



County of El Dorado

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Legislation Text

File #: 11-1149, Version: 1

Human Resources and District Attorney recommending the Board:

- 1) Adopt **Resolution 169-2011** establishing the job classification, salary range and bargaining unit designation for the position of Special Investigator (District Attorney - non sworn), and adopt changes to the Sheriff's Executive Secretary job title and job specification;
- 2) Adopt **Resolution 170-2011** amending Personnel Allocation Resolution, deleting 1.0 FTE Executive Secretary and adding 1.0 FTE Executive Secretary (Law and Justice), and deleting 1.0 FTE Child Abuse Prevention Coordinator and adding 1.0 FTE Special Investigator (District Attorney non-sworn).

FUNDING: District Attorney's Budget.

BUDGET SUMMARY:		
Total Estimated Cost		\$ 8,348
Funding		
Budgeted	\$ 8,348	
New Funding	\$	
Savings	\$	
Other	\$	
Total Funding Available	\$	
Change To Net County Cost		\$ -0-

Fiscal Impact/Change to Net County Cost: Funding has been included in the FY2011-12 approved budget. Funding for the Special Investigator will be offset with grant funding.

Background: The Board approved the FY 2011-12 Budget on September 27, 2011. The attached resolutions incorporate the changes included in the approved Budget.

Reason for Recommendation: The District Attorney has worked with the Human Resources Department to create the job classification of Special Investigator (District Attorney - non sworn), and to modify the job spec of Sheriff's Executive Secretary. The salary range for the Special Investigator (District Attorney non sworn) will be set equivalent to the Investigator (Public Defender), which is also non sworn. The District Attorney has determined that the duties of the current Executive Secretary fits better under the Sheriff's Executive Secretary job specification. Human Resources, with concurrence from the Sheriff's Office and Local 1, is recommending that the job title of the Sheriff's Executive Secretary job spec be changed to Executive Secretary (Law and Justice), and the job spec be modified to include the District Attorney's Office as one of the two offices to which this job classification is available to be used in.

Action to be taken following Board approval: Board Chairman to sign the attached resolutions and forward to Human Resources for implementation.

Contact: Vern Pierson

Concurrences: Human Resources; Sheriff's Office; EDCEA Local 1