



Legislation Details (With Board Report)

File #: 18-1069 **Name:** MA I to MA II
Type: General Agenda Item **Status:** Criminal Justice - Consent
File created: 10/17/2018 **In control:** Board of Supervisors
On agenda: 12/4/2018 **Final action:**
Title: Authorize the District Attorney to reallocate an existing Management Analyst I position to a Management Analyst II in the Criminal Unit 8063.

Sponsors:

Indexes:

Code sections:

Attachments: 1. Board Report, 2. 33. Completed Board Order

Date	Ver.	Action By	Action	Result
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Authorize the District Attorney to reallocate an existing Management Analyst I position to a Management Analyst II in the Criminal Unit 8063.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

Authorize the District Attorney to reallocate an existing Management Analyst I position to a Management Analyst II in the Criminal Unit 8063.

SUMMARY:

The Office of District Attorney (DA) requests authorization to reallocate an existing Management Analyst I position to a Management Analyst II position, as changes over the past several years have increased the scope and complexity of the administrative analytical functions provided by this key position.

DISCUSSION:

The District Attorney requests authorization to update staffing in the Criminal Unit, with no additional general funds required. This request would have been included in the FY 2018-19 budget development but the approval by Human Resources was unable to be completed prior to the budget hearings. It is essential for employee development and retention purposes that this action not be delayed until the next budget year.

The existing Management Analyst position is the sole analyst position within the department and performs a key role in the day to day operations of the department. The changes in staffing over the past several years, with retirements and voluntary separations, has caused the department to reevaluate the assignment of administrative support functions. New operational duties in the day-to-day management of the digital case management systems and changing HR responsibilities with the shift to HR support from central HR, has increased the complexity of the responsibilities assigned to our Management Analyst. These changes include the development of complex training protocols for the entire staff, new statistical analysis of our case management system and coordination with exterior law enforcement agencies that did not exist when this

position was initially classified.

OTHER AGENCY INVOLVEMENT:

Human Resources has reviewed and approved the Request to Classify form for the Management Analyst position, and supports this action.

FINANCING:

The additional expenditures in FY 2018-19 for the Management Analyst position are estimated at \$7,201 for the remainder of the current fiscal year, for both salary and benefits, and the District Attorney will absorb the increased costs through salary savings from vacant positions not yet filled. Annually, the additional expenditures are approximately \$10,800 and will be included in the budget development process for next fiscal year.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Improving public safety by providing more efficient support services for the District Attorney and a growing department.

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