



## MENDOCINO COUNTY DISTRICT ATTORNEY'S OFFICE

C. DAVID EYSTER • DISTRICT ATTORNEY

SCOTT MCMENOMEY • ASSISTANT DISTRICT ATTORNEY

ANDREW ALVARADO • CHIEF DISTRICT ATTORNEY INVESTIGATOR

---

COURTHOUSE ► tel. 707.463.4211 • fax 707.463-4687 • Post Office Box 1000 • Ukiah, CA 95482  
FORT BRAGG JUSTICE CENTER ► tel. 707.964-5624 • fax 707.961-2429 • 700 S. Franklin St. • Fort Bragg, CA 95437

### MEMORANDUM

**DATE:** October 2, 2025

**TO:** Cherie Johnson  
Human Resources Director

**FROM:** Carmen Macias  
Administrative Services Manager *CW*

**RE:** STRATEGIC HIRING – OCTOBER 7 BOS MEETING

**FUNDING:**

The following positions for the Mendocino County District Attorney's Office were already part of the budgeting process at the time the DA budget for 25-26 was submitted. And the DA has had continuous recruitment for the DDA positions but have not been successful at filling the positions timely because of lack of applicants. The Senior Legal Assistant is needed to fulfil the obligation of the Asset Forfeiture legal duties and therefore alleviate the DA Investigator from performing those duties and better serve the public in his law enforcement sworn duties. The Staff Assistant position is the only clerical/reception position in the Victim Witness Office. The other staff members are Victim Witness Advocates. The Victim Witness Advocates do not have time to answer the phone, wait on the public and at the same time assist victims of crime in the court room.

In addition, the DA was trying to keep his agreement with the CEO to keep positions vacant until needed, and at the same time assist with cost saving measures for the county. It is now time that the DA needs his positions to be added back to the position table in order to recruit

All the vacant positions were already serving as a cost saving measure for the county. The DA will meet the 6% requirement.

DDA Vacant position no. formerly 3193



DDA Vacant position no. formerly 3839

Senior Legal Assistant Vacant position no. formerly 4330

VW Staff Assistant Vacant position no. formerly 2485

#### LEGAL OR REGULARY MANDATES

As you know the DA is a public official who represents the government in prosecution of criminal offense. The mandates are guided by state law, local ordinances and constitutional obligations. The DA is mandated to prosecute criminal offenses, work with law enforcement, represent the people, and serve and protect the victim's rights under the mandated rights of Marsy's Law, protect the environmental and enforce civil laws, in addition to all these mandates the DA must manage the DA's Office with budgeting, staffing and policy development.

#### OPERATIONAL IMPACT:

The District Attorney currently has 6 vacant DDA positions. The District Attorney continues to have to respond to the shortage of attorneys necessary to carry out the mandates of his office. It is noted that the Superior Court is at full bench officer strength and, as such, it calendars cases with the expectation that the District Attorney's Office will have prosecutors available and prepared to staff up to six courtrooms at times per day. The MCDAO's current staffing profile is below professional staffing to meet the obligations of the office. The professional staff are already working at a more demanding level each day than ever in the past. The attorneys can cover what needs to be done in the short term. However, if "status quo" positions are not re-filled during that short term, the attorneys doubling up on the work of the missing attorneys will eventually flinch and, as a result of being overwhelmed, start making mistakes or manifest health issues caused by the increased staff. It is common knowledge that abnormal workload leads to health issues and increased use of sick leave, leave that then only exacerbates the problem. The current staffing deficit will soon lead to public safety issues.

Since the Senior Legal Assistant has been vacant a District Attorney Investigator has been performing the legal work in support of the Asset Forfeiture attorney in addition to his public safety duties as a sworn law enforcement officer. The District Attorney Investigator can no longer perform and does not have time to perform the legal work duties in support of the Asset Forfeiture. The legal work duties need to be restructured back to the Senior Legal Assistant; therefore, the District Attorney Investigator has more time to concentrate on public safety and his law enforcement duties. The Asset Forfeiture work duties have time sensitive deadlines and if these deadlines are not met this can have a negative impact on public safety and assets seized.

The Staff Assistant position is the only clerical/reception position in the Victim Witness Office. The other staff members are Victim Witness Advocates. The Victim Witness Advocates do not have time to answer the phone, wait on the public and assist victims of crime in the court room.

There are Federal and State mandated services in which the District Attorney is obligated to ensure victims of crime are provided with. The Staff Assistant assists the victims, attorneys, witnesses, and the general public with their questions and problems, along with directing them to the correct person or department when necessary.

On an annual basis the Board of Supervisors has praised the ongoing work of the Victim Witness Unit and praised each member of that Unit for providing assistance to victims of crime, witnesses, and the overall Mendocino County community.

#### SUPPORTING DATA

See Attached.