



County of Monterey

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

Board Report

File #: 19-0056, **Version:** 1

- a. Authorize the reallocation of one (1) Office Assistant II FTE to one (1) Supervising Legal Secretary FTE in the District Attorney's Department (2240);
- b. Direct the County Administrative Office to incorporate the approved changes in the FY 2018-19 Adopted Budget to reflect the change in position counts.

RECOMMENDATION:

- a. Authorize the reallocation of one (1) Office Assistant II FTE to one (1) Supervising Legal Secretary FTE in the District Attorney's Department (2240);
- b. Direct the County Administrative Office to incorporate the approved changes in the FY 2018-19 Adopted Budget to reflect the change in position counts.

SUMMARY:

Within the Criminal Division of the District Attorney's office, there are 27 support staff and currently only two Supervising Legal Secretaries to supervise them, creating a supervision ratio of 13.5 to 1. The addition of a third Supervising Legal Secretary will lower that ratio to 9 to 1. The complexity of the position has grown over recent years as the District Attorney has replaced paper files with electronic records and is now processing every case in this state-of-the-art case management system.

DISCUSSION:

The complexity of training of new support staff, ongoing coordination with Attorneys and resolving technical issues involving the digital computerized records system have all increased the dynamics of the Supervising Legal Secretary position. Having an additional supervisor will allow additional time with employees and enable more direct supervision, creating more development, growth, and advancement opportunities.

OTHER AGENCY INVOLVEMENT:

Human Resources has reviewed and approved the Request to Classify form and supports this action.

FINANCING:

For the current fiscal year, there will be no additional expenditures as the Office Assistant II position is currently vacant and will remain vacant until this reclassification reallocation and resulting hiring process is completed. The hiring process will take several months and salary savings will easily cover all expenditures this fiscal year. For FY 2019-20, the additional costs for the Supervising Legal Secretary will be included in the budget development process. The estimated increase in FY 2019-20 are the difference between the salary costs between the two positions, at approximately \$19,507.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Improving public safety by providing increased organization support and coordination to Legal Support Staff.

Mark a check to the related Board of Supervisors Strategic Initiatives

Economic Development
 Administration

Health & Human Services
 Infrastructure
 Public Safety

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Attachments:
None