



Agenda Date: 12/5/2006
Agenda Placement: 6M

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Mark Gregersen - Director
Human Resources
REPORT BY: Karla Jensen, Human Resources Analyst II , (707) 253-4489
SUBJECT: Amend the Departmental Allocation List and the Table and Index of Classes for the District Attorney

RECOMMENDATION

Human Resources Director requests adoption of a resolution regarding the following in connection with the District Attorney's Office:

1. Amend the Department Allocation List and the Table and Index of Classes to add one (1) Child Recovery/Consumer Fraud Support Assistant, effective December 5, 2006; and
2. Amend the Departmental Allocation List and the Table and Index of Classes to delete one (1) .75 Child Recovery Assistant, effective December 30, 2006.

EXECUTIVE SUMMARY

The District Attorney has identified a need to create a full-time staff position that will support the Child Recovery Abduction Unit and Consumer Fraud Unit based on the following:

- 1) The employee who has held the currently allocated .75 FTE Child Recovery Assistant position for several years has submitted her letter of resignation. The District Attorney's Office has historically filled this position internally by way of a departmental promotional recruitment. It is the District Attorney's belief that employees currently employed in the department will only be interested in the position if it is allocated at full-time.
- 2) A need to provide administrative support to the Consumer Fraud Unit. It is estimated that this support would require the additional allocation of a .25 FTE Legal Secretary II.

The District Attorney has requested that these two support positions be combined and a new position, Child Recovery/Consumer Fraud Support Assistant, be established. The Child Recovery Assistant position will be deleted upon retirement of the current incumbent, December 30, 2006.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	District Attorney.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Due to an increase in the workload in the Consumer Fraud Unit, and the pending retirement of the current Child Recovery Assistant, the District Attorney has requested that a new position be created that will combine the child recovery duties of the Child Recovery Assistant and the legal secretarial duties needed in the Consumer Fraud Unit.
Is the general fund affected?	No
Future fiscal impact:	The budget implications of changing the position to full-time, and changing the recommended hourly rate, will account for a budget shortfall of approximately \$16,700 for the remainder of Fiscal Year 06/07. Revenue from the Consumer Fraud Trust Account will be used to cover the increase in salary expenses. Due to this additional funding source, the general fund will not be impacted if this change is approved.
Consequences if not approved:	The District Attorney believes he will be unable to find a qualified internal applicant to fill this position if it is not allocated at full-time and both Units will experience delays in their ability to provide needed legal services without this administrative support position.
Additional Information:	None

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The District Attorney has accepted a letter of resignation from the current Child Recovery Assistant. The Child Recovery Assistant is a critical support position within the Child Abduction Unit charged with the responsibility of performing custodial duties in the transport of an abducted child back to Napa, as well as providing necessary administrative support to the staff of the Unit. Historically, the Child Recovery Assistant position has been filled through a departmental promotional recruitment. The District Attorney recently conducted an informal survey and determined it would be nearly impossible to successfully recruit a suitable internal candidate for this position at the currently allocated .75 FTE.

The District Attorney has also identified a need in the Consumer Fraud Unit for the addition of some administrative support due to the increasing caseload and the complexity of the cases handled by this Unit. The District Attorney believes the addition of a .25 FTE Legal Secretary II support position is needed to relieve the attorneys of some of

the administrative support duties they have been performing, and to coordinate the volunteers who help complete various activities for this Unit.

Therefore, the District Attorney has requested that a new full-time position be created which combines the existing .75 FTE of the Child Recovery Assistant position and the new .25 FTE Legal Secretary II in the Consumer Fraud Unit. The Human Resources Director recommends amending the Departmental Allocation List and the Table and Index of Classes for the District Attorney as shown on "Attachment A."

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Gratton