



## Legislation Text

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**File #:** 19-1353, **Version:** 1

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Human Resources Department recommending the Board:

- 1) Approve the department-specific class specification: Victim/Witness Program Coordinator; and
- 2) Adopt and authorize the Chair to sign Resolution **155-2019** to approve the revised salary range for the Victim/Witness Program Coordinator classification.

**FUNDING:** CalOES and Victim Witness Grant Funding.

### **DISCUSSION / BACKGROUND**

Victim/Witness Program Coordinator is an old classification that hadn't been used in many years. However on June 25, 2019 with Legistar item 19-0997, the Board added one regular Victim/Witness Program Coordinator and deleted the vacant limited term allocation previously allocated, both of which are grant funded allocations. A recruitment was conducted to fill the regular position. In August 2019, the District Attorney's Office contacted Human Resources to request an update to the class specification and salary to address the compaction within the Victim/Witness classification series.

Therefore, Human Resources revised the previously adopted Victim/Witness Program Coordinator class specification to reflect current responsibilities, and conducted an external compensation study using the County's comparator agencies to collect current salary data for comparable classifications within the County's established labor market, as well as evaluated the District Attorney's Office organizational structure in order to establish a current salary range for the Board's consideration. The outcome of the total compensation study yielded that the classification is currently paid 44.48% below the total compensation median.

Therefore, given the current market data, it is recommended that the salary for the Victim/Witness Program Coordinator classification be move to 8% below the total compensation market median. This change would result in a 36.48% increase in base salary.

### **ALTERNATIVES**

The Board could choose not to adopt the revised class specification and recommended salary revisions and/or request that revisions be made.

### **PRIOR BOARD ACTION**

06/25/2019 Legistar Item 19-0997 - FY 2019-20 Recommended Budget Personnel Allocation

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

District Attorney's Office  
El Dorado County Employees' Association, Local 1

### **CAO RECOMMENDATION**

It is recommended that the Board approve this item.

### **FINANCIAL IMPACT**

The approximate annual cost of the increase for the incumbent in the position would be \$23,700.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

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

**STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

Tameka Usher, Director of Human Resources