

Criminal Justice Committee

District Attorney Office

AGENDA

July 13, 2017

Committee Members: MONTESI, Geraghty, Girard, Brock, Simpson, Vanselow, Braymer, Seeber
McDonald

I. Committee meeting called to order by Chairman

II. Motion to approve minutes of prior Committee meeting

III. Action Agenda/New Business

1. Request to reorganize salaries as per below chart.

Rationale: Resolution requests and Notice of Intent to Fill for positions per reorganization due to resignations.

| POSTION | OLD SALARY | PROPOSED SALARY | BUDGET ADJUSTMENT | |
|------------------------|------------|-----------------|-------------------|------------|
| 1st ADA | \$99,220 | \$93,000 | | \$6,220 |
| 2nd ADA | \$82,048 | \$75,000 | | \$7,048 |
| 3rd ADA | \$80,981 | \$73,000 | | \$7,981 |
| 4th ADA | \$68,250 | \$64,500 | | \$3,750 |
| 5th ADA | \$58,256 | \$57,000 | | \$1,256 |
| 6th ADA | \$54,910 | \$51,500 | | \$3,410 |
| 7th ADA | \$49,500 | \$49,500 | | \$0 |
| | \$493,165 | \$463,500 | | \$29,665 |
| Weekend / Holiday | 114 days | \$250 per day | | \$28,500 |
| | | | Savings: | \$1,165 |
| Secretary to DA D.S. | \$52,089 | \$49,000 | | (\$3,089) |
| Typist I P.H. | \$33,403 | \$0 | | (\$33,403) |
| Secretary I | \$0 | \$27,824 | | \$27,824 |
| Drug Court Coordinator | \$5,150 | 0 | | (\$5,150) |
| Senior Typist | \$34,270 | 0 | | (\$34,270) |
| Office Specialist | \$0 | \$39,875 | | \$39,875 |
| | \$124,912 | \$116,699 | Savings: | \$8,213 |

2. Request to Fill 7th Assistant District Attorney position.
Rationale: Intent to Fill position for 7th Assistant District Attorney at same salary.
3. Request to Re-classify position.
Rationale: Resolution to reclassify a Senior Typist position to an Office Specialist.
4. Request to establish on call allowance for Assistant District Attorneys for on-call (weekend/holiday) arraignments.
Rationale: Resolution to establish a \$250 allowance per day for on- call (weekend/holiday) arraignments.

IV. Referral/Pending Items

N/A

V. Information for Discussion/Review

N/A

VI. Privilege of the Floor to discuss any additional items to come before the Committee

VI. Motion to adjourn

Attachments

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: District Attorney

DATE: 7-6-17

- (a) Employee Name, Title and Employee No.: **2nd Assistant District Attorney**
- (b) Current Annual **Base** Salary (and Grade if Applicable): **\$75,000.**
- (c) Former Annual **Base** Salary (and Grade if Applicable): **\$82,048.**
- (d) Effective Date for Salary Change:* **July 31, 2017**
*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
- (f) Justification of Request:
Salary adjustment due to experience.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: District Attorney Payroll Dept. No: 5.0
Title of Position: 2nd Assistant District Attorney Base Salary of Position: \$75,000 Grade:
Filling at Step # (If Known):
Budget code and title: A.1165 110 District Attorney Salary Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 10929 / Burin, Matthew Date of Vacancy: 6/20/17
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 7-10-17

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 7/11/17

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature [Signature] Date 7/11/17

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice + Public Safety
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 8/15/17

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: District Attorney

DATE: 7-6-17

- (a) Employee Name, Title and Employee No.: **3rd Assistant District Attorney**
- (b) Current Annual **Base** Salary (and Grade if Applicable): **\$73,000.**
- (c) Former Annual **Base** Salary (and Grade if Applicable): **\$80,981.**
- (d) Effective Date for Salary Change:* **August 3, 2017**
*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
- (f) Justification of Request:
Salary adjustment due to experience.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: District Attorney Payroll Dept. No: 5.0
Title of Position: 3rd Assistant District Attorney Base Salary of Position: \$73,000 Grade: _____
Filling at Step # (If Known): _____
Budget code and title: A.1165 110 District Attorney Salary Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other _____
Employee No./Last Name: 11049 / Davenport, Emilee Date of Vacancy: 8/03/17
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other Exempt
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. _____
Human Resources Director has approved this form when initialed. [Signature] 7-10-17

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 7/11/17

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature [Signature] Date 7/11/17

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice + Public Safety

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 8/15/17

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: District Attorney

DATE: 7-6-17

- (a) Employee Name, Title and Employee No.: **4th Assistant District Attorney**

- (b) Current Annual **Base** Salary (and Grade if Applicable): **\$64,500.**

- (c) Former Annual **Base** Salary (and Grade if Applicable): **\$68,250.**

- (d) Effective Date for Salary Change:* **August 3, 2017**
*Please do not backdate request unless the purpose is to correct an error.

- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:

- (f) Justification of Request:
Salary adjustment due to experience.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: District Attorney Payroll Dept. No: 5.0
Title of Position: 4th Assistant District Attorney Base Salary of Position: \$64,500 Grade:
Filling at Step # (If Known):
Budget code and title: A.1165 110 District Attorney Salary Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 12193/ Brown, Travis Date of Vacancy: 8/03/17
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other Exempt 7/10/17
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. AP 7-10-17

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.
Administrator Signature L. B. ... Date 7/11/17

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas Date 7/11/17

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice & Public Safety
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature ... Date 8/15/17

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: District Attorney

DATE: 7-6-17

- (a) Employee Name, Title and Employee No.: **5th Assistant District Attorney**
- (b) Current Annual Base Salary (and Grade if Applicable): **\$57,000.**
- (c) Former Annual Base Salary (and Grade if Applicable): **\$58,256.**
- (d) Effective Date for Salary Change:* **August 3, 2017**
*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
- (f) Justification of Request:
Salary adjustment due to experience.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: District Attorney Payroll Dept. No: 5.0
Title of Position: 5th Assistant District Attorney Base Salary of Position: \$57,000 Grade:
Filling at Step # (If Known):
Budget code and title: A.1165 110 District Attorney Salary Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 12695/ Smith, Benjamin Date of Vacancy: 8/03/17
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other

Exempt 7/10/17

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed. P 7-10-17

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 7/4/17

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature [Signature] Date 7/11/17

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice + Public Safety

The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 8/15/17

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: District Attorney

DATE: 7-6-17

- (a) Employee Name, Title and Employee No.: **6th Assistant District Attorney**
- (b) Current Annual **Base** Salary (and Grade if Applicable): **\$51,500.**
- (c) Former Annual **Base** Salary (and Grade if Applicable): **\$54,910.**
- (d) Effective Date for Salary Change:* **August 3, 2017**
*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
- (f) Justification of Request:
Salary adjustment due to experience.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: District Attorney Payroll Dept. No: 5.0
Title of Position: 6th Assistant District Attorney Base Salary of Position: \$51,500 Grade: _____
Filling at Step # (If Known): _____
Budget code and title: A.1165 110 District Attorney Salary Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 12897/ Shkolnik, Marat Date of Vacancy: 8/03/17
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other

*Exempt
8/2/17
7/10/17*

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring. _____

Human Resources Director has approved this form when initialed. AP 2-10-17

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature L. B. Hight Date 7/11/17

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E Thomas Date 7/11/17

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice + Public Safety

The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Amel Maita Date 8/17/17

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: District Attorney Payroll Dept. No: 5.0
Title of Position: 7th Assistant District Attorney Base Salary of Position: \$49,500 Grade:
Filling at Step # (If Known):
Budget code and title: A.1165 110 District Attorney Salary Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 12996/ McCarty, Robert Date of Vacancy: 8/03/17
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other

Handwritten notes: Grant, 7/10/17, PC

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed. 17 7-10-17

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.

Administrator Signature L. B. M... Date 7/11/17

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 7/11/17

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice + Public Safety

The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Gerald Monte Date 8/15/17

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: District Attorney

DATE: July 7, 2017

- (a) Employee Name, Title and Employee No.: **Secretary to District Attorney**
- (b) Current Annual **Base** Salary (and Grade if Applicable): **\$49,000.**
- (c) Former Annual **Base** Salary (and Grade if Applicable): **\$52,089**
- (d) Effective Date for Salary Change:* **August 3, 2017**
*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
- (f) Justification of Request:
Salary adjustment due to experience.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: District Attorney Payroll Dept. No: 5.0
Title of Position: Secretary to District Attorney Base Salary of Position: \$49,000 Grade:
Filling at Step # (If Known):
Budget code and title: A.1165 110 District Attorney Salary Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 9656/ Smith-Eggleston, Deborah Date of Vacancy: 8/03/17
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 12-7-17

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.
Administrator Signature L.B. M... Date 7/11/17

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas Date 7/11/17

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice + Public Safety
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Arnold M... Date 8/15/17

RESOLUTION REQUEST FORM NO. 14

Request to Reclassify Position

DEPARTMENT NAME: District Attorney

DATE: July 7, 2017

- (a) Title of Reclassified Position: **Office Specialist**
- (b) Annual Salary of Reclassified Position (and Grade if Applicable):* **\$39,875 (Grade 7)**
*(This should be the Base Salary for the position if it is being filled by a new **(Step 10)** employee, or the salary, including longevities, for any existing employee who is filling the position.
- (c) Title and Employee Number of Position to be Deleted:
Senior Typist / 10531
- (d) Annual Salary of Position to be Deleted (and Grade if Applicable):* **\$34,270 (Grade 4)**
*(This should be the Base Salary for the position if it is being filled by a new employee, or the salary, including longevities, for any existing employee who is filling the position.
- (e) Effective Date:* **August 3, 2017**
*Please do not backdate unless the purpose is to correct an error.
- (f) Where are the Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
- A.1165 110 District Attorney Salaries \$39,875.**
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?:*
*This is necessary **BEFORE** bringing the request to committees.

Yes.

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: District Attorney

DATE: 7-7-17

- (a) Purpose of Request:
To establish policy to allow on call Assistant District Attorneys a \$250 per day allowance for on-call (weekend/holiday) arraignments.

- (b) Details:
To establish policy to allow on call Assistant District Attorneys a \$250 per day allowance for on-call (weekend/holiday) arraignments.

- (c) Previous Resolution Number:
N/A

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A.1165 110 District Attorney Salary Code \$ 28,500.

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS