

DEPARTMENT OF  
**HUMAN RESOURCES**

Our Mission: To create a thriving organization, providing meaningful careers in public service.

March 21, 2017

Mary Hao  
DIRECTOR

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Board of Supervisors  
County of Marin  
3501 Civic Center Drive  
San Rafael, CA 94903

**SUBJECT:** Approve creation of the class of DA Attorney Program Manager (2525)

Dear Board Members:

**RECOMMENDATION:** It is the recommendation of the Human Resources Department that your Board adopt the following actions, effective March 26, 2017:

1. Establish the class of DA Attorney Program Manager (2525); approve the class specification and following salary range:

Base Salary	Step 1	Step 2	Step 3	Step 4	Step 5
Hourly Rate:	\$70.20	\$73.71	\$77.40	\$81.27	\$85.33
Bi-Weekly Salary:	\$5,616	\$5,897	\$6,192	\$6,502	\$6,826
Monthly Salary:	\$12,168	\$12,776	\$13,416	\$14,087	\$14,791
Annual Salary:	\$146,016	\$153,317	\$160,992	\$169,042	\$177,486

2. Assign to BU-FG 2102, 80 hours biweekly
3. Reclassify the incumbent in position 25240005 from the class of District Attorney IV (2524) to DA Attorney Program Manager (2525)

**SUMMARY:**

The District Attorney requested a classification review of a Deputy District IV in the District Attorney's Office who is responsible for managing the activities and operations of a range of units, including Consumer and Environmental Protection, Mediation, Insurance and Real Estate Fraud, Major Financial Crimes, and Public Integrity. The incumbent also acts as the County's designee for conducting animal hearings for Marin County animal services, adjudicates parking appeals on behalf of the Marin County Parking Authority, and manages the County's Bad Check Diversion program. In addition to the classification review, the DA has proposed a departmental reorganization. Specifically, the DA has proposed to expand assigned duties to the existing Consumer Protection unit by including the prosecution of financial crimes including elder financial abuse, real estate fraud, insurance fraud, asset forfeiture, civil prosecution of hate crimes, and public integrity matters. The unit will be renamed "Special Operations".

Human Resources reviewed the DA's proposed reorganization and considered three options as part of their review:

1. Maintain District Attorney IV classification (status quo)
2. Create new classification to acknowledge unique duties and reclassify the incumbent in position 25240005 into the class (HR recommended)
3. Add a Chief Deputy District Attorney position, fill through department promotion, and delete a vacant position once filled (DA's request)

**RECOMMENDATION**

Based on our review and to maintain consistency across the organization, we recommend option #2, the creation of a District Attorney Program Manager, since some of the duties are beyond the scope of the Deputy District Attorney IV. We have determined that the DA Attorney Program Manager is the appropriate job class for the duties described in the proposed reorganization and do not believe the duties would warrant an upgrade to the Chief Deputy District Attorney classification.

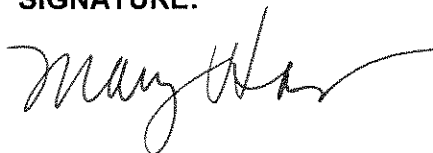
**FISCAL IMPACT:** The total annual cost of the HR recommended option to reclassify the incumbent to the new class of DA Attorney Program Manager is approximately \$12,000 annually, including benefits. For your Board's information, the DA's request for a Chief Deputy District Attorney position (top step salary of \$186,368) would result in increased cost of \$26,000 annually, including benefits. The increased costs will be fully offset by available consumer protection revenues.

Please let me know if you have any questions or concerns.

**REVIEWED BY:**

<input checked="" type="checkbox"/> County Administrator	<input type="checkbox"/> N/A
<input type="checkbox"/> Department of Finance	<input checked="" type="checkbox"/> N/A
<input type="checkbox"/> County Counsel	<input checked="" type="checkbox"/> N/A
<input checked="" type="checkbox"/> Human Resources	<input type="checkbox"/> N/A

**SIGNATURE:**



Mary Hao  
Director of Human Resources

cc: Edward Berberian, District Attorney  
Barry Borden, Assistant District Attorney  
Dan Eilerman, Assistant County Administrator  
Angela Nicholson, Assistant County Administrator  
Peggy Toth, District Attorney Administrator, DA  
Bret Uppendahl, Budget Manager, CAO  
Kristi Villareal, Management & Budget Analyst, CAO