



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: District Attorney
Department No.: 021
For Agenda Of: March 2, 2021
Placement: Departmental
Estimated Time: 5 minutes
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director Joyce E. Dudley, District Attorney, x82306
Contact Info: Michael Soderman, Chief Financial & Administrative Officer, x82303
SUBJECT: Extra-Help Services and Retirement Waiver for District Attorney's Office

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: SBCERS

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) In accordance with California Government Code Section 7522.56(f)(1), certify that the appointment of retired County employee Julie Rotta, Restitution Specialist, is necessary to fill a critical need in the District Attorney's Office before 180 days have passed from her date of retirement; and
- b) Approve and authorize the District Attorney's office to appoint retired employee, Julie Rotta, as an Extra Help employee to provide training on a part time basis not to exceed 960 hours of annual service; and
- c) Determine that the above actions are not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sections 15378(b)(4) and 15378(b)(5) because they consist of government administrative or fiscal activities that will not result in direct or indirect physical changes in the environment.

Summary Text: The purpose of this item is to request that your Board certify that there is a critical need to allow the District Attorney's Office to hire retired Legal Office Professional Senior (Restitution Specialist) Julie Rotta as an Extra-Help employee before 180 days have passed from her date of retirement. Ms. Rotta would be hired to assist the District Attorney's Office with restitution cases and provide training to her replacement. Ms. Rotta retired as a Restitution Specialist on February 2, 2021. While the Office

was aware that Ms. Rotta was planning to retire, the exact timeframe was unknown. Ms. Rotta provided a one-month notice of her retirement, which was not enough time to hire and train another Restitution Specialist to cover this complex and specialized area.

The Restitution Specialist position is assigned to the District Attorney's Victim-Witness Assistance Unit. The Restitution Specialist is responsible for tracking criminal case activity related to court-ordered restitution that is owed to both victims of crime and the Victim Compensation Program, which is a state program that pays for crime-related expenses. The purpose of the Restitution Specialist position is to hold criminal offenders accountable for victims' financial losses. Continuity of service for this position is critical to our ability to serve victims. Any lapse in the duties of this position being performed could severely impact victims of crime in Santa Barbara County. The District Attorney's Office anticipates that Ms. Rotta will be needed in this role for approximately six months to one year, for no more than 960 hours.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

It is anticipated that Ms. Rotta will provide restitution case support and training up to 960 hours. In accordance with California Government Code section 7522.56(d), Ms. Rotta will perform this work at a salary rate that does not exceed the maximum authorized in the County's salary table for Legal Office Professional SR. The EXH position cost will be covered by existing budgeted funds, and will not result in an increase to GFC.

Staffing Impacts: None

Special Instructions:

Please return one (1) minute order to John DeAlba, DA Department Business Specialist (x82434)

Authored by:

John DeAlba, Department Business Specialist