

Memo

To: Personnel Director Coral Ferrin
From: District Attorney Matt Rogers *MDR*
Date: January 8, 2024
Re: Proposed PAL Changes – Victim Services

The Tehama County Victim Services Program has been part of the District Attorney's Office for over twenty years. In that time, it has grown from a staff consisting of a Victim Services Coordinator and Part-Time Advocate to a Victim Services Coordinator, three Full-Time Advocates and an Office Assistant. Victim Services is funded 100% by grants administered through CalOES and receives no general fund money. In the Fall of 2023 we assumed administration of the CalOES Victim-Services XC Victims Gaps Grant (XC Grant). Funding for the XC Grant is managed through budget unit 20113.

In order to administer the XC Grant we are requesting to add to the Position Allocation List (PAL) the following:

- One full-time (1.0) Victim Services Advocate I/II, Limited Term, with a sunset of 12/21/24.
- One .10 Victim Services Coordinator, Limited Term, with a sunset of 12/21/24. The remaining .90 Victim Services Coordinator position will be paid for with our Victim Witness Grant.

The proposed PAL change will have no impact to the general fund and will not impact the PAL with respect to budget unit 2011 - Victim/Witness. These proposed PAL changes will enable our office to fully utilize CalOES grant funding for its intended purpose.