



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 12, 2024
Placement: Departmental
Estimated Time: 5 minutes
Continued Item: No
If Yes, date from:
Vote Required:

TO: Board of Supervisors
FROM: Department Director(s): John T. Savrnoch, District Attorney; (805)568-2308
Contact Info: Michael Soderman, Chief Financial & Administrative Officer;
(805) 568-2303

SUBJECT: Extra-Help Services and Retirement Waiver for District Attorney's Office

County Counsel Concurrence

As to form: Yes

Other Concurrence:

As to form: N/A

Auditor-Controller Concurrence

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 Elaine Contreras is necessary to fill a critical need in the District Attorney's Office before 180 days have passed from her date of retirement;
- b) Approve and authorize the District Attorney's Office to appoint retired employee Elaine Contreras as an Extra-Help employee to assist in the 2024 implementation of the District Attorney's new case management system (CMS) on a part-time basis, not to exceed 960 hours of annual service, with an effective start date of April 1, 2024; and
- c) Determine that the above actions are organizational and administrative activities of government that are not a project under the California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(5) of the CEQA Guidelines.

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 Program Business Leader Elaine Contreras as an Extra-Help employee before 180 days have passed from her date of retirement. Ms. Contreras would be hired to assist the District Attorney's Office with the implementation of their new case management system, eProsecutor, which is currently planned to go live in summer 2024.

Ms. Contreras has extensive experience with the District Attorney's Office. She has served as the District Attorney's Legal Support Manager since January 2020. Previously, Ms. Contreras served as the District Attorney's Legal Office Professional Supervisor in the Santa Barbara branch for six years, supervising all of the legal support staff in the Santa Barbara branch.

In her role as Legal Support Manager, Ms. Contreras has played a critical role in the implementation of eProsecutor and her expertise is critical to the successful implementation of the new system. Ms. Contreras' last day of work is March 31, 2024. The District Attorney's Office is currently scheduled to go live with eProsecutor in the spring of 2024. It is crucial that Ms. Contreras be available to assist with the launch and go-live process. Having been closely involved in the architecture and development of the new system, Ms. Contreras possesses an in-depth understanding of the new system and her leadership skills in this area are unparalleled. Ms. Contreras is a key member of the implementation team, and the continuity of her presence could be a determining factor in the Office's success during the first month with the new system. Her expertise and knowledge are irreplaceable in the short period of time before go-live, and no one is better suited to support and guide the staff through this significant transition.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

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

Staffing Impacts:

There are no staffing impacts.

Special Instructions:

Please return the following items to John DeAlba, DA Department Business Specialist:

1. One (1) Minute Order

Authored by:

John DeAlba, Department Business Specialist; (805) 568-2434