A Tradition of Stewardship
A Commitment to Service

Agenda Date: 12/15/2020
Agenda Placement: 6U

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

Interim 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/II/III - Limited Term, effective December 15, 2020 through December 31, 2021, with a net increase of one full-time equivalent, and a slight increase to the General Fund.

EXECUTIVE SUMMARY

If approved, this request adds an Attorney I/II/III - Limited Term to the District Attorney's Office to meet critical staffing needs including an extended leave of absence and two recent retirements. The term will expire on December 31, 2021.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	County General Fund (100%).
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The addition of the Attorney I/II/III - Limited Term position is essential to support functions within the District Attorney's Office following the

	retirement of two experienced attorneys, and an employee on an extended leave of absence. The addition of this limited term resource will help the Office continue prosecuting important cases, including fraud and elder abuse.
Is the general fund affected?	Yes
Future fiscal impact:	The increased cost of salaries and benefits for the remainder of Fiscal Year 2020-2021 (six months) is estimated at $100,055, and will be absorbed by salary savings resulting from additional vacancies within the District Attorney's Office. The increased cost of salaries and benefits for Fiscal Year 2021-2022 (six months) is estimated at $100,055, and will be budgeted accordingly.
Consequences if not approved:	If the addition of a Attorney I/II/III - Limited Term is not approved, the District Attorney's Office will not have adequate staffing resources to prosecute critical matters.
County Strategic Plan pillar addressed:	Effective and Open Government Healthy, Safe, and Welcoming Place to Live, Work, and Visit
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

If approved, this request would add an Attorney I/II/III - Limited Term to the District Attorney’s Office for approximately twelve (12) months. The District Attorney’s Office had a recent retirement of a prosecutor with 30 years of experience in addition to the retirement of a prosecutor with 25 years of experience in December 2020. Furthermore, there is another Attorney taking extended leave. The requested position would provide assistance to the Office, without long-term fiscal impacts. Following a competitive recruitment and selection process, the approved position would be filled at a level (Attorney I, II, or III) commensurate with the selected candidate's qualifications

Therefore, the Director of Human Resources and the 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/II/III - Limited Term, effective December 15, 2020 through December 31, 2021, with a temporary net increase of one full-time equivalent, and a slight increase to the General Fund.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi