



Legislation Text

File #: 19-0702, **Version:** 1

District Attorney recommending the Board adopt and authorize the Chair to sign Resolution **073-2019** amending the current Authorized Personnel Allocation Resolution for the District Attorney to:

- 1) Delete 1.0 vacant full-time equivalent Program Manager;
- 2) Add 1.0 full-time equivalent Victim/Witness Program Coordinator;
- 3) Delete 1.0 vacant limited-term Victim/Witness Program Coordinator;
- 4) Add 1.0 limited-term Victim/Witness Program Specialist;
- 5) Add 1.0 full-time equivalent Administrative Analyst I/II; and
- 6) Add 1.0 full-time equivalent Crime Analyst. (Est. Time: 10 Min.)

FUNDING: General Fund and California Governor's Office of Emergency Services Victims of Crime Act Fund.

DISCUSSION / BACKGROUND

The District Attorney's Office is in the process of reorganizing programmatic responsibilities due to the recent resignation of the Victim/Witness Unit's Program Manager. As a result of this resignation, the District Attorney is requesting to make the following changes:

1) Delete the existing Program Manager allocation and replace with a Victim/Witness Program Coordinator allocation. The full duties of the Program Manager are primarily comprised of providing management, oversight and services to the Victim/Witness Unit and Legal Support Staff unit. The leadership over the Legal Support Staff unit has been reassigned to an Acting Administrative Analyst, it has been determined a Victim/Witness Program Coordinator would be the best classification to take over the duties of the Victim/Witness Unit. The reduction in this position will result in a net savings of \$41,678.

2) Delete the existing limited-term Victim/Witness Program Coordinator allocation and replace with a limited-term Victim/Witness Program Specialist allocation.

The original intent of the Victim/Witness Program Coordinator allocation was to recruit a grant-funded Mass Victimization Advocate (MVA) to meet the funding requirements of the California Governor's Office of Emergency Services (Cal OES) Victim Witness Assistance Program. The objectives of this position include supporting response readiness to mass victimization/terrorism incidents, which includes duties such as developing a comprehensive crisis response plan and victim assistance crisis response protocols, implementing mutual-aid memorandums of understanding with neighboring counties and within crisis response regions, conducting outreach, participating in community meetings and maintaining a modified victim witness caseload.

An existing Victim/Witness Program Specialist has been assigned MVA duties. The assignment of these duties has reduced capacity within the Victim/Witness Unit to provide advocate services. The department would be able to better serve victims of crimes if the Victim/Witness Program Coordinator allocation is reduced to a Victim/Witness Program Specialist. It is anticipated this position will be assigned to the South Lake Tahoe office to further ensure victims on both slopes of the County

receive full access to available services.

As this position is 100% grant-funded, the savings recognized from the reduction will not change the Net County Cost as it will be reallocated within the grant budget to further the goals and objectives of the Victim/Witness Assistance program.

3) Add a full-time equivalent Administrative Analyst I/II allocation. The Administrative Analyst position is being requested to provide support and lead skills to the Legal Support Staff unit. This unit provides all administrative professional services for the office, which are primarily clerical in nature. The cost to add this allocation is \$100,057.

It should also be noted that there are internal candidates in the District Attorney's Office who will likely be interested in this position. If a candidate is selected from the District Attorney's Office, staff will return to the Board to delete the vacated allocation.

4) Add a full-time equivalent Crime Analyst allocation. It is anticipated with the addition of a Crime Analyst to the District Attorney's Office, this position will be able to assist in identifying crime trends countywide, forecasting future crimes and identifying possible suspects, essential witnesses, and wanted criminals.

The District Attorney's Office has experienced several retirements in the past year and is anticipating additional retirements will occur in FY 2019/20. The District Attorney is preparing a transitional plan to ensure all necessary services continue to be provided if/when retirements do occur. This position will also be able to provide assistance at multiple levels within the Division should a vacancy occur. The cost to add this allocation is \$104,195

It should also be noted that there are internal candidates in the District Attorney's Office who will likely be interested in this position. If a candidate is selected from the District Attorney's Office, staff will return to the Board to delete the vacated allocation.

ALTERNATIVES

The Board could opt to not approve the recommended action, or may provide alternate direction to staff.

PRIOR BOARD ACTION

The Board approved the addition of the limited-term Victim/Witness Program Coordinator on January 8, 2019, Legistar File 18-1666, Item #20.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Human Resources

CAO RECOMMENDATION / COMMENTS

Approve and recommend that the Board direct the District Attorney to consult with the CAO prior to hiring the Administrative Analyst and Crime Analyst to analyze the future year budget impacts based on the recommended candidates.

FINANCIAL IMPACT

The deletion of the Program Manager allocation (\$119,090 annually) and the addition of the

Victim/Witness Program Coordinator allocation (\$77,412 annually) would result in a net decrease in staff costs of approximately \$41,678 each year and a prorated savings of approximately \$5,611 for the remainder of the fiscal year

The deletion of the existing limited-term Victim/Witness Program Coordinator allocation (\$90,952 annually) and the addition of a limited-term Victim/Witness Program Specialist allocation (\$72,781 annually) would result in a savings of approximately \$18,171. As this position is 100% grant-funded, the savings recognized from this reduction will be reallocated within the grant budget to further the goals and objectives of the Victim/Witness Assistance program.

The addition of the Administrative Analyst I, assuming Step 5 of the salary schedule, would be approximately \$100,057 annually, and a prorated cost of approximately \$13,469 for the remainder of the fiscal year. It is anticipated the prorated cost for the remainder of the fiscal year will be covered by savings due to vacancies.

The addition of the Crime Analyst, assuming Step 3 of the salary schedule, would be approximately \$104,195 annually, and a prorated cost of approximately \$14,026 for the remainder of the fiscal year. It is anticipated the prorated cost for the remainder of the fiscal year will be covered by savings due to vacancies and billing to grant opportunities when available.

The total net cost of the changes listed above for the remainder of the fiscal year is \$21,885. No budget transfer is recommended at this time. It is anticipated that the current personnel changes will be covered by savings. Should a candidate be chosen from outside the District Attorney's office or if savings have not been identified prior to hire, staff will return to the Board with a budget transfer to add appropriations. Any additional cost in FY 2018-19 would be covered from the Appropriation for Contingency for the remainder of the year.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Upon Board adoption and approval, please provide a fully executed Resolution to Katie Lee in Human Resources.

STRATEGIC PLAN COMPONENT

Public Safety

CONTACT

Vern Pierson, District Attorney