



**COUNTY OF SAN DIEGO  
VOLUNTEER REPORT FORM  
PERIOD JULY 1, 2012 - JUNE 30, 2013  
Deadline: July 12, 2013**

COUNTY OF SAN DIEGO  
BOARD OF SUPERVISORS

2013 JUL 3 PM 2 46

THOMAS J. JUCZKA  
CLERK OF THE BOARD  
OF SUPERVISORS

**1. DEPARTMENT INFORMATION:**

**Department:** Department of Child Support Services  
**Division/Unit:** Legal Services Division

**2. VOLUNTEER PROGRAM BENEFITS:**

**a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc).**

Summer 2012	No. of Vol.	5	Hours	1,375	X	\$22.14	=	\$30,442.50
Fall 2012	No. of Vol.	4	Hours	672	X	\$22.14	=	\$14,878.08
Spring 2013	No. of Vol.	5	Hours	1,152	X	\$22.14	=	\$25,505.28

Summer 2012 hours based on 125 hours per week for 11 weeks.

Fall 2012 hours based on 56 hours per week for 12 weeks.

Spring 2013 hours based on 96 hours per week for 12 weeks.

Rate based on average between CSPAIII-Step 4 and CSPAIII-Step 5 hourly rates, as supervision was shared between CSPAIIs at different Steps.

**Types of work performed by GENERAL VOLUNTEERS in this category:**

- Phone calls to attorneys/parties
- Correspondence with attorneys/parties
- Preparation of ex parte applications
- Drafting stipulations to revoke and reinstate prior to hearing date
- Observe meet and confer and court process.
- Issue spotting/reviewing motions for responses
- Writing responses
- Drafting/filing NOM in opposition to claim of exemption
- Drafting/filing petitions to revoke probation
- Drafting/filing motions for calendar attorneys as needed
- Research/memos
- Points and authorities
- Discovery request
- Writing/filing trial briefs
- Case briefs for new case law
- Assist with appellate review preparation, as needed
- Assist with Stand Down

**b. INSTITUTIONAL VOLUNTEERS (this section should include honor camp inmates, PIC/RETC, GAIN, etc.)**

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No. of Vol.	Hours	X	\$22.14	=	\$0.00
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

N/A

c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level below.)

<u>Position</u>	<u>Hours</u>	<u>X</u>	<u>VCL</u>	<u>=</u>	<u>Dollar Benefit</u>
N/A					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00

No. of Vol.	Total Hours	0	Total Value	=	\$0.00
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Types of work performed by SPECIALIZED VOLUNTEERS in this category:

N/A

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

	<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
2a.	5 (Summer 2012)	1,375	\$30,442.50
2a.	4 (Fall 2012)	672	\$14,878.08
2a.	5 (Spring 2012)	1,152	\$25,505.28
2b.	N/A		
2c.	N/A		

Total Vol.	14	Hours	3,199	Total Value	=	\$70,825.86
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3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

Item Donated:	N/A	Value:	
Item Donated:		Value:	

TOTAL VALUE = \$0.00

**4. VOLUNTEER PROGRAM COSTS:**

**a. Cost of supervision of volunteers (total hours of direct supervision multiplied by the hourly rate of staff person (s) directly supervising program volunteers.)**

Summer 2012	Hours	132	X	Rate	\$57.59	=	\$7,601.88
Fall 2012	Hours	144	X	Rate	\$57.59	=	\$8,292.96
Spring 2013	Hours	144	X	Rate	\$57.59	=	\$8,292.96

Summer 2012 hours based on 12 hours per week for 11 weeks at a CSP A III salary.  
 Fall 2012 hours based on 12 hours per week for 12 weeks at a CSP A III salary.  
 Spring 2013 hours based on 12 hours per week for 12 weeks at a CSP A III salary.  
 Rate based on average between CSP A III-Step 4 and CSP A III-Step 5 hourly rates, as supervision was shared between CSP A IIIs at different Steps.

**b. Cost of program coordination (total hours of program coordination multiplied the hourly rate of coordinator(s)). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placement, recognition, etc.)**

Summer 2012	Hours	20	X	Rate	\$57.59	=	\$1,151.80
Fall 2012	Hours	20	X	Rate	\$57.59	=	\$1,151.80
Spring 2013	Hours	20	X	Rate	\$57.59	=	\$1,151.80

Summer 2012 hours based on 20 total hours over 11 weeks at a CSP A III salary.  
 Fall 2012 hours based on 20 total hours over 12 weeks at a CSP A III salary.  
 Spring 2013 hours based on 20 total hours over 12 weeks at a CSP A III salary.  
 Rate based on average between CSP A III-Step 4 and CSP A III-Step 5 hourly rates, as supervision was shared between CSP A IIIs at different Steps.

**c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):**

<u>Item</u>	<u>Cost</u>
N/A	

**TOTAL OF OTHER PROGRAM COSTS** = \$0.00

**d. TOTAL OF VOLUNTEER PROGRAM COST** = \$27,643.20  
 (add 4a, 4b, and 4c)

**5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:**

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	\$70,825.86
b. Total of Donations to Volunteer Program, Item 3 (Page 2)	\$0.00
c. Subtract Total of Program Costs, Item 4d (Page 3)	\$27,643.20

**TOTAL PROGRAM BENEFIT**

\$43,182.66

**6. RECRUITING:**

**Please describe your recruiting programs:**

Advertised at local and other law schools and on county websites, received referrals from past interns and law professor, interviewed applicants.

**7. SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:**

**Please describe any special activities and/or achievements your program was involved in during the period of this report:**

Stand Down preparation by reviewing application referrals, generating Notice of Motions for filing, and participating on day of event.

**8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2013-14:**

**Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:**

Continue recruiting and utilizing interns for semester and summer programs to assist legal in performing duties.

**9. GENERAL INFORMATION:**

Name of person completing report: Robert Harris  
Phone: (619) 578-6310 Mail Stop: C-77 E-Mail: robert.harris@sdcounty.ca.gov  
Volunteer Coordinator: Rebecca Rider  
Phone: (619) 578-6537 Mail Stop: C-77 E-Mail: rebecca.rider@sdcounty.ca.gov

**10. DEPARTMENT CERTIFICATION:**

  
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DEPARTMENT HEAD SIGNATURE

2/11/13  
DATE