

County of Santa Clara

Employee Services Agency

Department of Human Resources



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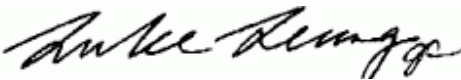
Prepared by: Cleo Howell
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Reviewed by: Karen Hodskins
Human Resources Manager

Submitted by: Joanne Cox
Human Resources Director

DATE: June 17, 2009

TO: Board of Supervisors

FROM: 
Luke Leung
Deputy County Executive

SUBJECT: Adoption of New Job Specifications for the Office of the District Attorney.

RECOMMENDED ACTION

Consider the proposed revision to the FY 2010 Recommended Budget from Employee Services Agency related to the Office of the District Attorney. .

Possible actions:

- a. Approve two new job specifications for the classifications of Victim Compensation Supervisor and Victim Compensation Representative.
- b. Refer item for final consideration and approval for budget hearing scheduled for June 19, 2009.

FISCAL IMPLICATIONS

Currently, the activities of the victim compensation program run by Silicon Valley FACES are funded through grant revenues. The proposed transition to convert the Victim Witness Assistance Program to a County-run program would utilize the same revenue stream and not require added support from the County General Fund.

The recommended action will have no impact on the General Fund as reflected in the County Executive's FY 2010 Recommended Budget.

CONTRACT HISTORY

Not applicable.

REASONS FOR RECOMMENDATION

The County Executive's FY 2010 Recommended Budget includes a recommendation to create the Victim Witness Services Program, a new unit within the Office of the District Attorney and add two new classifications, Victim Compensation Supervisor and Victim Compensation Representative.

BACKGROUND

The Office of the District Attorney (DA) is mandated under state law to help victims negotiate the criminal justice processes and inform them of their rights. The program expenditures are fully off-set by a grant from the California Victim Compensation and Government Claims Board and from the California Emergency Management Agency. For many years the DA has sub-contracted these victim services to a not-for-profit organization currently located in San Jose and known as Silicon Valley FACES.

The current contractual relationship between the County and Silicon Valley FACES expires on June 30, 2009. As a result, the DA's Office 2010 Budget contains a recommendation to transfer services from Silicon Valley FACES to services provided within the County, requiring the creation of a new unit, Victim Witness Services Program and the addition of two new classifications, Victim Compensation Supervisor and Victim Compensation Representative.

The Victim Compensation Supervisor is a single position/classification responsible to supervise, plan, organize and coordinate the activities and staff that provide compensation reimbursement assistance to victims of crime. The Victim Compensation Supervisor classification will supervise the Victim Compensation Representative classification. This class is allocated to CEMA. The effective monthly salary for the Victim Compensation Supervisor is \$5,961.68 - \$7,196.87.

The Victim Compensation Representative classification will assist victims of crime by informing them of their rights; assisting them in applying for compensation claims; providing benefit eligibility assessment, analysis, verification and processing of claims, and ensuring victims receive reimbursement of financial losses. As part of the FY 2010 Budget, the DA's Office proposes to add five Victim Compensation Representative positions. This class is allocated to SEIU Local 521. The effective monthly for this position is \$5,180.69 - \$6,270.23.

No other County classification exists that possesses the knowledge and skills necessary to perform the mandates of the Victim Witness Services Program. Therefore, two new classifications, Victim Compensation Supervisor and Victim Compensation Representative are proposed to be established and compensated consistent with its level of responsibilities.

County Employees Management Association (CEMA) and SEIU Local 521 concurs with this recommendation.

CONSEQUENCES OF NEGATIVE ACTION

Without creation of these two new classifications, the positions proposed for the Office of the District Attorney in the County Executive's proposed budget, if improved, will not be added.

STEPS FOLLOWING APPROVAL

Upon approval and adoption by the Board, the Clerk of the Board is requested to send Keyboard notification to Mary Ann Barrous, Human Resources Analyst, at Employee Services Agency.

ATTACHMENTS

- Victim Compensation Supervisor Job Specification
- Victim Compensation Representative Job Specification