



County of Monterey

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Board Report

File #: RES 21-163, **Version:** 1

Adopt a Resolution to:

- a. Amend the Office of the District Attorney - Criminal Budget Unit 2240-8063-Fund 001-Appropriation Unit DIS001 to reallocate one (1) Managing Deputy District Attorney to one (1) Assistant District Attorney as indicated in Attachment A;
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to abolish the classification of Managing Deputy District Attorney as indicated in Attachment A;
- c. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2020-21 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 adopts a Resolution to:

- a. Amend the Office of the District Attorney - Criminal Budget Unit 2240-8063-Fund 001-Appropriation Unit DIS001 to reallocate one (1) Managing Deputy District Attorney to one (1) Assistant District Attorney as indicated in Attachment A;
- b. Amend Personnel Policies and Practices Resolution (PPPR) No. 98-394 Appendix A and B to abolish the classification of Managing Deputy District Attorney as indicated in Attachment A;
- c. Direct the County Administrative Office and the Auditor-Controller to incorporate the approved position changes in the FY 2020-21 Adopted Budget and the Human Resources Department to implement the changes in the Advantage HRM system.

SUMMARY/DISCUSSION:

The Human Resources Department conducted a classification study of the Managing Deputy District Attorney position in the Office of the District Attorney. The objective of the study was to determine if the position is appropriately classified, and if not, to recommend a classification and salary that accurately reflects the duties that were assigned to the incumbent.

The classification study was conducted and based on the analysis of the external and internal review of comparable positions including the Assistant District Attorney classification respective to the organizational structure, department size, level of complexity, volume of work and impacts of services, it was found that the incumbent was performing the job duties outlined in the Assistant District Attorney classification and that the Managing Deputy District Attorney classification no longer meets the needs of the organization.

Due to the timing of the completion of this study, the department was not able to reallocate and reclassify the incumbent as the County was in the middle of the budget process. The department had the opportunity to appoint this incumbent to an Assistant District Attorney as a position became available due to a retirement. The two pending items in respect to this study are to reallocate the Managing Deputy District Attorney position that is now vacant to Assistant District Attorney and to abolish the classification of Managing Deputy District Attorney.

OTHER AGENCY INVOLVEMENT:

The Office of the District Attorney has reviewed and concurs with the recommendation.

FINANCING:

The increased cost of salary and benefits is estimated at \$20,269 annually and will be absorbed within the FY 2021-22 Office of the District Attorney - Criminal Budget Unit 2240-8063-Fund 001-Appropriation Unit DIS001.

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

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Attachments:

Attachment A
Resolution