



24-1859-01

DATE: February 6, 2024 (Item No. {{item.number}})

TO: Board of Supervisors

FROM: James R. Williams, County Executive

SUBJECT: Various position changes within the Office of the District Attorney

RECOMMENDED ACTION

Consider recommendations relating to various actions in the Office of the District Attorney.

Possible action:

- a. Final adoption of Salary Ordinance No. NS-20.23.07, an Ordinance amending Santa Clara County Executive Leadership Master Salary Ordinance No. NS-20.23 adding one Communications Director-District Attorney's Office position in the Office of the District Attorney; adding one Assistant District Attorney; and deleting one Unclassified Assistant District Attorney.
- b. Final adoption of Salary Ordinance No. NS-5.24.46, an Ordinance amending Santa Clara County Salary Ordinance No. NS-5.24 relating to compensation of employees adding one Unclassified Assistant to the District Attorney position in the Office of the District Attorney and amending the Salary Schedule to add the classification of Unclassified Assistant to the District Attorney.

FISCAL IMPLICATIONS

In Fiscal Year (FY) 2023-2024, the cost of the Communications Director-District Attorney's Office to be added is \$119,806 and the cost to add the unclassified Assistant to the District Attorney is \$88,166. The Office of the District Attorney will reduce Services and Supplies expenditure appropriation to ensure no negative impact to the County General Fund.

The annualized cost of the Communications Director-District Attorney's Office to be added is approximately \$288,890 and the cost to add the unclassified Assistant to the District Attorney is approximately \$210,088. The Office of the District Attorney will reduce Services and Supplies expenditure appropriation to ensure no negative impact to the County General Fund. These costs are subject to change if the FY 2024-2025 rates are updated.

REASONS FOR RECOMMENDATION AND BACKGROUND

The Santa Clara County District Attorney's Office (DAO) is the largest prosecuting agency in Northern California. The Office represents the law enforcement needs of Santa Clara County, which has a population exceeding 1.9 million residents in 15 cities, and the Office handles over 35,000 cases a year.

The DAO is requesting that the Board approve adding two new classifications: one Communications Director-District Attorney's Office—an executive leadership classification—and one Assistant to the District Attorney - Unclassified.

Employee Services Agency (ESA) has reviewed the needs of the DAO and conducted the appropriate study. ESA recommends the creation of a new job classification, Communications Director-District Attorney's Office, to address the need for a higher-level management position to be assigned the responsibilities of overseeing the expansion of the District Attorney's Office of Communication, the liaison responsibilities with other internal and external agencies, and the leadership role of this position among agencies throughout the county.

The need for significant oversight of responsibilities related to communication staff and function is critical to the operations within this elected office, and public communication is of paramount importance to the residents of Santa Clara County. The functions associated with this classification will be to advise the District Attorney on communications and media relations and strategies, and to establish a central mission on how all public communications for the Office are handled. It is critical to communicate effectively on all matters related to high profile crimes, issues of public and law enforcement integrity, and public safety in general. The addition of a Communications Director-District Attorney's Office position will allow the DAO to continue to meet its goal of developing key communication strategies for immediate and long-term goals identified by the District Attorney.

The Assistant to the District Attorney (U) is being created to focus on high-level demand for providing management and administrative services in support of executing processes and programs key to the functions of the District Attorney. The need to ensure the implementation of Board policies, while providing analytic support, strategic planning, policy analysis, and budgetary process oversight for the DAO, is critical to the successful operation of the Office. This position will assume the unclassified status provided under County Charter section 701(a)(5).

In addition, the Office currently has six (6) classified Assistant District Attorney positions and one unclassified Assistant District Attorney position. The unclassified position is provided for in County Charter section 701(a)(5). In order to enhance the consistency of the position classification this recommended action includes changing one Assistant District Attorney-Unclassified to classified.

Therefore, to recruit individuals who will be successful in the position and provide the highest quality of leadership, it is necessary to establish the appropriate classification that is reflective of the duties and typical tasks to be performed, and that specifies the knowledge, skills, abilities, and employment standards required. The recommended salary for the new classification of Communications Director-District Attorney's Office and Assistant to the District Attorney (U) will ensure a competitive package for recruitment and retention of individuals whose background and experience match the needs of these critical positions.

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

The recommended action would not proceed, and the position classification and salary range would not be created, and the appropriate level of oversight would not be reflecting the need of the Office of the District Attorney.

STEPS FOLLOWING APPROVAL

The Clerk of the Board of Supervisors is requested to send notifications of completed processing to Employee Services Agency, Executive Services: Patricia Carrillo, Quynh Truong, and Felicia Sanchez and ESA Agenda Coordinators: Staci Bjerk, Jennifer Paredes-Fricano, and Zullay Rodriguez, Employee Services Agency, Human Resources Department.

ATTACHMENTS:

- Ordinance NS-20 23 07
- NS-5.24.46 - ESA - New Classification Assistant to the District Attorney - Unclassified