



COUNTY OF HUMBOLDT

For the meeting of: 6/14/2022

File #: 22-683

To: Board of Supervisors

From: District Attorney

Agenda Section: Consent

SUBJECT:

Position Allocation Modifications for the District Attorney's Office

RECOMMENDATION(S):

That the Board of Supervisors:

- 1) Approve the allocation and deallocation in budget unit 1100-205, District Attorney Operations:

Deallocate

1.0 Full-Time Equivalent (FTE) Legal Office Assistant I/II position (Class 0178, range 323/356)

2.0 FTE Office Assistants I/II positions (Class 0179, range 323

1.0 FTE Legal Secretary position (Class 1144, range 339/360)

1.0 FTE Senior Legal Secretary position (Class 1140, range 380)

1.0 FTE Supervising Legal Secretary position (Class 0114, range 418)

1.0 FTE Project Manager position (Class 702, range 519)

1.0 FTE Crime Analyst position (Class 1399, range 434)

Allocate

5.0 FTE Administrative Analyst I/II positions (Class 0626, range 402/435)

2.0 FTE Administrative Service Officers positions (Class 0776, range 453);

- 2) Approve the allocation and deallocation in budget unit 1100-295, Measure Z District Attorney Division:

Deallocate

1.0 FTE Legal Secretary position (Class 1144, range 339/360)

Allocate

1.0 FTE Administrative Analyst I/II position (Class 0626, range 402/435);

- 3) Approve the allocation and deallocation in budget unit 1100-208, District Attorney Victim Witness Division:

Deallocate

4.0 FTE Victim Witness Program Specialist positions (Class 0689, range 367)

Allocate

4.0 FTE Administrative Analyst I/II positions (Class 0626, range 402/435);

- 4) Approve the allocation and deallocation in budget unit 1100-211, District Attorney Child Abuse Services Team:

Deallocate

2.0 FTE Victim Witness Program Specialist positions (Class 0689, range 367)

Allocate

2.0 FTE Administrative Analyst I/II positions (Class 0626, range 402/435); and

- 5) Approve the allocation and deallocation in budget unit 1100-291, District Attorney Victim Witness Division Unserved/Underserved Program:
- Deallocate
 - 2.0 FTE Victim Witness Program Specialist positions (Class 0689, range 367)
 - Allocate
 - 2.0 FTE Administrative Analyst I/II positions (Class 0626, range 402/435).

SOURCE OF FUNDING:

General Fund (1100): District Attorney Operations (1100205); Measure Z District Attorney (1100295); District Attorney Victim Witness Assistance Program (1100208); District Attorney Child Abuse Services Team Program (100211); District Attorney Unserved/Underserved Assistance Program (1100291).

DISCUSSION:

After an evaluation of support staff roles in the Humboldt County District Attorney's Office and the inability to fill vacant positions the department has concluded that a reorganization and classifications changes are necessary to align with actual work assignments and the needs of the department. A reorganization of staffing will better serve the department's clients, public and the County of Humboldt.

The Criminal Division currently has vacant 1.0 Full-Time Equivalent Legal Office Assistant I/II position, 2.0 Full-Time Equivalent Office Assistant I/II positions, 1.0 Full-Time Equivalent Legal Secretary and 1.0 Full-Time Equivalent Crime Analyst position that it seeks to deallocate in order to allocate 5.0 Full-Time Equivalent Administrative Analyst positions and 1.0 Full-Time Equivalent vacant Senior Legal Secretary and 1.0 Full-Time Equivalent vacant Supervising Legal Secretary position that it seeks to deallocate in order to allocate 2.0 Full-Time Equivalent Administrative Services Officer positions to achieve the required administrative support.

The Humboldt County District Attorney's Victim Witness division currently has vacant 8.0 Full-Time Equivalent Victim Witness Program Specialist positions and requests those be deallocated in order to allocate 8.0 Full-Time Equivalent Administrative Analyst positions to achieve the required administrative support.

The District Attorney's Office continually strives to improve the services of their operations to the public and we believe the reorganization of these positions is in the best interest of the public.

FINANCIAL IMPACT:

Approximate annual salary and benefits for:

- 1.0 FTE Legal Office Assistant, Step 1A is \$54,419;
- 1.0 FTE Office Assistant, Step 1A is \$31,429;
- 1.0 FTE Crime Analyst, Step 1A is \$54,683;
- 1.0 FTE Legal Secretary, Step 1A \$34,050;
- 1.0 FTE Senior Legal Secretary, Step 1A is \$41,766;
- 1.0 FTE Supervising Legal Secretary, Step 1A is \$50,482;
- 1.0 FTE Victim Witness Program Specialist, Step 1A is \$62,081;
- 1.0 FTE Project Manager, Step 1A is \$167,658;
- 2.0 FTE Administrative Services Officer, Step 1A is \$60,112; and
- 1.0 FTE Administrative Analyst, Step 1A is \$72,351

The following changes for budget unit 1100-205, District Attorney Operations, will be an annual cost increase

to Salary and Benefits of approximately \$16,063.00. Staff anticipates that positions will not be filled until June 21, 2022, resulting in a net increase of \$3,311 for fiscal year (FY) 2021-22. Salary savings from unfiled positions will offset cost increases in FY 2021-22. The deallocation of the vacant Project Manager position (experienced through the deallocation of 8.0 FTE while allocating 7.0 FTE) will offset any costs increases in FY 2022-23 and has been included in the proposed budget and will be offset through anticipated vacancies and starting new hires at a salary step of 1A.

Deallocate

- 1.0 FTE Legal Office Assistant I/II
- 2.0 FTE Office Assistants I/II
- 1.0 FTE Legal Secretary I/II
- 1.0 FTE Senior Legal Secretary
- 1.0 FTE Supervising Legal Secretary
- 1.0 FTE Crime Analyst
- 1.0 FTE Project Manager

Allocate

- 5.0 FTE Administrative Analysts I/II
- 2.0 FTE Administrative Service Officers

The following changes for budget unit 1100-295, Measure Z District Attorney Division, will be an annual cost increase to Salary and Benefits of approximately \$38,301. Staff anticipates the position will not be filled until June 21, 2022, resulting in a net increase of \$483 FY 2021-22. Salary savings from unfiled positions will offset cost increases in FY 2021-22. This position change has been included in the FY 2022-23 proposed budget and will be offset through anticipated vacancies and starting new hires at a salary step of 1A.

Deallocate

- 1.0 FTE Legal Secretary I/II

Allocate

- 1.0 FTE Administrative Analyst I/II

The following changes for budget unit 1100-208, District Attorney Victim Witness Division, will be an annual cost increase to Salary and Benefits of approximately \$19,387. Staff anticipates that the positions will not be filled until June 21, 2022, resulting in a net increase of \$748 for FY 2021-22. Upon approval of this request, \$748 will be transferred from unused Extra Help funds for FY 2021-22 to cover the increases in salary and benefits. This position change has been included in the FY 2022-23 proposed budget.

Deallocate

- 4.0 FTE Victim Witness Program Specialists

Allocate

- 4.0 FTE Administrative Analysts I/II

The following changes for budget unit for budget unit 1100-211, District Attorney Child Abuse Services Team, will be an annual cost increase to Salary and Benefits of approximately \$9,694. Staff anticipates that the positions will not be filled until June 21, 2022, resulting in a net increase of \$374 for FY 2021-22. Upon approval of this request, \$374 will be transferred from unused Extra Help funds in FY 2021-22 to cover the increases in salary and benefits. This position change has been included in the FY 2022-23 proposed budget.

Deallocate

- 2.0 FTE Victim Witness Program Specialists

Allocate

- 2.0 FTE Administrative Analysts I/II

The following changes for budget unit for budget unit 1100-291, District Attorney Victim Witness Division Unserved/Underserved Program, will be an annual cost increase to Salary and Benefits of approximately \$9,694. Staff anticipates that the positions will not be filled until June 21, 2022, resulting in a net increase of \$374 for FY 2021-22. Upon approval of this request, \$374 will be transferred from unused Extra Help funds in FY 2021-22 to cover the increases in salary and benefits. This position change has been included in the FY 2022-23 proposed budget.

Deallocate

2.0 FTE Victim Witness Program Specialists

Allocate

2.0 FTE Administrative Analysts I/II

STRATEGIC FRAMEWORK:

The recommended actions support the Board of Supervisors' Strategic Framework by managing resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose to decline the recommended position allocation modifications, either in whole or in part. However, this alternative is not recommended as it would leave the District Attorney's Office with reduced employee resources that could negatively impact its ability to provide required services to citizens due to the current hiring and employee retention practices.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A