



Napa County

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Legislation Text

File #: 21-1339, **Version:** 1

TO: Board of Supervisors
FROM: Christine Briceño - Director of Human Resources
REPORT BY: Kevin Lemieux - Staff Services Manager
SUBJECT: Resolution Amending the Departmental Allocation List for the District Attorney's Office

RECOMMENDATION

Director of Human Resources and District Attorney request adoption of a Resolution amending the Departmental Allocation List for the District Attorney's Office, as follows, effective December 7, 2021, with a net decrease of 1.0 full-time equivalents, and a slight decrease to the General Fund:

1. Delete one 1.0 FTE Account Clerk II.
2. Delete two 0.5 FTE Attorney I/II/III.
3. Delete one 1.0 FTE Attorney I/II/III - Limited Term.*
4. Add one 1.0 FTE Secretary.
5. Add one 1.0 FTE Attorney I/II/III.

*Limited Term expires December 31, 2021.

EXECUTIVE SUMMARY

If approved, this action will delete four existing vacant positions, and replace them with a Secretary position to meet office wide administrative and clerical needs, and an Attorney I/II/III to provide additional legal support in the Consumer Affairs Division of the District Attorney's Office.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The requested action will allow the District Attorney's Office to have additional public facing administrative clerical support, as well as additional legal support to meet growing caseload numbers.

Is the general fund affected?	Yes
Future fiscal impact:	The decreased cost of salary and benefits for the remainder of Fiscal Year 2021-2022 for the proposed action is estimated at \$7,047. The decreased annualized cost is estimated at \$14,094, and will be budgeted accordingly in future fiscal years.
Consequences if not approved:	If the requested action is not approved, the District Attorney's Office will not have ideal staffing levels to support front office operations, or to efficiently absorb growing caseloads within the Consumer Affairs Division.
County Strategic Plan pillar addressed:	Effective and Open Government

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable

BACKGROUND AND DISCUSSION

Following a review of the organizational structure of the District Attorney's Office, it was determined that multiple changes to the Departmental Allocation List would be appropriate to improve operations within the Administrative Team and the Consumer Affairs Division.

If approved, the first requested action deletes a vacant Account Clerk II position, and replaces it with a Secretary position within the District Attorney's Office's Administrative Team. The Secretary is requested to provide backup clerical and administrative assistance to front office staff, and to support the Management Team. The second requested action deletes two vacant part-time permanent Attorney I/II/III positions and one Attorney I/II/III - Limited Term position, and replaces them with a single full-time permanent Attorney I/II/III position within the Consumer Affairs Division. The requested Attorney I/II/III will provide critical support to the Division's fraud and elder abuse caseload.

Therefore, the Director of Human Resources and the District Attorney request the adoption of a Resolution amending the Departmental Allocation List for the District Attorney's Office, as shown in "Exhibit A," effective December 7, 2021, with a net decrease of 1.0 full-time equivalent, and a slight decrease to the General Fund.

SUPPORTING DOCUMENTS

Resolution