

DEPARTMENT: County Counsel BY: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes () No(X))

Adopt this resolution approving the attached new class specification for the position of Advocate at a salary range of 100 (\$1,556-1,891), deleting the existing extra-help specialized class specification of Victim/Witness Advocate, and transferring extra-help currently working under an Extra-Help Agreement as a Victim/Witness Advocate to the new class designation of Advocate at Step 1 of that salary range.

By its action on November 18, 1997 per Resolution 97-436, the Board approved the addition of an 80% permanent part-time Advocate position which is fully funded by the previously approved SRVP grant (97-303). This requested action creates the class specification necessary to effect this new 80% permanent part-time position. Further, this action approves the transfer to the new classification at Step 1 of the requested salary range of an additional extra-help Victim/Witness Advocate working under a separate grant and currently assigned to the Domestic Violence Unit. Funding is available through this grant program to accommodate the necessary salary increase concomitant with the transfer to the new class. The existing hourly rate for the extra-help specialized class is \$8.41; the proposed new hourly rate, at Step 1 of Range 100, is \$8.97. A current salary analysis was conducted both internally and with our comparable counties to determine the recommended salary range based on classifications within the Victim/Witness program, and the proposed compensation is believed to be equitable for this classification.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

The extra-help class specification of Victim/Witness Advocate was created by the Board in December, 1994 to augment the program requirements for an advocate. Subsequent to that time, the District Attorney's Office has received additional grants in the closely-related areas of Domestic Violence and Statutory Rape Vertical Prosecution (SRVP). The new class specification has been written to address the needs of all programs providing services to crime victims but does not identify it with one specific program. It continues to maintain the mandatory services required to be provided by the Office of Criminal Justice Planning (OCJP) because the majority of funding is received through that office.

In addition to the 80% permanent part-time position approved by the Board on November 18, 1997, one current extra-help contract exists that would be affected by this change in class specification and salary range. Sufficient funds are available in the respective grants to offset any salary increases realized by this recommended action.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Do not approve this requested class specification and salary range.
2. Make any changes deemed necessary by the Board.

COSTS: (X) Not Applicable
A. Budgeted current FY \$ _____
B. Total anticipated costs \$ _____
C. Required additional funding \$ _____
D. Internal transfers \$ _____

SOURCE: () 4/5ths Vote Required
A. Unanticipated revenues \$ _____
B. Reserve for contingencies \$ _____
C. Source description: _____
Balance in Reserve for Contingencies, _____
if approved: \$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

CLERK'S USE ONLY:
Res. No.: 92-421 Ord. No. _____
Vote - Ayes: _____ Noes: _____
Absent: Reilly Abstained: _____
Approved _____ () Denied _____
() Minute Order Attached () No Action Necessary

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:
 Recommended
 Not Recommended
 For Policy Determination
 Submitted with Comment
 Returned for Further Action

The foregoing instrument is a correct copy of the original on file in this office.
Date: _____

ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: _____
Deputy

Comment: _____

A.O. Initials: JA