RESOLUTION - ACTION REQUESTED 2014-78

MEETING: February 25, 2014

TO: The Board of Supervisors

FROM: Thomas Cooke, District Attorney

RE: Approve Flex Class Promotion Legal Secretary I/II

RECOMMENDATION AND JUSTIFICATION:
Approve the Flex Class Promotion of a Legal Secretary I to a Legal Secretary II within the District Attorney Budget effective February 1, 2014; Approve Budget Action Transferring Funding Within the District Attorney Budget to Accommodate the Promotion ($725).

The Legal Secretary I/II classification is a flex position and incumbents normally advance to the higher level after gaining experience and achieving proficiency which meets the requirements for Legal Secretary II. The incumbent has been a Legal Secretary I for over four years, is qualified and meets the County's requirements to be promoted to the Legal Secretary II classification. Currently the incumbent is at Grade 134 Step 5 with an annual salary of $33,827.04, with Board approval the promotion will increase to Grade 136 Step 5 with an annual salary of $35,559.68.

Salary savings from a vacant Deputy District Attorney III position will be used to offset the additional cost of the promotion through the remainder of this fiscal year, which is accomplished with the budget action.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Board has previously approved Flex Class Promotions after the incumbent becomes eligible.

In the past, this promotion would not require Board approval but in January 2013, the Board renewed the hiring/promotion moratorium. Per current policy, all promotions require Board approval.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
Deny the request and provide another direction.

FINANCIAL IMPACT:
Salary savings from a vacant Deputy District Attorney III position are being used to offset the additional cost of the Flex Class Promotion request

ATTACHMENTS:
Budget Action Form (PDF)

CAO RECOMMENDATION
Requested Action Recommended

Rick Benson, County Administrator

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Merlin Jones, District II Supervisor
SECONDER: Janet Bibby, District III Supervisor
AYES: Stetson, Jones, Bibby, Cann, Carrier
## BUDGET ACTION FORM

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEP/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>0212-517</td>
<td>01-84</td>
<td>Legal Secretary II</td>
<td></td>
<td>$725.00</td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>0212-517</td>
<td>01-13</td>
<td>Deputy District Attorney III</td>
<td></td>
<td></td>
<td>$725.00</td>
</tr>
</tbody>
</table>

**TOTALS** $725.00 $725.00

## TRANSFER BETWEEN FUNDS

<table>
<thead>
<tr>
<th>DEBIT</th>
<th>CREDIT</th>
</tr>
</thead>
</table>

**TOTALS**

**ACTION REQUESTED:** (Check all that apply)

- [ ] Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or transferring appropriation from Contingencies
- [X] Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit.

**JUSTIFICATION:**

Fund the Flex Class Promotion of a Legal Secretary I to a Legal Secretary II

Effective February 1, 2014.

**DEPT HEAD SIGNATURE**

**DATE** 28-Jan-14

**APPROVED BY RES NO.** 14-78

**CLERK**

**DATE** 2-25-14

**DEPARTMENT** DISTRICT ATTORNEY

**AUDITOR’S USE ONLY**

**BA #**

Budget Revision Form Revised 12/18