



County of Monterey

Item No.

Board Report

Board of Supervisors
Chambers

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

Legistar File Number: 24-628

September 24, 2024

Introduced: 9/9/2024

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

- a. Authorize the amendment 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 Board of Supervisors:

- a. Authorize the amendment 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 Budget Committee reviewed this request on September 3, 2024, 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 increase department funding requirements by approximately \$7,736 for FY 2024-25 will be funded through existing resources, and approximately \$10,315 for FY 2025-26, and subsequently incorporated in the upcoming budget preparation cycle.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Legistar File Number: 24-628

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

DocuSigned by:

Bruce Suckow

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

Signed by:

Jeannine M. Pacioni

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

Attachments:

A. (1) Position Reallocation Detail - Legal Secretary III