



Board Agenda Item 30

DATE: August 7, 2018

TO: Board of Supervisors

SUBMITTED BY: Lisa A. Smittcamp, District Attorney-Public Administrator

SUBJECT: District Attorney-Public Administrator Salary Resolution Amendment

RECOMMENDED ACTION(S):

Approve Amendment to the Salary Resolution allocating two additional Supervising Legal Assistant positions to District Attorney Org 2860, effective August 13, 2018 as reflected in Appendix E.

There is no increase in Net County Cost associated with the recommended actions, which will maintain flexibility and increase supervisory effectiveness without increasing the total number of positions. This item is countywide.

ALTERNATIVE ACTION(S):

If the recommended actions are not approved, the allocation of staff within the District Attorney-Public Administrator's Office will remain unchanged.

FISCAL IMPACT:

Based on anticipated staffing changes associated with the recommended action, there is no increase in Net County Cost. The Salary Resolution amendment will allocate two additional Supervising Legal Assistant positions to the current Legal Assistant series. Funding for this change will be included in the FY 2018-19 Recommended Budget for District Attorney Org 2860.

DISCUSSION:

As the District Attorney-Public Administrator (DA-PA) has restructured its attorney and investigative staff, the department continues to evaluate the commensurable clerical positions that would result in the greatest productivity and efficiency in seeking justice for the victims of crime in Fresno County. The DA-PA has expanded its role as a law enforcement agency by being actively engaged in more investigative task forces, specialized prosecutorial units, and community outreach programs. As a result of the expanding role of the Office and California legislation and crime patterns in Fresno County, the DA-PA has seen a significant increase in the level of activity required by the clerical staff.

One of the goals of the DA-PA is to ensure stability of the organization by addressing clerical staffing needs amongst the supervisory positions. The recommended action would increase the allocation of the Supervising Legal Assistants from three to five, providing for greater staffing and supervisory flexibility. However, the DA-PA will limit the number of Supervising Legal Assistant positions to four if the Chief Legal Assistant position is filled. This action does not increase the total number of positions and would allow the department to maintain its supervisory flexibility and effectiveness.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution - Appendix E

CAO ANALYST:

Jeannie Z. Figueroa