



24-5585

**DATE:** May 7, 2024 (Item No. {{item.number}})

**TO:** Board of Supervisors

**FROM:** James R. Williams, County Executive

**SUBJECT:** Extend Unclassified Positions in PTS and Add Term-Limited Positions to TSS for CJIC Maintenance

### **RECOMMENDED ACTION**

Consider recommendations relating to the extension and addition of Criminal Justice Information Control (CJIC)-related positions.

Possible action:

- a. Introduce and preliminarily adopt Salary Ordinance No. NS-5.24.77, an Ordinance amending Santa Clara County Salary Ordinance No. NS-5.24 relating to compensation of employees adding nine term-limited Justice System Clerk II or Justice System Clerk I positions and one term-limited Program Manager I position in Technology Services and Solutions (TSS), and revising Footnote Nos. 861, 886, and 889 and adding Footnote Nos. 902, 903, and 904 to extend the expiration date for one unclassified Justice System Clerk I position, two unclassified Law Enforcement Records Specialist positions, one unclassified Law Enforcement Records Technician position, and one term-limited Program Manager I position in the Office of Pretrial Services (PTS). TSS positions shall expire at 11:59 p.m. on June 30, 2027, and PTS positions shall expire at 11:59 p.m. on December 31, 2024.
- b. Approve Request for Appropriation Modification No. 206 - \$380,000 transferring funds from the Public Safety Realignment (AB 109) Trust Fund to the TSS and PTS budgets, relating to the extension and addition of CJIC-related positions. (4/5 Vote)

### **FISCAL IMPLICATIONS**

There is no negative impact to the General Fund as a result of the recommended action. Approval of this action increases Salaries and Benefits expenditure in Fiscal Year (FY) 2023-2024 in PTS in the amount of \$380,000 offset by a transfer from the AB109 Trust Fund to extend 4.0 FTE unclassified positions and 1.0 FTE term-limited position. These funds will be rolled over into FY 2024-2025 to Salaries and Benefits expenses incurred by these positions. This action also transfers \$1,418,892 from the AB109 Trust Fund to TSS to fund the new, 10.0 FTE term-limited positions in FY 2024-25. The funding will remain in place through June 30, 2027, when the positions are set to expire.

## **REASONS FOR RECOMMENDATION AND BACKGROUND**

CJIC is a centralized and integrated system that plays a crucial role in the management and dissemination of criminal justice information among the law enforcement and criminal justice agencies in Santa Clara County. The primary purpose of CJIC is to store and manage a wide range of criminal justice information, providing a comprehensive and up-to-date repository. The Court implemented a new court management system called Odyssey, by Tyler Technologies, in November 2018. This was a step towards integrating the systems of law enforcement agencies, the Court, and other local, County, State, and Federal agencies. In the meantime, there is no data interface between CJIC and Odyssey.

CJIC needs specified staffing to ensure continuity of safety and justice operations, at least temporarily, until an alternative technical solution has been identified. CJIC currently requires critical data entry tasks so it may continue to serve as a relevant and comprehensive source of criminal justice information. In August 2021, PTS assumed full responsibility for all CJIC data processing from the Court, utilizing primarily temporary staff to fulfill CJIC-related duties. This solution, however, is unsustainable for PTS long-term, given its recent growth in caseloads and its vital role in the justice system. Removing the CJIC function from PTS will allow the department to focus on delivery of its core services, which include 24/7 jail-based risk assessments of arrestees, monitoring defendants released by the Court, ensuring client court order compliance, and reporting to the Court and justice partners. An alternate department—TSS—is better positioned to oversee the maintenance of CJIC with new, term-limited positions.

While several of the current positions performing CJIC duties in PTS are set to expire by the end of FY 2023-2024 (1.0 FTE Program Manager I, 2.0 FTE Law Enforcement Records Specialist, 1.0 FTE Law Enforcement Records Technician), extending the 5.0 FTE identified positions in PTS through the first half of FY 2024-2025 will allow for adequate time for the CJIC function to transition seamlessly to TSS. TSS will recruit for the newly added CJIC positions, providing stability of the work being performed.

The recommended actions will add 9.0 FTE Justice System Clerk II positions and 1.0 FTE Program Manager I to oversee the CJIC-related duties, set to expire on June 30, 2027. The role of a Justice System Clerk II is to handle all Court and County CJIC-related data entry in a timely and confidential manner with timely data processing and quality assurance. This includes tasks like multi-day pickups and drop-offs from various County and Court locations, as well as scanning and filing in confidentially shared folders. The Program Manager I position will serve as the primary contact for the Court and other public safety and justice departments and will be responsible for training and managing staff. These positions will be integrated in TSS – Public Safety and Justice team, overseen by an IT Director and IT Manager. The newly added positions in TSS will provide consistent support for CJIC data, ensuring essential operations that rely on this information system.

Employee Services Agency – Human Resources (ESA-HR) supports the recommended actions.

## **CHILD IMPACT**

The recommended action will have no/neutral impact on children and youth.

## **SENIOR IMPACT**

The recommended action will have no/neutral impact on seniors.

## **SUSTAINABILITY IMPLICATIONS**

The recommended action will have no/neutral sustainability implications.

## **CONSEQUENCES OF NEGATIVE ACTION**

Failure to approve the recommended action would adversely impact the CJIC Information System as it would not be properly maintaining after FY 2023-2024, negatively impacting the public safety and justice partners who rely on CJIC for daily operations.

## **STEPS FOLLOWING APPROVAL**

The Clerk of the Board of Supervisors is requested to send notifications of completed processing to Ameen Moslehi, Ruby Miranda, and Stephanie Gonzales in TSS, Flavio Barbosa in the Office of the County Executive, and Matthew Fisk and Belona Betkolia in the Office of Pretrial Services.

## **ATTACHMENTS:**

- F-85 No. 206
- NS 5 24 77 TSS Adding positions in TSS and extending the expiration date for 5 positions in PTS