



County of El Dorado

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Legislation Text

File #: 07-1611, Version: 1

District Attorney recommending Resolution amending the Authorized Personnel Allocation Resolution by **deleting** one (1) Legal Office Assistant I/II position and **adding** one (1) Fiscal Assistant I/II position for the District Attorney's office.

RECOMMENDED ACTION: Adopt Resolution **265-2007**.

FUNDING: Salary savings from position vacancies.

BUDGET SUMMARY:		
Total Estimated Cost (6 months)		\$ 1,565
Funding		
Budgeted	\$ 1,565	
New Funding	\$	
Savings	\$	
Other	\$	
Total Funding Available	\$1,565	
Change To Net County Cost		\$0

Fiscal Impact/Change to Net County Cost:

January 1, 2008 is the anticipated hire date for the new position; the position will be filled as a Fiscal Assistant II, Step II. The hourly rate difference is \$1.40 between the deleted (budgeted) position and added position. Total increase in salary and benefits, compared to budget, for six months is \$1,565. Salary savings from vacant positions will cover the increase.

Reason for Recommendation:

We are in the process of restructuring the fiscal organization in the District Attorney's office. Due to increases in staff, additional programs, additional office space and equipment, new grants, increases in criminal caseload requiring additional support such as transcripts, expert witnesses, and travel, the financial and administrative related workload in the department has grown significantly over the years. Two pending retirements have provided an opportunity to review the current organization and plan for the most appropriate structure in the future.

The first component of this restructuring occurred recently when the Board approved a Fiscal Administration Manager to replace the Senior Administrative Analyst who will retire on October 17. The Office Manager also plans to retire in the near future.

Following retirement of the Office Manager, fiscal operations will be consolidated under the FAM.

A Fiscal Assistant will help to address the heavy current workload in the areas of accounts payable, purchasing, payroll, facilities management, and other accounting related activities. Additional duties may include general office support duties including supporting criminal caseload activities.

The Legal Office Assistant position is vacant as of September 20.