



Board Agenda Item 15

DATE: January 12, 2021
TO: Board of Supervisors
SUBMITTED BY: Lisa A. Smittcamp, District Attorney
SUBJECT: Salary Resolution for District Attorney-Grants

RECOMMENDED ACTION(S):

Approve Amendment to the Salary Resolution deleting three vacant Senior District Attorney Investigators, one vacant Investigative Technician and adding three Legal Assistants, one Supervising Legal Assistant position to the District Attorney-Grants Org 28620600, effective January 25, 2021 as reflected in Appendix C.

Approval of the recommended action will delete four vacant investigative positions and add three Legal Assistant positions and one Supervising Legal Assistant position to the District Attorney-Grants Adopted Budget for FY 2020-21. There is no net increase in positions associated with the recommended action. The Legal Assistant positions are needed to augment support for the attorney staff as they transition to the new paperless case management system. This item is countywide.

ALTERNATIVE ACTION(S):

If your Board were not to approve the recommended actions, the District Attorney's positions will remain unchanged.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. Approval of the recommended action will be funded with the existing Net County Cost included in the FY 2020-21 Adopted Budget for District Attorney-Grants Org 28620600.

DISCUSSION:

Approval of the recommended action will delete three vacant Senior District Attorney Investigators, one vacant Investigative Technician and adding three Legal Assistants and one Supervising Legal Assistant to the District Attorney-Grants Budget for no net increase in positions. The Legal Assistants will be involved in the transition from paper case files to the online paperless case management system. Duties will include scanning hard copy files and updating the case management system. This will allow for the formation of a Discovery Unit to assist prosecutors with requesting, organizing, reviewing, and distributing discovery to defense counsel.

The Supervising Legal Assistant will be used to effectively address current span of control deficiencies by having one clerical supervisor on each floor of the District Attorneys new office space in the Rowell building.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Amendment - Appendix C

CAO ANALYST:

Samantha Buck