



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C13

For the meeting of: April 3, 2018

Date: March 19, 2018
To: Board of Supervisors
From: Maggie Fleming, District Attorney *M. Fleming*
Subject: Advanced Step Increase for Victim Witness Program Specialist, Nicole Miranda. (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors: Approve a step increase for Nicole Miranda, Victim Witness Program Specialist (class 0689, position 02) from Step C (range 344) to Step E (range 344) with an effective date of April 8, 2018, pursuant to Section 7 of the Humboldt County Salary Resolution (4/5 Vote Required).

SOURCE OF FUNDING:

State of California Office of Emergency Services (Cal OES), Office of Violence Against Women

DISCUSSION:

Nicole Miranda began employment June 28, 2010, as an extra help employee in the District Attorney's Victim Witness Office and continued extra help employment status September 28, 2013. Ms. Miranda serves as a permanent part time Victim Witness Program Specialist, and she has been serving this capacity since September 29, 2013. Additionally, on multiple occasions, she has assisted the Victim Witness Office by temporarily becoming a full-time Victim Witness Program Specialist. Ms. Miranda's current step

Prepared by Rachelle Davis

CAO Approval *[Signature]*

REVIEW: Auditor *W. B. K.* County Counsel _____ Human Resources *K. B.* Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

PREVIOUS ACTION/REFERRAL:
Board Order No. _____
Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor *Wilson* Seconded by Supervisor *Bass*
Ayes *Bass, Fennell, Sundberg, Bohn, Wilson*
Nays _____
Abstain _____
Absent _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *4/3/18*
By: *[Signature]*
Kathy Hayes, Clerk of the Board

placement is Step C and this placement is processed in accordance with the American Federation of State, County and Municipal Employees (AFSCME) Memorandum of Understanding (MOU) and Merit Systems Rules.

Nicole Miranda has been employed by the District Attorney's Office since June 2010 and has worked in the position of Victim Witness Program Specialist for the past 7 years. She has provided direction and training to support staff and advocates, prepared numerous CalOES reports and communicates effectively with attorneys, clerical staff, advocates and investigators. She continually expresses willingness to have a flexible schedule according to office workload and provided assistance in the CAST unit, as not only an advocate but in CAST coordination efforts during budget shortfalls. Her skill and extensive knowledge of Prosecution by Karpel Case Management System, One Solution and the California Office of Emergency Services reporting requirements, in addition to her Crime Victim Advocate duties, provides a valuable resource for others in the District Attorney's Office.

Nicole Miranda's has gained valuable work experience that is equivalent to a full-time employee position and completed the same number of service years as a full-time employee at step E. For the reasons stated above and the number of years of service, it is appropriate to increase her Step as Victim Witness Program Specialist, to Step E. The District Attorney requests the Board to authorize a Step increase that would adjust her salary in accordance with the AFSCME MOU and Merit Systems Rules.

FINANCIAL IMPACT:

Nicole Miranda is classified as a Permanent Part Time Victim Witness Program Specialist Step C (salary range 344) and has been receiving pay of \$779.57 per pay period. The increase to Step E is an additional \$70.32 per pay period.

In total, the increase for the remainder of the 2017-18 fiscal year would be approximately \$351.60. There are sufficient funds to cover this increase in the District Attorney Victim Witness Outreach and Advocacy Budget (1100291) due to vacancies for extra help in the Victim Witness Outreach and Advocacy Budget grant cycle.

This item supports the Board's Strategic Framework by providing county core services at community appropriate levels of service, manage county resources to ensure sustainability of services and investing in county employees.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

None

ATTACHMENTS: No attachments