



**District Attorney
COUNTY OF TULARE
AGENDA ITEM**

BOARD OF SUPERVISORS

KUYLER CROCKER
District One
PETE VANDER POEL
District Two
AMY SHUKLIAN
District Three
J. STEVEN WORTHLEY
District Four
MIKE ENNIS
District Five

AGENDA DATE: September 26, 2017

Public Hearing Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Published Notice Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Advertised Published Notice	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Personnel Resolution attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
CONTACT PERSON: Dan Underwood PHONE: 636-5494				

SUBJECT: Add one position allocation to the District Attorney's Office.

REQUEST(S):

That the Board of Supervisors:

1. Approve the attached personnel resolution adding one Victim Witness Worker I/II position allocation to the District Attorney's Office for the Unserved/Underserved Outreach and Advocacy Program effective October 1, 2017.
2. If grant funding is not sufficient to fully fund this additional position in future fiscal years, such position shall be deleted so as not to incur any Net County Cost, unless there are extenuating circumstances justifying retention of the affected positions and such position shall be approved by the Board of Supervisors.

SUMMARY:

The Office of the District Attorney received funding for its Unserved/Underserved Outreach and Advocacy Program (UV Program) through a Grant Subaward approved by your Board on January 26, 2016. The grant went into award in June 2016, and we are in year two of a five year program.

Funded by the California Governor's Office of Emergency Services, the UV Program is a five year program that will serve Tulare County's Spanish-only speaking population. Funding pays for Victim/Witness Workers (also called advocates) to provide an array of services to crime victims through the District Attorney's Victim/Witness Center, including crisis intervention, court support, case status and

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update, assistance in filing for benefits from the Victim Compensation and Government Claims Board, and orientation to the criminal justice system. In addition, advocates coordinate direct services among local agencies, while implementing an outreach and awareness program to teach the underserved population ways to avoid becoming victims of crime, and making them aware of victim services available to them.

The District Attorney's Office has operated this program since 2011 with three grant funded advocates serving an average of over 1,000 crime victims annually. An increase in federal Victims of Crime Act funding has given us the opportunity to fund a fourth advocate for the program. An additional advocate will allow our Victim/Witness Center to fill a gap in services by having one advocate dedicated to process U nonimmigrant visa (U-visa) certification forms, a mandatory requirement. Our office receives over 250 of these annually.

The hourly salary range for the Victim Witness Worker I position is \$15.44 to \$18.82, and the approximate annual cost, including salary and benefits, is \$47,577 to \$54,601. The hourly salary range for the Victim Witness Worker II position is \$17.05 to \$20.78, and the approximate annual cost, including salary and benefits, is \$50,924 to \$58,680.

Grant funding will cover 80% of the total program costs, while the remaining 20% will be met with the department's general fund for the duration of the five year grant cycle.

FISCAL IMPACT/FINANCING:

The Net County Cost is projected to be between \$6,954 (Victim Witness Worker I) and \$7,443 (Victim Witness Worker II) for the remainder of Fiscal Year 2017/2018. Funds have been included in the District Attorney's Fiscal Year 2017/2018 budget.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The County's five-year Strategic Business Plan and Management System include Safety and Security initiatives to provide for the safety and security of the public. Advocacy for crime victims by UV Program staff helps to fulfill this initiative.

ADMINISTRATIVE SIGN-OFF:

Dan Underwood
Chief Deputy District Attorney

Cc: Auditor-Controller
County Counsel
County Administrative Office (2)

Attachments: Personnel Resolution

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

**IN THE MATTER OF ADD ONE POSITION)
ALLOCATION TO THE DISTRICT) Resolution No. _____
ATTORNEY'S OFFICE.) Agreement No. _____**

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD _____
_____, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: MICHAEL C. SPATA
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

* * * * *

1. Approved the attached personnel resolution adding one Victim Witness Worker I/II position allocation to the District Attorney's Office for the Unserved/Underserved Outreach and Advocacy Program effective October 1, 2017.
2. If grant funding is not sufficient to fully fund this additional position in future fiscal years, such position shall be deleted so as not to incur any Net County Cost, unless there are extenuating circumstances justifying retention of the affected positions and such position shall be approved by the Board of Supervisors.

BEFORE THE BOARD OF SUPERVISORS COUNTY OF TULARE, STATE OF CALIFORNIA

IN THE MATTER OF AMENDING THE)
POSITION ALLOCATION LISTING) Resolution No. 2017-

Upon Motion of Supervisor (Name), Seconded by Supervisor (Name), the following was adopted by the Board of Supervisors, at an official meeting held September 26, 2017 by the following vote:

Ayes:
Noes:
Abstain:
Absent:

Attest: Michael C. Spata
County Administrative Officer/
Clerk, Board of Supervisors

By: _____
Deputy Clerk

Add, Delete, Reclassify or Amend	Effective Date	Previous Job Code	Previous Class Title	New Job Code	New Class Title	No. Of Pos	FTE	Grade	Position Number(s)	Dept ID	Job Cost Dist. No.
ADD	10/1/17			049420	Victim Witness Worker II	1	1	182	****	100105	1003600

Explanation: Add one existing job class positions, Victim Witness Worker II, to DA. Department will have flexibility to hire at either the I or II level of this classification.