



Legislation Text

File #: 20-1167, **Version:** 1

District Attorney recommending the Board adopt and authorize the Chair to sign Resolution **144-2020** amending the current Authorized Personnel Allocation Resolution for the District Attorney's (DA) Office to:

- 1) Delete 1.0 filled FTE Special Investigator (DA) allocation and authorize Human Resources to initiate the reduction in force process;
- 2) Delete 1.0 vacant FTE Assistant District Attorney allocation;
- 3) Delete 1.0 vacant FTE Administrative Analyst I/II allocation;
- 4) Delete 1.0 vacant FTE Paralegal I/II allocation;
- 5) Add 1.0 FTE Investigative Assistant allocation;
- 6) Add 1.0 FTE IT Department Specialist allocation;
- 7) Add 1.0 FTE Sr. Office Assistant allocation (net increase); and
- 8) Add 2.0 FTE Sr. Paralegal I/II allocation.

FUNDING: General Fund.

DISCUSSION / BACKGROUND

The District Attorney's Office has completed an evaluation of department operations and has determined that the following modifications are needed to the department's personnel allocation:

Personnel Allocation Deletions

- 1) Delete 1.0 FTE Senior Office Assistant.

On May 14, 2019 (Legistar # 19-0702), the Board approved the addition of 1.0 FTE Crime Analyst position to the department's personnel allocation with the execution of Resolution 073-2019. The Crime Analyst request included a stipulation proposed by the department which indicated the following: *should the department promote from within, the District Attorney would return to the Board at a later date to delete the vacated allocation.* At the time, an Investigative Assistant was promoted into the Crime Analyst position. The vacant Investigative Assistant position was then filled with another promotion, which essentially left a vacated Sr. Office Assistant position. The department is now returning to the Board to delete the vacated Sr. Office Assistant position as per the original approval.

The deletion of the vacant Sr. Office Assistant will provide \$39,383 in overall salary and benefits savings for the department, which takes into account the cost difference between the Crime Analyst position and the open Sr. Office Assistant.

- 2) Delete 1.0 FTE Special Investigator

The District Attorney's Office is in the process of restructuring to realign and standardize business functions including the processing, tracking, storage, and chain of custody of case evidence. Due to the effort to reduce redundant positions and streamline evidence workload operations, it is

recommended this filled position be eliminated and the Board direct Human Resources to initiate the reduction in force process. The department anticipates a \$125,864 increase in salary and benefits savings from the Special Investigator reduction.

This reduction in force will follow County approved policies and procedures as required by the Memorandum of Understanding between the County and the affected labor organization.

3) Delete 1.0 FTE Assistant District Attorney

The Assistant District Attorney position has been vacant since September 2018 and is not anticipated to be filled moving forward. The deletion of the position will allow more funding for necessary support staff. In the re-evaluation of the District Attorney's Office, the need for additional support staff is apparent and the current (1.0 FTE) Assistant District Attorney, with the support of the Chief District Attorney, is sufficient to meet department prosecutorial objectives from a management standpoint.

The department anticipates a \$229,486 increase in salary and benefits savings from the Assistant District Attorney reduction.

4) Delete 1.0 FTE Administrative Analyst

Due to re-organization within the department, the Administrative Analyst position is being deleted to allow for additional support staff better suited for the needs of the divisions. The department anticipates a \$93,023 increase in Salary and Benefits savings from the Administrative Analyst reduction.

5) Delete 1.0 FTE Paralegal

Due to re-organization within the department, the Paralegal position is being deleted to allow for additional support staff, specifically, the addition of a Sr. Paralegal. The Sr. Paralegal is desired to train fellow support staff. The department anticipates a \$62,819 increase in Salary and Benefits savings from the Paralegal reduction.

Total decrease to Net County Cost from proposed reductions = \$550,575

Personnel Allocation Additions

As mentioned, the District Attorney is looking to increase support staff positions due to various factors. Over the past year, the department has expanded several programs under the Victim Witness Unit, which has utilized a higher level of support staff resources from other programs within the department. Adding the following positions will aid in increasing dedicated staff to the department's core programs, as well as adding additional support to the internal IT component the department has recently absorbed.

1) Add 1.0 FTE Investigative Assistant = \$89,577

2) Add 1.0 FTE IT Department Specialist = \$114,304. On July 14, 2020, the Board approved Resolution 111-2020, which essentially shifted duties from the Information Technologies Department to the District Attorney's Office. This resulted from the need for dedicated direct support to the

programs maintained by the District Attorney's Office. This position will further aid the current Department Systems Analyst and sustain the internal District Attorney IT unit.

3) Add 2.0 FTE Sr. Office Assistants = \$147,538

4) Add 2.0 FTE Sr. Paralegals = \$194,286

Total increase to Net County Cost from proposed increases = \$545,705.

Personnel Allocation Amendment Summary

The proposed position allocation changes will assist the department in increasing support staff and the re-organization of the department's operating divisions. The total reduction in Net County Cost is anticipated at \$4,870. The department would like to reserve the reallocation of savings to other areas as needed.

ALTERNATIVES

Should the Board opt not to approve the proposed allocation changes, the District Attorney's Office will not be successful in the re-organization, which will negatively impact program objectives.

PRIOR BOARD ACTION

Legistar 19-0702, May 14, 2019 - Board adopted Authorized Personnel Allocation Resolution 073-2019.

Legistar 20-0767, July 14, 2020 - Board adopted Authorized Personnel Allocation Resolution 111-2020.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Human Resources

CAO RECOMMENDATION / COMMENTS

Approve as recommended.

FINANCIAL IMPACT

The requested position allocation amendment will result in a Net County Cost savings of \$4,870. The department plans to reallocate savings accordingly.

CLERK OF THE BOARD FOLLOW UP ACTIONS

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

STRATEGIC PLAN COMPONENT

Public Safety

CONTACT

Vern Pierson