



County of Monterey

Item No.

Board Report

Board of Supervisors
Chambers

168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: BC 24-095

August 30, 2024

Introduced: 7/30/2024

Current Status: Agenda Ready

Version: 1

Matter Type: Budget Committee

- a. Amend the Adopted Budget for the Office of the District Attorney - Civil Budget Unit 2240-8062-Fund 001-Appropriation Unit DIS001 to reallocate one (1) Legal Secretary II to one (1) Legal Secretary III as indicated in Attachment A;
- b. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2024-25 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 a resolution to:

- a. Amend the Adopted Budget for the Office of the District Attorney - Civil Budget Unit 2240-8062-Fund 001-Appropriation Unit DIS001 to reallocate one (1) Legal Secretary II to one (1) Legal Secretary III as indicated in Attachment A;
- b. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2024-25 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

SUMMARY/DISCUSSION:

The District Attorney's Civil Unit has lost several experienced attorneys to attrition and requires additional support to alleviate administrative duties previously handled by attorneys. An appropriately trained Legal Secretary III can increase efficiencies by handling more complex administrative tasks. Legal Secretary III's have a thorough knowledge of legal terminology, processes, procedures, and documentation required for complex legal cases such as Asset Forfeiture, legal research, civil case discovery and drafting motions.

OTHER AGENCY INVOLVEMENT:

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 increase department funding requirements by approximately \$7,736 for FY 2024-25 and will be funded through existing resources, and subsequently incorporated in the upcoming budget preparation cycle.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Improving public safety by providing additional support to the department

Legistar File Number: BC 24-095

Mark a check to the related Board of Supervisors Strategic Initiatives

Economic Development

Administration

Health & Human Services

Infrastructure

Public Safety

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Signed by:

Jeanine M. Pacioni

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

Attachments:

- A. Position Allocation Detail - Legal Secretary III