating to the subject matter of the Contract.

Signatures

Please sign both originals and return one (State) to the Contract Administrator.

DocuSigned by:
James J. Martin, DDA, for John T. Christensen, DA

7/20/2011

Authorized Representative Signature

Date

James J. Martin, DDA, for John T. Christensen, DA
Milwaukee County District Attorney's office

Print Name and Title of Authorized Representative

DocuSigned by:
Fredi-Ellen Bove

6/23/2011

Fredi-Ellen Bove, Administrator - DSP
Department of Children and Families

Date

DocuSigned by:
Joan Hansen

6/28/2011

Joan Hansen, Deputy Secretary
Department of Children and Families

Date

Milwaukee County District Attorney's Office Permanency Specialist Position - Description

Purpose of Position: To provide litigation support for the District Attorney's Office for foster care cases in need of permanency. The purpose of the position is to manage, organize and track guardianship and termination of parental rights requests and prepare guardianship pleadings to reach permanency for children in out of home care as quickly as possible.

Potential Duties:

1. Develop and maintain databases to track information on guardianship and TPR requests and filings;
2. Use TIME, CJIS, CCAP, Accurant, Enforcer, Protect, and other computer databases and systems to search for parents out of contact with the BMCW to allow service of process of guardianship and TPR pleadings;
3. Organize and manage case files for guardianship and TPR litigation;
4. Work with BMCW staff and relative placements to ask the legal questions necessary to determine whether a guardianship or TPR should be filed to reach permanency;
5. Review court and BMCW documents and case files to assist in filing decisions related to guardianship and TPR pleadings;
6. Collect necessary documents from the BMCW staff for the filing of TPR and guardianship petitions;
7. Draft guardianship and TPR pleadings;
8. Attend permanency plan reviews, staffings and other hearings to collect information necessary to the filing of TPR and guardianship petitions;
9. Coordinate and schedule legal staffings necessary for the filing of TPR and/or guardianship pleadings.
10. Identify cases that meet federal requirements for no-reasonable efforts findings to review for permanency determinations.

Qualifications: Bachelor's Degree from an accredited college or university, with a major in paralegal studies, social work or a child welfare related field; or paralegal certificate from an approved college or business institute and four (4) years work experience as a paralegal in a legal environment; or graduation from high school or related program and ten (10) years work experience in a legal environment or in a government agency, private law firm or public child welfare agency. Relevant work experience must demonstrate the essential knowledge, skills and abilities to perform the duties set forth above. Computer skills including typing, wordprocessing, and database use as well as Internet search are mandatory.

Experience: Non required. Experience as a practicing paralegal for a government agency or private law firm, or significant experience in a criminal justice or child welfare setting is preferred. Familiarity with PROTECT case management system helpful. Experience with using computers in an office setting mandatory.

Pay Range: 19L (approximately \$38,000 - \$51,000)

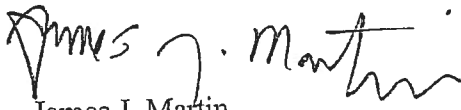
COUNTY OF MILWAUKEE
District Attorney's Office
Inter-Office Communication

Date: July 27, 2011
To: Candace Richards, Acting Director of Human Resources
From: District Attorney's Office
Subject: Creation of New Position of Paralegal in the District Attorney's Office

In September 2011, the County Board will review the district attorney's request to create a new position of paralegal in the termination of parental rights unit in the juvenile division.

Attached are the original and one copy of the position description and a copy of our submission to the County Board.

Thank you for your consideration. Contact me at 414-278-5369 or at Jim.Martin@da.wi.gov if you have any questions.


James J. Martin
Deputy District Attorney