



County of Monterey

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

Board Report

File #: BC 18-097, **Version:** 1

Support to 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 Budget Committee support to authorize the District Attorney to reallocate an existing Management Analyst I position to a Management Analyst II in the Criminal Unit

SUMMARY:

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

DISCUSSION:

The DA requests support 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 (HR) 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.

☐ Economic Development
☐ Administration
☐ Health and Human Services
☐ Infrastructure
☒ Public Safety

Prepared by:

Bruce Suckow
Finance Manager

Date: _____

Approved by:

Dean D. Flipppo
District Attorney

Date: _____