



County of Santa Cruz⁰⁶³

DISTRICT ATTORNEY'S OFFICE

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**KATHRYN CANLIS
DISTRICT ATTORNEY**

AGENDA: January 9, 2001

December 27, 2000

Board of Supervisors
County of Santa Cruz
701 Ocean Street, Room 500
Santa Cruz, California 95060

RE: Gross Pay Adjustment

Dear Members of the Board:

It is the request of the District Attorney's Office to correct an error that created a situation in which Frank Espinosa, District Attorney Inspector II did not receive his step increase.

Mr. Espinosa was due his step advancement on August 5, 2000, however, the necessary Personnel Action Form was not provided to the Personnel Department for processing and Mr. Espinosa failed to receive his advancement. To correct this oversight, it is necessary that a Gross Pay Adjustment be submitted in the amount of \$1,128.75. The department has taken steps to correct these issues by establishing a policy of bi-weekly review of the payroll reports in October 2000.

The Personnel Department and Auditor-Controller has reviewed this recommendation and is in agreement.

IT IS THEREFORE RECOMMENDED that your Board approve the Gross Pay Adjustments for Frank Espinosa, District Attorney Inspector II, in the amount of \$1,128.75.

RESPECTFULLY,

KATHRYN CANLIS
DISTRICT ATTORNEY


MICHAEL S. MCFARLAND
CHIEF DEPUTY - ADMINISTRATION

RECOMMENDED:



SUSAN A. MAURIELLO
COUNTY ADMINISTRATIVE OFFICER