

February 7, 2006

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

SUBJECT: Reallocate a Legal Process Assistant and a Legal Process Specialist position to create Senior Secretary position.

Dear Supervisors:

RECOMMENDATION:

Request from the Chief Probation Officer to:

- Delete a 1.0 FTE Legal Process Assistant II position (budget center 332, class 1415, position# 00885.
- Delete a 1.0 FTE Legal Process Specialist position (budget center 332, class 1417, position# 00660.
- Create a 1.0 FTE Senior Secretary position, class 1339, in budget center 332.

DISCUSSION:

In order to better utilize existing personnel resources, the Probation Department would like to delete two vacant positions and use the existing funds to create a Senior Secretary position, which will support increasing administrative and programmatic responsibilities.

FISCAL IMPACT:

The cost savings of deleting a Legal Assistant II and a Legal Process Specialist is \$107,839 on an annual basis. Creating a Senior Secretary, at step 3 will cost approximately \$70,155 annually. This leaves a salary savings of \$37,684.

REVIEWED BY:

<input checked="" type="checkbox"/>	Auditor-Controller	<input 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

Respectfully submitted,

William R. Burke
Chief Probation Officer

Cc: Katie Gaier, Deputy Director Human Resources
Samantha Klein, Administrative Analyst