



Contra
Costa
County

To: Board of Supervisors
From: Diana Becton, District Attorney
Date: January 21, 2020

Subject: Add one (1) Legal Assistant in the District Attorney's Office.

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22574 to add one (1) full-time Legal Assistant (2Y7B) (represented) position in the District Attorney's Office.

FISCAL IMPACT:

A Neighborhood Court position is budgeted for \$90,000 in FY 2019-20 and \$93,233 in FY 2020-21 as part of the Community Corrections Partnership and AB109 Public Safety Realignment Program. The Legal Assistant position will serve as the staff position for the DA's Neighborhood Court program.

BACKGROUND:

The Board of Supervisors approved Resolution 2019/47 on May 7, 2019 to authorize the modification, addition and deletion of certain positions in affected departments. Effective July 1, 2019, the District Attorney's Office was authorized to add one (1) full-time "Neighborhood Courts Director" position. The District Attorney's Office now seeks to fill the newly added position with the Legal Assistant classification. The Legal Assistant will act as liaison between Neighborhood Courts Adjudicators, City agencies, public, community organizations, attorneys, participants, and victims/advocates as part of the Community

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/21/2020** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, 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: January 21, 2020

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

By: June McHuen, Deputy

Contact: Jason Chan, (925)
957-2234

cc:

Corrections Partnership and AB109 Public Safety Realignment Program.

CONSEQUENCE OF NEGATIVE ACTION:

The District Attorney's Office will be unable to implement the Neighborhood Courts Program.

ATTACHMENTS

P300 22574