



Board Report

File #: BC 23-022, **Version:** 1

- a. Support amending Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to reestablish the Managing Deputy District Attorney classification and retitle the classification to Chief Deputy District Attorney with the salary range as indicated in Attachment A;
- b. Support amending the Office of the District Attorney's Budget Unit 8062-Fund 001-Appropriation Unit DIS001 to reallocate one (1) Deputy District Attorney IV position to one (1) Chief Deputy District Attorney as indicated in Attachment A;
- c. Support directing the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2022-23 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM System.

RECOMMENDATION:

It is recommended that the Budget Committee support the following actions:

- a. Support amending Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendices A and B to reestablish the Managing Deputy District Attorney classification and retitle the classification to Chief Deputy District Attorney with the salary range as indicated in Attachment A;
- b. Support amending the Office of the District Attorney's Budget Unit 8062-Fund 001-Appropriation Unit DIS001 to reallocate one (1) Deputy District Attorney IV position to one (1) Chief Deputy District Attorney as indicated in Attachment A;
- c. Support directing the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2022-23 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM System.

SUMMARY/DISCUSSION:

In 2021, the Human Resources Department completed a classification study of a Managing Deputy District Attorney position in the Office of the District Attorney. The study found that the incumbent was performing the job duties outlined in the Assistant District Attorney classification. As a result of the study, it was recommended to reallocate the Managing Deputy District Attorney position to an Assistant District Attorney and to abolish the classification of Managing Deputy District Attorney.

Since then, the Office of the District Attorney has expressed a need for a manager-level attorney position in the Civil Unit to provide direct supervision and subject matter expert support to Deputy District Attorneys and other support staff at the Monterey satellite office. There is currently one (1) Assistant District Attorney that is assigned to oversee the Civil Unit, but the incumbent is tasked with other critical duties and is often needed at the Salinas office, taking the incumbent away from being able to provide the necessary direct supervision and subject matter expert support to the staff in the Monterey satellite office.

Therefore, it is recommended to reestablish the Managing Deputy District Attorney classification and retitle the classification to Chief Deputy District Attorney as it more appropriately reflects the level of the position. Furthermore, the retitle will maintain consistency in the titling of attorney classifications, similar to the Offices of the County Counsel and Public Defender.

In addition, it is recommended to tie the salary of the Chief Deputy District Attorney to the Chief Deputy

County Counsel and Chief Deputy Public Defender as these classifications have historically been tied. Lastly, it is recommended to reallocate one (1) vacant Deputy District Attorney IV position to one (1) Chief Deputy District Attorney.

OTHER AGENCY INVOLVEMENT:

The Office of the District Attorney has reviewed and concurs with the recommendations. The County Employee Management Association (CEMA) has been provided notice of the recommendations.

FINANCING:

The salary and benefits increased costs for the Office of the District Attorney's Appropriation Unit DIS001 - Budget Unit 8062 for the remainder of Fiscal Year 2022-23 is estimated at \$6,768 or \$27,073 annually. For future fiscal years, provision will be made in the requested budget for the appropriate year. No additional funding is requested for Fiscal Year 2022-23.

BOARD OF SUPERVISORS' STRATEGIC INITIATIVES:

The proposed recommended actions address the Board of Supervisors Administration Strategic Initiative. The actions demonstrate the County's commitment to meeting the Board's initiatives in recruiting, retaining, and attracting a diverse, talented workforce that supports the mission of Monterey County.

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

Prepared By: Jovany Luna Correa, Senior Personnel Analyst, 755-5395

Approved By: Jeannine M. Pacioni, District Attorney, 755-5470

Approved By: Irma Ramirez-Bough, Director of Human Resources, 755-5043

Attachment:

Attachment A

Attachment B