

Study Summary

The Ramsey County Attorney's Office (RCAO) determined the need for an additional *Assistant Division Director - County Attorney (Unclassified)* position reporting to the Chief Deputy of the Human Services Section. This position's working title will be the Director of Strategic Initiatives and will support the division directors over the juvenile/youth justice, child support, and human services legal divisions to drive transformative change in legal services. These efforts will include leading strategic initiatives and community engagement to change practices, policies, and procedures to build proximity with the children and families we serve, promote compassion, well-being and connection to community-based resources and supports to address underlying contributors to involvement with public systems. The Director of Strategic Initiatives will be a part of the management team and will enable the Human Services section to better serve the residents of Ramsey County by strengthening how we deliver those services and how we engage with community. The Director of Strategic Initiatives will also oversee and direct the work of a planning manager and planning specialist staff who are responsible for conducting community outreach and engagement and developing policy to ensure racial equity. The duties of this position will involve significant discretion and substantial leadership and involvement in the development, interpretation, and implementation of department policy related to community engagement, racial equity, and the elimination of racial disparities.

The Strategic Initiatives Director will also manage the County Attorney Office's diversity, equity and inclusion strategies and competency development across the office. The County Attorney's Office desires to strengthen and support this body of work internally to enhance the work culture of the County Attorney's Office. This work uplifts and complements the Talent Attraction, Retention and Promotion strategic priority of the county.

This request is not asking for an additional Full Time Equivalent (FTE), as this will not increase our FTE, but rather, this request is expected to be accomplished within the County Attorney's Office existing budget and personnel count. Under the current structure, the Human Services Section has a Chief Deputy County Attorney, three Division Directors - County Attorney (Unclassified) and three Assistant Division Directors - County Attorney (Unclassified). The Human Services section is comprised of 209.0 FTEs of Ramsey County Attorney's Office staff currently supervised by the Chief Deputy County Attorney.

By intentionally focusing this position on equity, the County Attorney's office hopes to achieve the County's goals of strengthening individual, family and community health, safety and well-being; and promoting opportunity and economic prosperity for all. In order to combat systemic disparities and achieve the sustainable change our community demands and deserves; we will build our dedicated leadership capacity to focus on transformational change efforts.

The Human Resources Department followed its normal process for conducting the classification study including:

- Meeting with management to identify the duties and responsibilities of the proposed additional Assistant Division Director - County Attorney (Unclassified); and
- Reviewing the duties, responsibilities, and qualifications and determining if any existing classification met the requirements;

The Human Resources Department classification study determined:

- The County Attorney Office's request for an additional *Assistant Division Director – County Attorney (Unclassified)* is supported at this classification level.

- The work of this position is necessary to intentionally focus on and promote racial equity and support staff at the Human Services Legal Division, Youth Justice & Wellness Division, and the Child Support Services Division. The classification will report to the Chief Deputy County Attorney.
- This request will not require a complement increase or an increase in funding. The department will reclassify a vacant Assistant County Attorney 3 position for this additional classification.
- The *Assistant Division Director -County Attorney (Unclassified)* classification meets the standards and criteria of the Personnel Act, Minnesota Statute 383A.286, Subd. 3.

Recommendation

Approve designation of one additional *unclassified, unrepresented Assistant Division Director – County Attorney position*.