



Contra
Costa
County

To: Board of Supervisors
From: Mark Peterson, District Attorney
Date: August 2, 2016

Subject: Add one Clerk - Senior Level position and one V/W Assist. Prog. Spec.

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21886 to add one (1) Clerk – Senior Level (JWXC) (represented) position at salary plan and grade 3RX 1033 (\$3,210 - \$4,100) and one (1) Victim/Witness Assistance Program Specialist (65SA) (represented) position at salary plan and grade QV5 1191 (\$3,619 - \$4,399) in the District Attorney's office.

FISCAL IMPACT:

\$154,500, 100% State.

BACKGROUND:

The Victim/Witness Program provides constitutionally mandated direct services under Marsy's Law to victims and witnesses of crime, and establishes and maintains working relationships with law enforcement agencies and community based organizations. The Program Specialist would be assigned to a Family Justice Center. This funding allows the office to support its FJC partners at the level that was initially envisioned.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/02/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: August 2, 2016

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Chris Heck, Deputy

Contact: Cherie Mathisen,
925-957-2234

cc: Cherie Mathisen

BACKGROUND: (CONT'D)

The advocate will provide direct services to all victims of sexual assault, domestic violence, elder abuse and human trafficking, and support all agencies in the collaborative assistance of victims of crime and their families. As contemplated by the Victim/Witness Assistance Grant augmented funding, additional clerical support is needed to support the mission of the Program. The Program has grown from 5 advocates to 15 advocates in the past three years; numbers which do not include the staff in this request. A Senior Level Clerk will provide direct support to victims of crime with information and guidance pursuant to Marsy's Law, and also support the Program Manager, Lead Clerk and Program Specialists.

CONSEQUENCE OF NEGATIVE ACTION:

The California Governor's Office of Emergency Services Criminal Justice/Emergency Management and Victim Services Branch has provided additional grant funding that will allow the District Attorney's office to increase staffing to better serve the Contra Costa Community. If this action is not approved, the Victim Witness Program Manager would not have the necessary clerical support in the Victim / Witness Program unit and no Program Specialist support assigned to the Family Justice Center and partners.

CHILDREN'S IMPACT STATEMENT:

No Impact.

ATTACHMENTS

Position Adjustment Resolution No. 21886