



Legislation Details (With Board Report)

File #: 22-757 **Name:** Legal Secretary II Reallocation Request
Type: General Agenda Item **Status:** Passed
File created: 8/5/2022 **In control:** Board of Supervisors
On agenda: 8/23/2022 **Final action:** 8/23/2022
Title: a. Amend the District Attorney’s (2240-8063-DIS001) Adopted Budget to reallocate four (4) Legal Secretary II positions (80B22) to three (3) Legal Secretary III (80B26) and one (1) Administrative Services Assistant (14C70) positions as indicated in attachment A (4/5ths vote required);
b. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2022-23 Adopted Budget.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Board Report, 2. Attachment A - District Attorney, 3. Completed Board Order Item No. 49

Date	Ver.	Action By	Action	Result
8/23/2022	2	Board of Supervisors	approved	Pass

a. Amend the District Attorney’s (2240-8063-DIS001) Adopted Budget to reallocate four (4) Legal Secretary II positions (80B22) to three (3) Legal Secretary III (80B26) and one (1) Administrative Services Assistant (14C70) positions as indicated in attachment A (4/5ths vote required);
b. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2022-23 Adopted Budget.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Amend the District Attorney’s (2240-8063-DIS001) Adopted Budget to reallocate four (4) Legal Secretary II positions (80B22) to three (3) Legal Secretary III (80B26) and one (1) Administrative Services Assistant (14C70) positions as indicated in attachment A (4/5ths vote required);
- b. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2022-23 Adopted Budget.

SUMMARY:

The District Attorney has been working with Human Resources over the past several months to reallocate several existing Legal Secretary positions, to more closely support the actual tasks and duties of those positions.

DISCUSSION:

The District Attorney requests support to reallocate four existing positions to more closely represent the actual duties performed by these members of our staff. These positions have increased in complexity over the years and their duties have changed to the extent where modifications to their allocation are needed. The changes to digital case management and online grant reporting have not only changed overall office operations but have necessitated reallocation of these positions.

OTHER AGENCY INVOLVEMENT:

The Human Resources Department has reviewed and approved the Requests to Classify (RTC) and the Budget

Committee supported the action during the July 27, 2022 meeting.

FINANCING:

There is a minimal impact on the FY 2022-23 budget for the District Attorney, increasing expenditures by approximately \$36,912, which will be supported through grants and salary savings during the fiscal year. There will be no fiscal impact on the General Fund and no requirement to increase appropriations.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This action will support the operation of the District Attorney and will improve public safety throughout our community.

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

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

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

Attachments:

Reallocation Request