



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 2/11/2020

Agenda Placement: 6X

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Karen Taylor - Director
Human Resources

REPORT BY: Kevin Lemieux, Senior Human Resources Analyst - 253-4000

SUBJECT: Adoption of a Resolution Amending the Departmental Allocation List for the District Attorney's Office

RECOMMENDATION

Director of Human Resources and District Attorney request adoption of a resolution amending the Departmental Allocation List for the District Attorney's Office by adding one 1.0 FTE Chief Deputy District Attorney, effective February 11, 2020, with a net increase of one full-time equivalent, with an increase to the County General Fund.

EXECUTIVE SUMMARY

The District Attorney's Office has an immediate need to add a Chief Deputy District Attorney which will allow for an additional supervisor for the Deputy District Attorneys.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	This proposed position will be funded by the County General Fund Allocation (80%) and Proposition 172 funding (20%).
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The proposed addition of a 1.0 FTE Chief Deputy District Attorney position will allow the District Attorney's Office to more effectively meet their workload demands related to attorney

	supervision, and meeting other key department goals.
Is the general fund affected?	Yes
Future fiscal impact:	The increased cost of salaries and benefits for Fiscal Year 2019-2020 is estimated at \$90,000, which will be offset by salary savings. The increased cost of salaries and benefits for future fiscal years is estimated at \$228,460, which will be budgeted accordingly.
Consequences if not approved:	If the requested changes are not approved, the District Attorney's Office will continue to operate with supervisory ratio that is not ideal.
County Strategic Plan pillar addressed:	Effective and Open Government
Additional Information:	

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 is responsible for investigating and prosecuting criminal and civil cases on behalf of the people. The addition of the Chief Deputy District Attorney will allow for a more manageable supervision load for the Deputy District Attorneys.

The proposed Chief Deputy District Attorney will provide for direct supervision of the misdemeanor unit, including courtroom supervision, and will also track and arrange for training of all lawyers to ensure expertise in assigned areas and to further the goals of the individual employee, as well as the goals of the Office. In addition, having a second Chief Deputy District Attorney will allow for improved oversight and development in many priority areas, including: handling Lifer Hearings, direct supervision of the Integrity/Data-Driven Prosecution/Animal Abuse Units, oversight of the Speaker's Bureau, Code Compliance Prosecutions Cases, and Restitution Court.

Therefore, the Director of Human Resources and the District Attorney recommend the adoption of a Resolution to amend the Departmental Allocation List for the District Attorney's Office, as shown in Exhibit "A", effective February 11, 2020, with a net increase of one 1.0 full-time equivalent, with an increase to the County General Fund.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi