

Rochelle Pacheco Rozier, Deputy Public Defender – Director of Operations

Attachment: Duties and Responsibilities for my State Position

I am responsible for the overall operations of 9 statewide offices which encompass 52 staff attorneys, 8 per diem attorneys, 9 investigators and 26 secretaries for the Office of Parental Representation in the Office of the Public Defender.

I am also responsible for approximately 240 pool attorneys who report to me regarding conflict files assigned and any inquiries they may have regarding policy, procedure and invoicing. I analyze the function of each office and make sound decisions and make applicable changes in procedure when appropriate.

I review and authorize payment of statewide invoices for experts, pool attorneys, per diem attorneys and other vendors including travel for staff attorneys. I make regular visits to all 9 offices as well as visit each court in all 21 counties to ensure the smooth operation of OPR procedure in an effort to maintain the quality of work expected from my department.

I prepare PES evaluations which monitor the quality of work performance for the entire department and make recommendations for staffing needs, work space allocation and address administrative issues and make appropriate recommendations to court personnel as required. Additionally, I authorize orders for equipment and supply orders for all 9 OPR offices.

I keep informed of all new and revised personnel policy statements, directives and regulations and other communications published by the Department of Personnel. I develop plans and procedures for implementation of such communications to ensure my staff abides by same.

