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County of El Dorado

Legislation Details (With Text)

File #:	22-0350 **Version:** 1		
Type:	Agenda Item	**Status:**	Approved
File created:	2/16/2022	**In control:**	Board of Supervisors
On agenda:	3/8/2022	**Final action:**	3/8/2022

Title: Human Resources Department and the District Attorney's Office recommending the Board:
1) Approve the new department specific class specifications of Victim/Witness Program Specialist I/II and Sr. Victim/Witness Program Specialist; and
2) Adopt and authorize the Chair to sign Resolution 042-2022 to approve the following:
a) The job class number, bargaining unit, and salary range for the Victim/Witness Program Specialist I/II;
b) The job class number, bargaining unit, and salary range for the Sr. Victim/Witness Program Specialist;
c) Due to lateral reclassifications, the deletion of 5.0 FTE Victim/Witness Program Specialist positions and the addition of 3.0 FTE Victim/Witness Program Specialist I/II positions where the competitive recruitment and selection process is being waived by the Director of Human Resources at the request of the appointing authority in accordance with Personnel Rule 507.1.1;
d) Due to lateral reclassifications and loss of grant funding, the deletion of 4.0 FTE Victim/Witness Program Specialist - Limited Term positions and the addition of 3.0 FTE Victim Witness Program Specialist I/II - Limited Term positions in the District Attorney's Office where the competitive recruitment and selection process is being waived by the Director of Human Resources at the request of the appointing authority in accordance with Personnel Rule 507.1.1;
e) Addition of 2.0 FTE Sr. Victim/Witness Program Specialist positions in the District Attorney's Office;
f) Addition of 1.0 FTE Program Manager in the District Attorney's Office
g) Deletion of 1.0 FTE vacant Victim/Witness Program Coordinator allocation in the District Attorney's Office;
h) Addition of 1.0 FTE Sr. Office Assistant position in the District Attorney's Office;
i) Deletion of 1.0 FTE vacant Paralegal I/II position in the District Attorney's Office; and
j) Abolish the Victim/Witness Program Specialist classification.

FUNDING: California Office of Emergency Services and DA/HHSA Welfare Fraud MOU 5297.

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Approved Blue Route - Resolution_22-0350, 2. B - Final Resolution - VW Program_22-0350, 3. C - Sr. Victim-Witness Program Specialist - March 2022_22-0350, 4. D - Victim-Witness Program Specialist I-II - March 2022_22-0350, 5. Executed Resolution 042-2022

Date	Ver.	Action By	Action	Result
3/8/2022	1	Board of Supervisors	Approved	Pass

Human Resources Department and the District Attorney's Office recommending the Board:
1) Approve the new department specific class specifications of Victim/Witness Program Specialist I/II and Sr. Victim/Witness Program Specialist; and
2) Adopt and authorize the Chair to sign Resolution **042-2022** to approve the following:
a) The job class number, bargaining unit, and salary range for the Victim/Witness Program Specialist I/II;
b) The job class number, bargaining unit, and salary range for the Sr. Victim/Witness Program Specialist;

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c) Due to lateral reclassifications, the deletion of 5.0 FTE Victim/Witness Program Specialist positions and the addition of 3.0 FTE Victim/Witness Program Specialist I/II positions where the competitive recruitment and selection process is being waived by the Director of Human Resources at the request of the appointing authority in accordance with Personnel Rule 507.1.1;
d) Due to lateral reclassifications and loss of grant funding, the deletion of 4.0 FTE Victim/Witness Program Specialist - Limited Term positions and the addition of 3.0 FTE Victim Witness Program Specialist I/II - Limited Term positions in the District Attorney's Office where the competitive recruitment and selection process is being waived by the Director of Human Resources at the request of the appointing authority in accordance with Personnel Rule 507.1.1;
e) Addition of 2.0 FTE Sr. Victim/Witness Program Specialist positions in the District Attorney's Office;
f) Addition of 1.0 FTE Program Manager in the District Attorney's Office
g) Deletion of 1.0 FTE vacant Victim/Witness Program Coordinator allocation in the District Attorney's Office;
h) Addition of 1.0 FTE Sr. Office Assistant position in the District Attorney's Office;
i) Deletion of 1.0 FTE vacant Paralegal I/II position in the District Attorney's Office; and
j) Abolish the Victim/Witness Program Specialist classification.

FUNDING: California Office of Emergency Services and DA/HHSA Welfare Fraud MOU 5297.

DISCUSSION / BACKGROUND

The Human Resources Department has worked with the District Attorney's Office to develop the newly-proposed class specifications and reclassifications (and subsequent allocation changes). The District Attorney's Office requested an entry level Victim/Witness Program Specialist position to recruit and retain qualified candidates to fulfill the need of the Victim/Witness Advocacy Program and provide flexibility in filling positions at different levels, based on departmental need and the qualifications of the eligible candidates. In addition, the District Attorney's Office expressed a need for two lead-level Sr. Victim/Witness Program Specialists to oversee and participate in the Victim/Witness Advocacy Program while exercising a high level of discretion and independent judgment.

The following is being brought to the Board for consideration and approval:

New Department Specific Classifications

- Victim/Witness Program Specialist I/II
- Sr. Victim/Witness Program Specialist

Reclassifications

- Lateral reclassification of 3.0 FTE filled positions from Victim/Witness Program Specialist to Victim/Witness Program Specialist II in the District Attorney's Office
    - Pursuant to Personnel Rule 507.1(1) as listed above, the competitive recruitment and selection process will be waived, since the incumbents meet the conditions required under Section 507.1(1) of the Personnel Rules. The reclassification is the result of the class study affecting all employees in an occupational field, and the incumbents meet the minimum qualifications of the new class. Additionally, the appointing authority has requested that the Director waive the competitive recruitment and selection process for this position.
    - The salary is proposed to be set consistent with Personnel Rule 612.1, Lateral

Reclassification.

- Lateral reclassification of 1.0 FTE filled, and 2.0 FTE vacant positions from Victim/Witness Program Specialist - Limited Term to Victim/Witness Program Specialist II - Limited Term in the District Attorney's Office
    - Pursuant to Personnel Rule 507.1(1) as listed above, the competitive recruitment and selection process will be waived, since the incumbents meet the conditions required under Section 507.1(1) of the Personnel Rules. The reclassification is the result of the class study affecting all employees in an occupational field, and the incumbents meets the minimum qualifications of the new class. Additionally, the appointing authority has requested that the Director waive the competitive recruitment and selection process for this position.
    - The salary is proposed to be set consistent with Personnel Rule 612.1, Lateral Reclassification.

Abolish Classification
Additionally, Human Resources is requesting that the Victim/Witness Program Specialist classification be abolished.

Addition / Deletions
Based on the needs of the District Attorney's Victim Witness Unit, the department is requesting a restructure of the program which consists of the following actions:

- Deletion of 2.0 FTE vacant Victim/Witness Program Specialist positions
- Deletion of 1.0 FTE vacant Victim/Witness Program Specialist - Limited Term position
- Addition of 2.0 FTE Sr. Victim/Witness Program Specialist positions
- Deletion of 1.0 FTE vacant Victim/Witness Program Coordinator position
- Addition of 1.0 FTE Program Manager position
- Deletion of 1.0 FTE vacant Paralegal I/II position
- Addition of 1.0 FTE Sr. Office Assistant position

The proposed reorganization will allow the Victim Witness Unit to better manage and participate in several active grants/programs funded by the California Office of Emergency Services (CalOES). Over the past three years, the Unit has acquired several new programs dealing with providing augmented services to victims. Programs include specialized trauma-informed practices that cater to a range of crime such as Sexual Assault, Child Abuse, Elder Abuse, Mass Victimization, Human Trafficking, etc. Since the addition of these programs, the skill level for the Victim Witness Program Specialist has evolved. Additionally, the volume and complexity of incoming cases has greatly increased with the expansion of services. Due to the impact of uncontrollable variables, the Unit is also being challenged to re-invent the process in which they provide services which includes an increase in technological skills. It has thus been concluded that establishing the Sr. Victim Witness Program Specialist position will support the increased workload, duties, training and experience of current advocates in the unit, including attracting new talent with the expectation of retention.

As a result of the Unit's expansion, the department has also determined that a Program Manager better fills the needs for the Victim Witness Unit with the additional grants, grant responsibilities, and expanded victims services. It is expected that the new Program Manager position will oversee the Victim Witness Unit and serve as the department expert in victim services and grant compliance,

grant writing, guiding the collaborative model needed for the program and will oversee the delivery of victim services applications. To offset the increase in cost of the Program Manager, the Unit has opted to replace the vacant Paralegal II position with a Sr. Office Assistant position, which will be funded by both the CalOES program and the department's Welfare Fraud Program, which is managed by HHSA. The duties of the Sr. Office Assistant coincide with the daily support activities conducted under the grant programs.

ALTERNATIVES
The Board could choose not to adopt the new class specifications, approve the proposed lateral reclassifications, or subsequent allocation changes and direct Human Resources and the District Attorney's Office to make revisions or conduct additional analysis.

PRIOR BOARD ACTION
N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT
Chief Administrative Office
El Dorado County Employees' Association, Local 1, AFSCME Council 57

CAO RECOMMENDATION
Approve as recommended

FINANCIAL IMPACT
The personnel adjustments are estimated to increase salary and benefits cost by $5,000. It is anticipated that CalOES grant funding will cover the additional cost, therefore resulting in no increase to Net County Cost. Budget adjustments have been accounted for under the Fiscal Year 2022-23 recommended budget.

CLERK OF THE BOARD FOLLOW UP ACTIONS
Upon Board adoption and approval, please provide a copy of the fully executed Resolution to Heather Andersen in Human Resources.

STRATEGIC PLAN COMPONENT
Public Safety
Good Governance

CONTACT
Vern Pierson, District Attorney
Joseph Carruesco, Director of Human Resources