



Board Agenda Item 30

DATE: January 8, 2019

TO: Board of Supervisors

SUBMITTED BY: Lisa A. Smittcamp, District Attorney

SUBJECT: District Attorney Salary Resolution Amendment

RECOMMENDED ACTION(S):

Approve Amendment to the Salary Resolution adding one Executive Assistant position and deleting one vacant Legal Assistant position from District Attorney Org 2860, effective January 14, 2019 as reflected in Appendix C.

There is no increase in Net County Cost associated with the recommended action, which is required to provide greater flexibility within the department and does not increase the total number of positions. This item is countywide.

ALTERNATIVE ACTION(S):

If the recommended action is not approved, the allocation of staff within the District Attorney's Office will remain unchanged.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. The Salary Resolution amendment will add one Executive Assistant position and delete one vacant Legal Assistant position from District Attorney Org 2860. The difference in cost between the Executive Assistant and Legal Assistant positions, estimated to be \$11,189 for the remainder of the fiscal year, will be offset with additional salary savings within the Department's Org 2860 budget.

DISCUSSION:

The recommended action will allow the District Attorney to address her administrative needs and implement staffing changes to better address ongoing critical administrative services. The administrative support staff is currently operating at minimal capacity and the voluminous responsibilities of the elected District Attorney necessitates this action. Additionally, approval of the recommended action will assist the Department in reallocating services, without increasing the total number of approved positions.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution - Appendix C

CAO ANALYST:

Jeannie Z. Figueroa