



County of Monterey

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

Board Report

File #: BC 19-002, **Version:** 1

Receive and support a recommendation to approve the reallocation of one (1) Office Assistant II FTE to one (1) Supervising Legal Secretary FTE in the District Attorney's Department (2240).

RECOMMENDATION:

It is recommended that the Board of Supervisors:

Receive and support a recommendation to approve the reallocation of one (1) Office Assistant II FTE to one (1) Supervising Legal Secretary FTE in the District Attorney's Department (2240).

SUMMARY:

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 and specifically during the past year as the District Attorney has replaced paper files with electronic records. Training of new support staff, coordination with Attorneys, resolving technical issues involving this computerized system have all increased the dynamics of this important position.

DISCUSSION:

Additionally, the new physical office layout has a concentration of support staff in three specific locations within the building, placing additional requirements to have supervision located in each of those areas. 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 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