



**District Attorney
COUNTY OF TULARE
AGENDA ITEM**

BOARD OF SUPERVISORS

KUYLER CROCKER
District One
PETE VANDER POEL
District Two
AMY SHUKLIAN
District Three
EDDIE VALERO
District Four
DENNIS TOWNSEND
District Five

AGENDA DATE: May 19, 2020 - **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"/>
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 checked="" type="checkbox"/>	N/A <input 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: Approve a Personnel Resolution

REQUEST(S):

That the Board of Supervisors:

Approve a Personnel Resolution to increase the salary of the Victim Witness Worker Supervisor position effective May 24, 2020.

SUMMARY:

The Tulare County District Attorney's Victim Witness Center (VW Center) provides vital services to thousands of Tulare County crime victims on annual basis. At the VW Center, Victim Witness Workers work directly with victims of crime, providing information regarding the judicial process and victim's rights, crisis counseling, court accompaniment, and assistance with victim compensation claims, among many other duties.

The Department currently has 15 FTE Victim Witness Workers, all of whom are supervised by two (2) FTE Victim Witness Worker Supervisors (VW Supervisors). One VW Supervisor is funded 100% through the General Fund, and one VW Supervisor is funded 20% through the General Fund, with the Victim Witness grant (Unit 3700) picking up 80% of salaries and benefits.

The Department is requesting to adjust the salary for the VW Supervisor position. This request is to address compaction issues between the recently created Victim Witness Worker III and VW Supervisors.

On May 21, 2019, your Board approved the new classification specification for a Victim Witness Worker III (Resolution No. 2019-0413). The annual maximum cost

SUBJECT: Approve a Personnel Resolution

DATE: May 19, 2020

for one Victim Witness Worker III is \$73,427. The annual maximum cost for one VW Supervisor is \$72,163, which is \$1,264 less than the annual maximum cost for a Victim Witness Worker III, a subordinate of the VW Supervisor.

The proposed adjusted annual salary and benefit cost for one VW Supervisor is \$82,723, a total annual increase of \$10,560. This increase is necessary to keep the 10% or greater salary gap between the supervisors and their subordinates. This measure is vital for staff retention and succession planning in addition to ensuring future recruitment success.

For the remaining 2.72 pay periods of FY 2019/20, the cost to increase the salary of two VW Supervisors is \$2,196. Of this, \$873 will be paid with Victim Witness Program funds (Unit 3700), and \$1,323 will be paid through the General Fund. The increase will be absorbed in the Department's Fiscal Year 2019/20 budget. There is no Net County Cost associated with this request.

In the next fiscal year and beyond, the annual cost of the increase in the salary and benefits of two VW Supervisors will be \$20,995. Of this, \$8,348 will be covered through Unit 3700 grant funding, while there will be a net County cost of \$12,647. The increase will be absorbed in the Department's Fiscal Year 2020/21 budget.

FISCAL IMPACT/FINANCING:

The annual maximum salary and benefit cost of a VW Supervisor will be \$82,723. For the remaining 2.72 pay periods of FY 2019/20, the maximum cost to increase the salaries of two VW Supervisors is \$2,196. No budget adjustment is necessary as the Department will absorb the increased cost of \$2,196 within its FY 2019/20 operating budget. There will be no additional net County cost.

For FY 2020/21, the Department is anticipating an increase of \$20,995 for two VW Supervisors. Of that, \$8,348 will be funded with Unit 3700 funds. The remaining \$12,647 will be funded through administrative cost billing allowed across all Cal OES grants. Therefore, we are not seeking additional general fund contribution with this request.

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. The Plan also includes Safety and Security initiatives to provide for the safety and security of the public. Approving this request ensures that the Department has the staff necessary to continue delivering essential public safety services in Tulare County.

SUBJECT: Approve a Personnel Resolution
DATE: May 19, 2020

ADMINISTRATIVE SIGN-OFF:

/s/ Dan Underwood
Dan Underwood
Chief Deputy District Attorney

Cc: County Administrative Office
Human Resources & Development

Attachment(s): Personnel Resolution

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

IN THE MATTER OF APPROVE A
PERSONNEL RESOLUTION

) Resolution No. _____
) 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: JASON T. BRITT
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

* * * * *

Approved a Personnel Resolution to increase the salary of the Victim Witness Worker Supervisor position effective May 24, 2020.

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

IN THE MATTER OF AMENDING THE)
POSITION ALLOCATION LISTING) Resolution No. 2020-

Upon Motion of Supervisor (Name), Seconded by Supervisor (Name), the following was adopted by the Board of Supervisors, at an official meeting held May 19, 2020 by the following vote:

Ayes:
Noes:
Abstain:
Absent:

Attest: Jason T. Britt
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.
Salary	5/24/20	091400	Victim Witness Worker-Supv			1	1	741	03570	100101	1003700 (80%); 1003200 (20%)
Salary	5/24/20	091400	Victim Witness Worker-Supv			1	1	741	10458	100101	1003200

Explanation: Increase salary 14.63% in order to eliminate salary compaction with the Victim Witness Worker III, effective May 24, 2020 (PP12). Two positions.

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

**IN THE MATTER OF NEW OR AMENDED) Resolution No. 2020-
CLASS SPECIFICATIONS, CLASS) Agreement No.
DESIGNATIONS AND COMPENSATION)**

Upon Motion of Supervisor (Name), seconded by Supervisor (Name), the following was adopted by the Board of Supervisors, at an official meeting held May 19, 2020 by the following vote:

Ayes:
Noes:
Abstain:
Absent:

Attest: Jason T. Britt
 County Administrative Officer/
 Clerk, Board of Supervisors

By: _____
 Deputy Clerk

* * * * *

Adopt the following amended class compensation effective: May 24, 2020

Victim Witness Worker - Supervisor, Item No. 091400, Salary Grade: 741 (\$57,775 annual Step 5), Bargaining Unit 07, Competitive Service, Probation Period: 13 Pay Periods.