

ST. MARY'S COUNTY SALARY AND FRINGE BENEFIT FORM
FY2024

FORMS1

Department: **Office of the State's Attorney** Division:

List in priority order.

Pos. No.	Position Title (as classified by HF)	Narrative Justification	Grade/Step	FTE	Gross Salary	FICA	MD Pension	Sheriff's Pension	Health/Life Insurance	Unemploy. Insurance	Workers' Comp.	TOTAL	Other-Related Costs
	<u>New Positions/Changes</u>												
30085	SR ASA I	Increased caseload & train junior attorneys	SA 4.C3	1.00	121,457	9,291	13,275		21,000		1,239	\$166,263	\$19,722
30090	ASA II	Process increased caseload	SA 2.C1	1.00	95,887	7,335	10,480		21,000		978	\$135,681	\$6,232
10181	Paralegal	Support increased caseload	9.01	2.00	133,413	10,206	14,582		42,000		1,360	\$201,561	\$13,994
	TOTAL				\$350,757	\$26,833	\$38,338	\$0	\$84,000	\$0	\$3,577	\$503,505	\$39,948

* Unemployment Insurance only for Grant Funded Positions \$272

**Workers Compensation Rates

Clerical 1.02%

Other 1.02%

Sworn 4.20%



REQUEST FOR NEW HIRE

Date: January 18, 2023

Department: Office of the State's Attorney

Position Title: Sr Asst State's Attorney I / Position Division: 30085

Number of Positions requested: 1
 Position Status: Full Time
 Hourly / est. how many hours per week
 RPT / est. % of full-time status
 Full Time 40 hours\week

Attach Position Description

Grade Assignment as Classified by HR: SA 4.03

Funding Date Requested (i.e.) mid-year 1/1/; full year 7/1: 1/1

ITEM	ESTIMATED COSTS	TOTAL
Salary	121,457	121,457
FT - Benefits	23,805	23,805
H - Health Ins/ Leave	21,000	21,000
Equipment Needs (IT)	3,627	3,722
Office Furniture	2,000	15,000
Vehicle (Y/N)	N	N
Supplies, Tools	1,000	1,000
Uniform(s)	N	N

Signatures:

Department Head:  _____

Director, Human Resources: _____

CFO: _____

Item	Requested	410.05-44	410.51-61	410.05-52	410.51-62
Desktop HP Workstation 22 G5-16GB - 500MB		\$1150			\$384
Laptop HP Elite-Book/655 16GB/500GB	1	\$1300			\$325
Docking Station	1	\$200			\$67
Carry Case	1	\$21			
Cell Phone	1	\$50			
Toughbook Laptop (with Docks)		\$4054			\$1352
Toughbook Tablet (with Docks)		\$4800			\$1600
Toughbook Vehicle Mount		\$2000			0
Monitor 24" (VA2419-SMH) - Standard		\$200			\$67
Monitor 28" (VA2855-SMH)	1	\$200			\$67
Scanner		\$600			\$200
Desktop (IP) Phone	1	\$350			\$90
Anti-Virus	1		\$10	\$10	
Exchange License	1		\$65	\$65	
Office 365 (annually)	1		\$331	\$331	
Adobe Acrobat Pro	1		\$120	\$120	
AirCard (annually) Dept Telco Expense					

**ST. MARY'S COUNTY BUDGET REQUEST - FY2024
ESSENTIAL COST CHANGES**

DEPARTMENT: Office of the State's Attorney

DIVISION: Judicial (2501-410)

DESCRIBE REQUEST & EXPENSES TO BE INCURRED:

Asst State's Attorney to address drastically increased caseload to include approx 200 cases inherited from previous SA. Expenses are salary, computer and office supplies, subscription to Acrobat Pro and online legal research. This full-time position will perform legal work representing the State of Maryland in the Circuit Court for St. Mary's County. Assists in investigating and prosecuting criminal cases. Conducts proper preparation, research, and analysis. Communicates and confers with victims and witnesses. Provides legal representation and guidance to proper parties. Creates and handles court documents. Performs other duties as assigned.

F.T.E. DESCRIPTION, POSITION #, AND TOTAL F.T.E.'S INCLUDED IN THIS REQUEST, IF APPLICABLE:

Senior Assistant State's Attorney (30085). 1 FTE.

JUSTIFY THE INCREASE RELATED TO THIS REQUEST:

FBI Crime Data Explorer shows a 100% rise in SMC violent crime from 2021 to 2022, supporting a need for more law enforcement in all its forms. Our emergent need rises from the discovery upon assuming office of approximately 200 cases in various stages of incompleteness. Countless add'l files still require expert review to decide if they should be pushed forward as cases. The time crisis is exacerbated by the SMC SAO's antiquated paper-only case management process and a significant increase in processing time necessitated by rules changes and increased digital evidence.

IMPACT OF NON-APPROVAL OF THIS REQUEST:

The inherited glut of unprocessed cases compromises the SAO's ability to carry out our core functions, with a serious risk of having to allow criminal offenses to go unprosecuted and thus offenders not held accountable. This in turn conveys a lack of deterrence to would-be offenders which places the people of SMC at greater risk.

DESCRIPTION OF EXPENSE OR SERVICE	CENTRAL SQUARE ACCOUNT NUMBER (OR ACCOUNT NUMBER GROUPING)	FTE	AMOUNT (WHOLE DOLLARS) + (-)
Salary	001-2501-410-0101	1.00	121,457
FICA	001-2501-410-0104		9,291
Pension	001-2501-410-0106		13,275
Health Insurance	001-2501-410-0108		21,000
Worker's Compensation	001-2501-410-0111		1,239
Hardware Purchase	001-2501-410-5161		2,121
Hardware Maintenance	001-2501-410-5162		549
Original Software	001-2501-410-0552		526
Software Maintenance	001-2501-410-0552		526
Supplies	001-2501-410-0532		1,000
Furniture	001-2501-410-5162		15,000
NET TOTAL COST OF THIS ECC REQUEST		1.00	\$185,984

**ST. MARY'S COUNTY GOVERNMENT
DEPARTMENT OF THE
COUNTY ADMINISTRATOR**

David Weiskopf, Interim County Administrator



Commissioners of St. Mary's County
James R. Guy, President
Michael R. Alderson, Jr., Commissioner
Eric S. Colvin, Commissioner
Michael L. Hewitt, Commissioner
Scott R. Ostrow, Commissioner

REQUEST FOR NEW HIRE

Date: January 18, 2023

Department: Office of the State's Attorney

Position Title: Asst State's Attorney II / Position Division: 30090

Number of Positions requested: 1

Position Status: Full Time

Hourly / est. how many hours per week

RPT / est. % of full-time status

Full Time 40 hours\week

Attach Position Description

Grade Assignment as Classified by HR: SA 2.01

Funding Date Requested (i.e.) mid-year 1/1/; full year 7/1: 1/1

ITEM	ESTIMATED COSTS	TOTAL
Salary	95,887	95,887
FT - Benefits	18,793	18,793
H - Health Ins/ Leave	21,000	21,000
Equipment Needs (IT)	3,232	3,232
Office Furniture	2,000	2,000
Vehicle (Y/N)	N	N
Supplies, Tools	1,000	1,000
Uniform(s)	N	N

Signatures:

Department Head: _____

Director, Human Resources: _____

CFO: _____

Item	Requested	410.05-44	410.51-61	410.05-52	410.51-62
Desktop HP Workstation 22 G5-16GB - 500MB		\$1150			\$384
Laptop HP Elite-Book/655 16GB/500GB	1	\$1300			\$325
Docking Station	1	\$200			\$67
Carry Case	1	\$21			
Cell Phone		\$50			
Toughbook Laptop (with Docks)		\$4054			\$1352
Toughbook Tablet (with Docks)		\$4800			\$1600
Toughbook Vehicle Mount		\$2000			0
Monitor 24" (VA2419-SMH) - Standard		\$200			\$67
Monitor 28" (VA2855-SMH)	1	\$200			\$67
Scanner		\$600			\$200
Desktop (IP) Phone		\$350			\$90
Anti-Virus	1		\$10	\$10	
Exchange License	1		\$65	\$65	
Office 365 (annually)	1		\$331	\$331	
Adobe Acrobat Pro	1		\$120	\$120	
AirCard (annually) Dept Telco Expense					

**ST. MARY'S COUNTY BUDGET REQUEST - FY2024
ESSENTIAL COST CHANGES**

DEPARTMENT: Office of the State's Attorney

DIVISION: Judicial (2501-410)

DESCRIBE REQUEST & EXPENSES TO BE INCURRED:

Asst State's Attorney to address drastically increased caseload to include approx 200 cases inherited from previous SA. Expenses are salary, computer and office supplies, subscription to Acrobat Pro and online legal research. This full-time position will perform legal work representing the State of Maryland in the Circuit Court for St. Mary's County. Assists in investigating and prosecuting criminal cases. Conducts proper preparation, research, and analysis. Communicates and confers with victims and witnesses. Provides legal representation and guidance to proper parties. Creates and handles court documents. Performs other duties as assigned.

F.T.E. DESCRIPTION, POSITION #, AND TOTAL F.T.E.'S INCLUDED IN THIS REQUEST, IF APPLICABLE:

Assistant State's Attorney (30090). 1 FTE.

JUSTIFY THE INCREASE RELATED TO THIS REQUEST:

FBI Crime Data Explorer shows a 100% rise in SMC violent crime from 2021 to 2022, supporting a need for more law enforcement in all its forms. Our emergent need rises from the discovery upon assuming office of approximately 200 cases in various stages of incompleteness. Countless add'l files still require expert review to decide if they should be pushed forward as cases. The time crisis is exacerbated by the SMC SAO's antiquated paper-only case management process and a significant increase in processing time necessitated by rules changes and increased digital evidence.

IMPACT OF NON-APPROVAL OF THIS REQUEST:

The inherited glut of unprocessed cases compromises the SAO's ability to carry out our core functions, with a serious risk of having to allow criminal offenses to go unprosecuted and thus offenders not held accountable. This in turn conveys a lack of deterrence to would-be offenders which places the people of SMC at greater risk.

DESCRIPTION OF EXPENSE OR SERVICE	CENTRAL SQUARE ACCOUNT NUMBER (OR ACCOUNT NUMBER GROUPING)	FTE	AMOUNT (WHOLE DOLLARS) + (-)
Salary	001-2501-410-0101	1.00	95,887
FICA	001-2501-410-0104		7,335
Pension	001-2501-410-0106		10,480
Health Insurance	001-2501-410-0108		21,000
Worker's Compensation	001-2501-410-0111		978
Hardware Purchase	001-2501-410-5161		1,721
Hardware Maintenance	001-2501-410-5162		459
Original Software	001-2501-410-0552		526
Software Maintenance	001-2501-410-0552		526
Supplies	001-2501-410-0532		1,000
Furniture	001-2501-410-5162		2,000
NET TOTAL COST OF THIS ECC REQUEST		1.00	\$141,912

**ST. MARY'S COUNTY GOVERNMENT
DEPARTMENT OF THE
COUNTY ADMINISTRATOR**

David Weiskopf, Interim County Administrator



Commissioners of St. Mary's County
James R. Guy, President
Michael R. Alderson, Jr., Commissioner
Eric S. Colvin, Commissioner
Michael L. Hewitt, Commissioner
Scott R. Ostrow, Commissioner

REQUEST FOR NEW HIRE

Date: January 18, 2023

Department: Office of the State's Attorney

Position Title: PARALEGAL / Position Division: 10181

Number of Positions requested: 2

Position Status: Full Time

Hourly / est. how many hours per week

RPT / est. % of full-time status

Full Time 40 hours\week

Attach Position Description

Grade Assignment as Classified by HR: 9.01

Funding Date Requested (i.e.) mid-year 1/1/; full year 7/1: 1/1

ITEM	ESTIMATED COSTS	TOTAL
Salary	66,706	133,412
FT - Benefits	13,074	26,148
H - Health Ins/ Leave	21,000	42,000
Equipment Needs (IT)*	4,472	8,944
Office Furniture	1,500	3,000
Vehicle (Y/N)	N	N
Supplies, Tools	1,000	2,000
Uniform(s)	N	N
*1 Cell Phone	50	50

Signatures:

Department Head: _____

Director, Human Resources: _____

CFO: _____

Item	Requested	410.05-44	410.51-61	410.05-52	410.51-62
Desktop HP Workstation 22 G5-16GB - 500MB		\$1150			\$384
Laptop HP Elite-Book/655 16GB/500GB	2	\$1300			\$325
Docking Station	2	\$200			\$67
Carry Case	2	\$21			
Cell Phone	1	\$50			
Toughbook Laptop (with Docks)		\$4054			\$1352
Toughbook Tablet (with Docks)		\$4800			\$1600
Toughbook Vehicle Mount		\$2000			0
Monitor 24" (VA2419-SMH) - Standard	2	\$200			\$67
Monitor 28" (VA2855-SMH)		\$200			\$67
Scanner	2	\$600			\$200
Desktop (IP) Phone	2	\$350			\$90
Anti-Virus	2		\$10	\$10	
Exchange License	2		\$65	\$65	
Office 365 (annually)	2		\$331	\$331	
Adobe Acrobat Pro	2		\$120	\$120	
AirCard (annually) Dept Telco Expense					

**ST. MARY'S COUNTY BUDGET REQUEST - FY2024
ESSENTIAL COST CHANGES**

DEPARTMENT: Office of the State's Attorney

DIVISION: Judicial (2501-410)

DESCRIBE REQUEST & EXPENSES TO BE INCURRED:

Paralegal to address drastically increased caseload to include approx 200 cases inherited from previous SA. Expenses are salary, computer and office supplies. This full-time position will ensure all cases are assigned trial and hearing dates & all rescheduled cases comply with the statutory time requirement. Coordinates and assigns the States Attorney's files with the appropriate case number & tracks movement through all court actions. Drafts orders, pleadings, and other legal documents and obtains relevant signatures. Interviews and meets with witnesses, victims, custodial parents, etc. to determine what court action is necessary and drafts the appropriate pleading.

F.T.E. DESCRIPTION, POSITION #, AND TOTAL F.T.E.'S INCLUDED IN THIS REQUEST, IF APPLICABLE:

Paralegal (10181). 1 FTE.

JUSTIFY THE INCREASE RELATED TO THIS REQUEST:

Emergent need rises from the discovery upon assuming office of approximately 200 cases in various stages of incompleteness, from folders of loose documents, to cases a week from their 180-day Hicks deadline, to post conviction cases sitting dormant. Meanwhile, FBI Crime Data Explorer shows a 100% rise in SMC violent crime from 2021 to 2022. SMC SAO's inefficient paper-only file system exacerbates the fact that office-wide, paralegal hours spent processing cases has risen from approximately 55 to over 255 hours per week, due to increased Body Worn Camera footage, video surveillance, cell phone and other digital evidence usage, more databases, new responsibilities to draft motions, indictments, research case law, etc.

IMPACT OF NON-APPROVAL OF THIS REQUEST:

The inherited glut of unprocessed cases compromises our ability to carry out our core function, with a serious risk of having to allow criminal offenses to go unprosecuted and thus offenders not held accountable. This in turn conveys a lack of deterrence to would-be offenders which places the people of SMC at greater risk. While the prosecuting attorneys have ultimate responsibility for trying the cases, they cannot function -- especially under heavy case load -- without the support of skilled paralegal assistants.

DESCRIPTION OF EXPENSE OR SERVICE	CENTRAL SQUARE ACCOUNT NUMBER (OR ACCOUNT NUMBER GROUPING)	FTE	AMOUNT (WHOLE DOLLARS) + (-)
Salary	001-2501-410-0101	2.00	133,412
FICA	001-2501-410-0104		10,206
Pension	001-2501-410-0106		14,582
Health Insurance	001-2501-410-0108		42,000
Worker's Compensation	001-2501-410-0111		1,360
Hardware Purchase	001-2501-410-5161		5,392
Hardware Maintenance	001-2501-410-5162		1,498
Original Software	001-2501-410-0552		1,052
Software Maintenance	001-2501-410-0552		1,052
Supplies	001-2501-410-0532		2,000
Furniture	001-2501-410-5162		3,000
NET TOTAL COST OF THIS ECC REQUEST		2.00	\$215,554

