



# COUNTY OF HUMBOLDT

For the meeting of: 4/5/2022

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File #: 22-327

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**To:** Board of Supervisors

**From:** District Attorney

**Agenda Section:** Consent

**SUBJECT:**

Position Allocation Modifications for District Attorney's Office to Deallocate 6.0 Full-time Equivalent (FTE) Legal Office Assistant Positions, 2.0 FTE Victim Witness Program Specialist Positions and allocate 8.0 FTE Administrative Analyst I/II Positions

**RECOMMENDATION(S):**

That the Board of Supervisors:

- 1) Approve the deallocation of 6.0 FTE Legal Office Assistant positions (LOA) I/II (Class 0178) in budget unit 1100-205 effective immediately; and
- 2) Approve the allocation of 6.0 FTE Administrative Analyst I/II positions (Class 0626) in budget unit 1100-205 effective immediately; and
- 3) Approve the deallocation of 2.0 FTE Victim Witness Program Specialist positions (VWPS) (Class 0689) in budget unit 1100-208; and
- 4) Approve the allocation of 2.0 FTE Administrative Analyst I/II positions (Class 0626) in budget unit 1100-208 effective immediately.

**SOURCE OF FUNDING:**

Budget 1100 205, District Attorney

Budget 1100 208, District Attorney - Victim Witness Assistance Program

**DISCUSSION:**

Evaluation of the roles of support staff in the Humboldt County District Attorney's Office leads to the conclusion that both the Criminal and Victim Witness divisions would be better served - and the employees actual assignments more accurately reflected - if the positions were filled by Administrative Analysts.

The Criminal Division currently has 6.0 FTE vacant LOA positions that it seeks to deallocate in order to allocate 6.0 FTE Administrative Analyst positions to achieve the required administrative support.

The Humboldt County District Attorney's Victim Witness (DAVW) division currently has 2.0 FTE vacant Victim Witness Program Specialist (VWPS) positions and requests those be deallocated in order to allocate 2.0 FTE 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:**

Annual Salary and Benefits for a 1.0 FTE LOA, step 1A is \$54,419, for 1.0 FTE VWPS, step 1A is \$62,081 and for a 1.0 FTE Administrative Analyst, Step 1A is \$ 72,351.

For budget unit 1100-205 District Attorney Operations the deallocation of 6.0 FTE LOA positions and allocation of 6.0 FTE Administrative Analyst positions is an annual increase of \$107,592. Staff anticipates that the positions will not be filled until May 1, 2022 resulting in a net increase for FY2021-22 of \$16,553.

For budget unit 1100-208 District Attorney Victim Witness Division the deallocation of 2.0 FTE VWPS positions and allocation of 2.0 FTE Administrative Analyst positions is an annual increase of \$20,540. Staff anticipates that the positions will not be filled until May 1, 2022 resulting in a net increase for FY2021-22 of \$3,160. The deallocation of VWPS and Allocation of Administrative Analyst positions are funded through the Victim Witness Assistance Program grant award.

Upon the Board of Supervisors approval of this request, an appropriations transfer will be submitted to the Auditor-Controller's Office in the amount of \$16,553 for budget unit 1100-205 District Attorney Operations and \$3,160 for budget unit 1100-208 District Attorney Victim Witness Division from object code 1400 Extra Help to object code 1100 to cover the increase in salary and benefits. As of March 10, 2022 there is \$97,781 available in object code 1400 Extra Help in budget unit 1100-205 District Attorney Operations and \$48,758 in object code 1400 Extra Help in budget unit 1100-208 District Attorney Victim Witness Division available for this transfer. The requested change requires no funds from the General Fund Allocation for the remainder of this year for the 6.0 FTE LOA positions. Moving into the next fiscal year reduction to the operational costs will be utilized to allow for the increase in employee salary and benefit cost.

**STRATEGIC FRAMEWORK:**

This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services .

**OTHER AGENCY INVOLVEMENT:**

None

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

Your Board could choose to decline staff's recommendations and deny this request for approval to allocate/deallocate the positions. This is not recommended as it could 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 landscape.

**ATTACHMENTS:**

None

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**PREVIOUS ACTION/REFERRAL:**

Board Order No.: N/A

Meeting of: N/A

File No.: N/A