



A Tradition of Stewardship  
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Agenda Date: 9/12/2017

Agenda Placement: 6V

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Heather Ruiz - Director  
Human Resources

**REPORT BY:** Stephanie Sifuentes, Human Resources Analyst II - 707-259-8720

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

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### **RECOMMENDATION**

Director of Human Resources and District Attorney request adoption of a resolution amending the Departmental Allocation List for the District Attorney's Office as follows to move positions from one budget division to another, effective July 1, 2017, with no net increase in full-time equivalents\*:

1. Delete two 1.0 FTE Deputy District Attorney I/II/III;
2. Delete one 1.0 FTE Deputy District Attorney IV;
3. Delete one 1.0 FTE District Attorney Investigator;
4. Delete one 1.0 FTE Legal Secretary II;
5. Delete one 1.0 FTE Paralegal;
6. Add two 1.0 FTE Deputy District Attorney I/II/III;
7. Add one 1.0 FTE Deputy District Attorney IV;
8. Add one 1.0 FTE District Attorney Investigator;
9. Add one 1.0 FTE Legal Secretary II; and
10. Add one 1.0 FTE Paralegal.

\*This action is necessary to enact the allocation changes to consolidate two budget divisions into one, as approved as part of the Fiscal Year 2017-2018 budget.

### **EXECUTIVE SUMMARY**

Director of Human Resources and District Attorney recommend deleting six positions from the Consumer Fraud budget division and adding those six positions into the District Attorney's budget division. This is an administrative cleanup of the allocation list, necessary to finalize a reorganization of budget divisions approved in the Fiscal Year

2017-2018 budget.

**FISCAL IMPACT**

Is there a Fiscal Impact?                      No

**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**

In the FY 2017-2018 budget, the Board approved a consolidation of positions in two budget divisions in the District Attorney's Office. The funding for six positions in the Consumer Fraud budget unit was moved to the District Attorney's main operating budget through the FY 2017-2018 budget process. The requested action in this item amends the allocation list to move the six position allocations from the Consumer Fraud budget division to the District Attorney's main operating budget in the position allocation list, which is the final step necessary to enact this change.

Therefore, the Director of Human Resources and the District Attorney recommend the adoption of a resolution to amend the Departmental Allocation List as shown in Exhibit "A," effective July 1, 2017, with no net increase in full-time equivalents.

**SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Molly Rattigan