

COUNTY OF SANTA CRUZ

Personnel Department

701 OCEAN STREET, SUITE 310
SANTA CRUZ, CA 95060

TELEPHONE: (408) 454-2600
FAX: (408) 454-2411
TDD: (408) 454-2123

March 18, 1999

Agenda: March 23, 1999

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

ADOPT RESOLUTION AND ORDINANCE TO IMPLEMENT CLASSIFICATION ACTION

Dear Members of the Board:

At the request of the District Attorney, the Personnel Department conducted a review of the Chief Deputy District Attorney classification. As you are aware, this classification is exempt and incumbents serve at the pleasure of the District Attorney. The current classification includes two allocated positions. One position with the working title of Chief Deputy DA-Prosecution provides day-to-day direction over attorney staff in the department. The other position is responsible for directing the day-to-day administrative functions of the department. Both positions currently require an attorney license, as both positions were required to act on behalf of the District Attorney in criminal matters if necessary.

The District Attorney is requesting the current class be changed to delete the administrative functions and reflect that it is a single-position class with day-to-day responsibility for the prosecution function and to allocate the other position with administrative responsibilities to a new single-position class of Chief Deputy District Attorney-Administration.

The Personnel Department's review of the duties of the latter position reveal that the position will be responsible for the day-to-day administrative functions of the department including fiscal, information services, facilities, personnel and clerical services. Unlike the current classification, this position will not act on behalf of the District Attorney in criminal matters nor supervise attorneys.

77

Therefore, the Personnel Department recommends the current Chief Deputy District Attorney be changed to reflect that it is a single-position classification with responsibility for direction of prosecution activities and to act on behalf of the District Attorney in criminal matters. No change in the salary range or license requirement is recommended. It is further recommended that a new single-position classification of Chief Deputy District Attorney-Administration be established for the position responsible for administrative functions in the department and placed at the same salary range as Chief of Administrative Services-9A (\$5318-7126 monthly).

Both positions in the current class are exempt from Civil Service and no change is proposed. However, the County Code Section 3.12.040 which lists positions excluded from Civil Service should be amended to reflect the proposed change in title of the administrative position to Chief Deputy District Attorney-Administration. Such an amendment requires a four-fifths vote by your Board and a majority of the Civil Service Commission.

It is therefore RECOMMENDED that your Board:


1. Adopt the attached resolution to amend Resolution No. 279-75 to establish the class of Chief Deputy District Attorney-Administration as described above.
2. Consider in concept the attached ordinance to amend County Code Section 3.12.040 to clarify that the class of Chief Deputy District Attorney-Administration is exempt from Civil Service and refer to the Civil Service Commission for required action.

Very truly yours,




Ronald Ruiz
District Attorney

Very truly yours,



Dania Torres Wong
Personnel Director

RECOMMENDED:



for SUSAN A. MAURIELLO
County Administrative Officer

BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

RESOLUTION NO.

On the motion of Supervisor
duly seconded by Supervisor
the following resolution is adopted:

RESOLUTION AMENDING SALARY RESOLUTION NO. 279-75

BY ADDING OR DELETING CERTAIN CLASSES

(Amendment No.)

WHEREAS, this Board of Supervisors on June 25, 1975 adopted Resolution No. 279-75 establishing the compensation of County officers, deputies, assistants and employees; and

WHEREAS, the Personnel Director has recommended that classes be established, re-titled, or placed at a different salary range; and

WHEREAS, it is now desirable and necessary to amend said resolution to effect said change.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that Resolution No. 279-75 be amended by adding the following class:

<u>Class</u>	<u>Range</u>
Chief Deputy District Attorney-Administration	9A

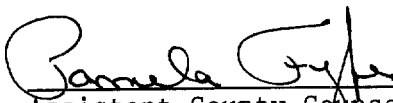
PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this ____ day of _____, 1999, by the following vote:

AYES: SUPERVISORS
NOES: SUPERVISORS
ABSENT: SUPERVISORS

JEFF ALMQUIST, Chairperson of the Board

ATTEST: _____
Clerk of the Board

Approved as to form:



Assistant County Counsel

cc: Auditor-Payroll, DA, Personnel(2).

ORDINANCE NO.

ORDINANCE AMENDING SECTION 3.12.040 TO THE SANTA CRUZ COUNTY
CODE RELATING TO COUNTY EMPLOYEES

The Board of Supervisors of the County of Santa Cruz ordains as follows:

Section I

Section 3.12.040(L) of the Santa Cruz County Code is hereby amended to read as follows:

3.12.040 **Exemptions from Civil Service.**

All County employees shall be included in the Civil Service Systems hereby adopted except that the following officers and employees are declared exempt from the provisions hereof

L. The following particular classifications or officers:

29. Chief Deputy District Attorney - Administration

This ordinance shall take effect on the 31st day after the date of final passage.

PASSED AND ADOPTED THIS ____ day of _____, 1999, by the Board of Supervisors of the County of Santa Cruz by the following vote:

AYES: SUPERVISORS
NOES: SUPERVISORS
ABSENT: SUPERVISORS
ABSTAIN: SUPERVISORS

Chairperson of the
Board of Supervisors

Attest: _____
Clerk of the Board

APPROVED AS TO FORM:

Ellen Javis 3.18.99

DISTRIBUTION: County Counsel
District Attorney