



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 2/9/2016
Agenda Placement: 6M

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Heather Ruiz - Director
Human Resources

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

SUBJECT: Adoption of a Resolution to Amend the Departmental Allocation List for the District Attorney's Office by adding a Limited Term Attorney I

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) Attorney I – Limited Term, effective February 13, 2016 through December 31, 2016, with no net increase to the General Fund.

EXECUTIVE SUMMARY

The Director of Human Resources and the District Attorney recommend the addition of a Limited Term Attorney I to mitigate delays in criminal legal work due to high caseload levels and vacancies in the department. The position is requested through the end of the current Fiscal Year and the first half of Fiscal Year 2016-17, in order to cover current vacancies and anticipated temporary vacancies due to upcoming approved leaves of absence. Addition of this limited term position will help the Office avoid any delays in the prosecution of criminal cases.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	This position will be 100% funded by salary savings from vacant positions and multiple planned long-term leaves of absence.
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification:	The current workload demand for criminal cases is not sustainable without identifying an alternative staffing plan. Hiring a Limited Term Attorney I would allow the District Attorney's Office to maintain the minimum level of staffing needed to carry out its mandated functions
Is the general fund affected?	Yes
Future fiscal impact:	The cost of salary and benefits for the recommended action for the remainder of Fiscal Year 2015-2016 and the first six months of Fiscal Year 2016-17 will be absorbed by salary savings. Given that this is a limited term position, there is no anticipated future fiscal impact beyond the term of the position.
Consequences if not approved:	If this request is not approved, the District Attorney's Office would face significant delays in the handling of criminal cases.
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 Director of Human Resources and the District Attorney recommend the addition of a Limited Term Attorney I to mitigate delays in criminal legal work due to high caseload levels and vacancies in the department. The District Attorney Criminal Division performs criminal legal work involved in the prosecution of criminal cases. The position is requested through the end of the current Fiscal Year and the first half of Fiscal Year 2016-17, in order to cover current vacancies and anticipated temporary vacancies due to upcoming approved leaves of absence. The Office has been re-assigning the most complex felony caseloads to more experienced existing staff and then backfilling at the misdemeanor level with extra help staff. However, given the longer term nature of the anticipated vacancies, there is a need to add a limited term position, which allows the department to utilize a person without the hours restrictions that limit extra help staff. The most complex cases will continue to be assigned to existing higher level staff to the extent possible, but the workload demand is not sustainable without identifying an alternative staffing plan. The addition of a Limited Term Attorney I would allow the District Attorney's Office to maintain a minimum level of staffing needed to carry out its mandated functions.

Therefore, the Director of Human Resources and the District Attorney recommend the adoption of a resolution to amend the Departmental Allocation List as shown on Exhibit "A," effective February 13, 2016 through December 31, 2016, with no net increase to the General Fund.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Molly Rattigan