



Legislation Details (With Board Report)

**File #:** 24-094      **Name:** Reallocation Request  
**Type:** General Agenda Item      **Status:** Criminal Justice - Consent  
**File created:** 2/5/2024      **In control:** Board of Supervisors  
**On agenda:** 2/27/2024      **Final action:**

**Title:** a. Authorize the amendment of the Adopted Budget for the Office of the District Attorney - Criminal Budget Unit 2240-8063-Fund 001-Appropriation Unit DIS001 to reallocate one (1) Deputy District Attorney to one (1) Management Analyst I as indicated in Attachment A;  
b. Authorize the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2023-24 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Board Report, 2. Position Reallocation Detail - MA - Dec 2023, 3. Completed Board Order Item No. 62

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

a. Authorize the amendment of the Adopted Budget for the Office of the District Attorney - Criminal Budget Unit 2240-8063-Fund 001-Appropriation Unit DIS001 to reallocate one (1) Deputy District Attorney to one (1) Management Analyst I as indicated in Attachment A;  
b. Authorize the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2023-24 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Authorize the amendment of the Adopted Budget for the Office of the District Attorney - Criminal Budget Unit 2240-8063-Fund 001-Appropriation Unit DIS001 to reallocate one (1) Deputy District Attorney to one (1) Management Analyst I as indicated in Attachment A;
- b. Authorize the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2023-24 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

SUMMARY/DISCUSSION:

The Office of the District Attorney desires to reclassify one vacant Deputy District Attorney position into a Management Analyst I position. The changes in staffing over the past several years have caused the department to reevaluate the assignment of administrative support functions. New operational duties in the day-to-day management of our digital case management system, an increase in Public Records Act requests and an anticipated increase in Racial Justice Act requests have added an additional need for a dedicated position to handle these duties. This position will independently perform in the development and implementation of complex training protocols for the entire staff. They will also analyze information generated from our case management system to evaluate operational areas of improvement, create written reports to respond to Racial

Justice Act and Public Record Act requests, etc.

OTHER AGENCY INVOLVEMENT:

The Budget Committee has reviewed this report and recommends approval, the County Administrative Office has reviewed this report, the Human Resources Department has approved the Request to Classify (RTC) and is available for review.

FINANCING:

This position change will decrease department funding requirements by approximately \$40,000 per year and will be incorporated in the upcoming budget preparation cycle.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Improving public safety by providing additional management analysis and support to the department

Mark a check to the related Board of Supervisors Strategic Initiatives

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Bruce Suckow, Finance Manager, Ext. 5259

Approved by: Jeannine M. Pacioni, District Attorney, Ext. 5470

Attachments:

- A. (1) Position Reallocation Detail - Management Analyst I