



# Mendocino County

## Legislation Details (With Text)

**File #:** 19-0752      **Version:** 1      **Name:**  
**Type:** Resolution      **Status:** Agenda Ready  
**File created:** 8/6/2019      **In control:** Human Resources  
**On agenda:** 9/10/2019      **Final action:**  
**Title:** Discussion and Possible Action Including Adoption of a Resolution Adopting the New Classification of Senior Legal Assistant, \$1,835.20 - \$2,231.20/bi-weekly, and Authorizing Changes to the Position Allocation Table as Follows: District Attorney, Budget Unit 2070 - Delete 1.0 FTE Office Services Supervisor; Add 1.0 FTE Legal Services Supervisor, 1.0 FTE Senior Legal Assistant, and 1.0 FTE District Attorney Investigator (Sponsor: Human Resources)  
**Sponsors:** Human Resources, Heidi Dunham  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Resolution 19-341, 2. 9.10.19 DA New Class and PAT Changes - Class Spec

Date	Ver.	Action By	Action	Result
9/10/2019	1	Board of Supervisors	Adopted and Chair is authorized to sign same;	Pass

**To: Board of Supervisors**

**From:** Human Resources

**Meeting Date:** September 10, 2019

**Department Contact:** Cherie Johnson  
**Department Contact:** Juanie Cranmer

**Phone:** 234-6600  
**Phone:** 234-6600

**Item Type:** Regular Agenda

**Time Allocated for Item:** 10 Min.

### **Agenda Title:**

Discussion and Possible Action Including Adoption of a Resolution Adopting the New Classification of Senior Legal Assistant, \$1,835.20 - \$2,231.20/bi-weekly, and Authorizing Changes to the Position Allocation Table as Follows: District Attorney, Budget Unit 2070 - Delete 1.0 FTE Office Services Supervisor; Add 1.0 FTE Legal Services Supervisor, 1.0 FTE Senior Legal Assistant, and 1.0 FTE District Attorney Investigator (Sponsor: Human Resources)

### **Recommended Action/Motion:**

Adopt Resolution adopting the classification of Senior Legal Assistant, \$1,835.20 - \$2,231.20/bi-weekly, and authorizing changes to the Position Allocation Table as follows: District Attorney, Budget Unit 2070 - delete 1.0 FTE Office Services Supervisor; add 1.0 FTE Legal Services Supervisor, 1.0 FTE Senior Legal Assistant, and 1.0 FTE District Attorney Investigator; and authorize the Chair to sign same.

### **Previous Board/Board Committee Actions:**

On June 5, 2019, the Board approved the Fiscal Year 2019-20 proposed budget including changes to position allocations per Attachment E. On June 18, 2019, the Board Approved the Master Position Allocation Table for

Fiscal Year 2019-20 Budget, Resolution No. 19-200.

**Summary of Request:**

The Human Resources Department is charged, as part of the overall maintenance of the classification and compensation plan, to evaluate current classifications, create new classifications (including appropriate salary levels), reclassify positions, examine requests for salary grade adjustments, analyze allocations, and make recommendations for additions, modifications, and corrections.

The District Attorney has submitted a memo calling for the restructuring of the legal support in the office to better address the responsibilities and work load created by increase in crime and State mandated obligations. This restructuring includes the development of a classification and allocation of one (1.0) full-time equivalent (FTE) of Senior Legal Assistant to provide for the varying levels of responsibilities and complexities of the work typically performed by Legal Assistants; the additional allocation will address the increase in workload the District Attorney's office is experiencing. The Civil Service Commission approved the new classification of Senior Legal Assistant at their regular meeting on August 21, 2019. Human Resources has fulfilled its communication obligations with the affected bargaining unit.

The restructuring also calls for the use of a Legal Services Supervisor classification, as utilized by other legal offices within the County, rather than the current allocation of Office Services Supervisor. The Legal Services Supervisor classification is described as having oversight of administrative support and daily workflow in a legal office environment and is therefore appropriate for the District Attorney's office. In addition to having oversight of legal support staff, this position will be responsible for oversight of the Department of Justice and Federal Bureau of Investigations Law Enforcement Telecommunications System, including ensuring all staff are trained in the use of the system.

Additionally, during the June 5, 2019 budget hearings, vacant District Attorney Investigator, position number 3897 (.50 FTE) was eliminated as being vacant for more than 36 months. The District Attorney had not filled this position for some time in an attempt to maintain "status quo"; however, due to increase in crime and in order to meet State mandated obligations the District Attorney has called for the allocation to be re-instated as 1.0 FTE. The re-instatement, and increase to the FTE, of this allocation is a matter of public safety as the work can only be performed by a public safety officer.

The costs reflected below under the Fiscal Details sections were calculated using Step 5 of the pay rates and include the cost of benefits. The District Attorney's Office will endeavor to absorb any increase in costs resulting from the new positions through its current Fiscal Year allocations.

**Alternative Action/Motion:**

Do not approve request and provide direction to staff.

**Supervisory District:** All

**vote requirement:** Majority

**Supplemental Information Available Online At:** N/A

**Fiscal Details:**

**source of funding:** Budget Unit 2070

**current f/y cost:** \$156,809 (\$84,069 Increase)

**annual recurring cost:** \$194,145 (\$104,085 Increase)

**budgeted in current f/y:** No

**if no, please describe:** DA's Office will absorb cost increase.

**revenue agreement:** N/A

**budget clarification:** The District Attorney's Office will endeavor to absorb any additional costs resulting from this increase within their existing budget allocations.

**Agreement/Resolution/Ordinance Approved by County Counsel:** Yes

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**CEO Liaison:** Janelle Rau, Deputy CEO

**CEO Review:** Yes

**CEO Comments:**

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**FOR COB USE ONLY**

Executed By: Lindsey Dunham, Deputy Clerk I

Date: September 12, 2019

Final Status:**Adopted**

Executed Item Number: **Resolution** Number:  
19-341

