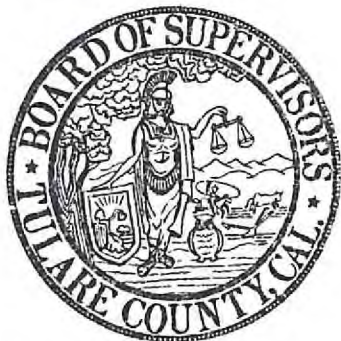


# BEFORE THE BOARD OF SUPERVISORS COUNTY OF TULARE, STATE OF CALIFORNIA

IN THE CHANGES TO DISTRICT )  
 ATTORNEY ORGANIZATION AND ) Resolution No. 2018-0632  
 AMENDMENT TO ALLOCATIONS )  
 )

UPON MOTION OF SUPERVISOR VANDER POEL, SECONDED BY SUPERVISOR SHUKLIAN, THE FOLLOWING WAS ADOPTED BY THE BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD JULY 24, 2018, BY THE FOLLOWING VOTE:

AYES: SUPERVISORS CROCKER, VANDER POEL, SHUKLIAN, WORTHLEY, AND ENNIS  
 NOES: NONE  
 ABSTAIN: NONE  
 ABSENT: NONE



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

BY: Mary Rokello  
 Deputy Clerk

\*\*\*\*\*

1. Approved the Personnel Resolution amending the Fiscal Year 2018/19 position allocation as follows: Delete one (1) Legal Office Assistant III position, Position No. 05243 (vacant), effective July 7, 2018; Delete one (1) Victim Witness Claims Specialist II position, Position No. 03572 (vacant), effective July 7, 2018; Delete one Victim Witness Claims Specialist II position, Position No. 03573 (filled), effective August 24, 2018, pending meet and confer with the affected bargaining unit.
2. Authorized the Human Resources & Development Department to issue a layoff notice, pending meet and confer, effective August 23, 2018.
3. Authorized a Y-rate of salary and benefits to incumbent in Position No. 03573.
4. Authorized the budget and allocation adjustments to be made in the Final Budget 2018-19 process.

District Attorney

HAR  
 07/24/2018

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

IN THE MATTER OF AMENDING THE )  
 POSITION ALLOCATION LISTING ) Resolution No. 2018-0633

Upon Motion of Supervisor Vander Poel, Seconded by Supervisor Shuklian, the following was adopted by the Board of Supervisors, at an official meeting held July 24, 2018 by the following vote:

Ayes: Supervisors Crocker, Vander Poel, Shuklian, Worthley, and Ennis  
 Noes: None  
 Abstain: None  
 Absent: None



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

By: Mary Ronello  
 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.
Delete	7/7/18	049220	Victim Witness Claims Specialist II			1	0	833	03572	100-105	100-3192
Delete	8/24/18	049200	Victim Witness Claims Specialist II			1	1	833	03573	100-105	100-3192
Delete	7/7/18	027830	Legal Office Assistant III			1	0	829	05243	100-105	100-3192

Explanation: Positions to be deleted were supported by a contracted program. Contract to not be renewed in FY 18/19. two positions are vacant and one position is filled. Human Resources & Development Department to initiate layoff process. Authorize a Y-Rate of salary and benefits to incumbent in Position Number 03573.



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:** July 24, 2018 - REVISED

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"/>
County Counsel Sign Off	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Meet & Confer Required	Yes	<input checked="" type="checkbox"/>	N/A	<input 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:** Changes to District Attorney Organization and Amendment to Allocations

**REQUEST(S):**

That the Board of Supervisors:

1. Approve the Personnel Resolution amending the Fiscal Year 2018/19 position allocation as follows: Delete one (1) Legal Office Assistant III position, Position No. 05243 (vacant), effective July 7, 2018; Delete one (1) Victim Witness Claims Specialist II position, Position No. 03572 (vacant), effective July 7, 2018; Delete one Victim Witness Claims Specialist II position, Position No. 03573 (filled), effective August 24, 2018, pending meet and confer with the affected bargaining unit.
2. Authorize the Human Resources & Development Department to issue a layoff notice, pending meet and confer, effective August 23, 2018.
3. Authorize a Y-rate of salary and benefits to incumbent in Position No. 03573.
4. Authorize the budget and allocation adjustments to be made in the Final Budget 2018-19 process.

**SUMMARY:**

The California Victim Compensation Board (Cal VCB) administers the statewide Victim Compensation Program. The Program covers costs such as co-pays, deductibles and other out of pocket expenses that victims encounter as a result of a violent crime. Cal VCB contracts with numerous counties throughout California to process these claims. Under a contract, Cal VCB reimburses the counties for staff costs associated with operating the program locally.

**SUBJECT:** Changes to District Attorney Organization and Amendment to Allocations  
**DATE:** July 24, 2018

Counties may establish an agreement with Cal VCB to administer the Program; however, they are not mandated to do so. In such cases, when a county does not operate the contract locally, services are processed by another county, or Cal VCB. Therefore, Program services will continue uninterrupted.

The District Attorney's Office Agreement No. 27097 with Cal VCB expired on June 30, 2018. The department is not renewing its contract with Cal VCB for FY 2018/2019.

This Cal VCB contract funds 3.20 FTEs and the associated costs at the District Attorney's Office. The funded positions are District Attorney Program Manager (0.20 FTE), two Victim Witness Claims Specialist I/II (2.0 FTEs) and one Legal Office Assistant III (1.0 FTE).

The District Attorney's Office worked with Human Resources & Development to offer alternative positions and assignments within the department to impacted employees. The County has met and conferred over impacts with the affected union.

The District Attorney's Office is requesting the 0.20 FTE Program Manager and 1.0 FTE Legal Office Assistant III positions be re-assigned to the Criminal Justice Budget, Unit 3200, from the Cal VCB budget, Unit 3192. The 20% of the Program Manager's salary and benefits will be absorbed within the department's FY 2018/2019 budget. The Legal Office Assistant III accepted another assignment within the department.

One of the Victim Witness Claims Specialists has indicated acceptance of the alternative assignment to a lower classification. The second Victim Witness Claims Specialist declined the department's offer for reassignment and resigned effective July 5, 2018.

The District Attorney's Office is requesting that a Legal Office Assistant III position (Position No. 05243) be deleted effective July 7, 2018; Victim Witness Claims Specialist position (Position No. 03572) be deleted effective July 7, 2018; and Victim Witness Claims Specialist (Position No. 03573) be deleted effective August 24, 2018.

**FISCAL IMPACT/FINANCING:**

The District Attorney's Office is not requesting additional General Fund contribution related to this request.

For the upcoming FY 2018/2019, the action of winding down the program is estimated to have a cost of \$9,778, which will be covered by the department's operating budget. The total revenue loss from not renewing the contract is \$168,004 as reflected in the FY 2018/2019 Requested Budget. The expenses will be decreased by deleting the three positions and re-assigning staff into vacant

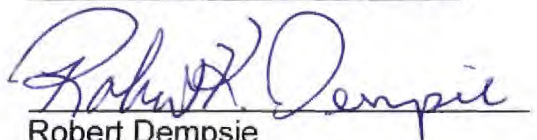
**SUBJECT:** Changes to District Attorney Organization and Amendment to Allocations  
**DATE:** July 24, 2018

positions. This request, therefore, will have a Net County Cost impact of \$9,778 that can be offset through operational savings within the District Attorney's FY 2018/2019 budget.

**LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:**

The County's five-year Strategic Business Plan and Management System includes an Organizational Performance initiative, which contains the goal of continually evaluating the organizational structure to improve service delivery.

**ADMINISTRATIVE SIGN-OFF:**



Robert Dempsie  
Supervising Deputy District Attorney

Cc: County Administrative Office  
Human Resources & Development

Attachment(s) Personnel Resolution