

**Division:** District Attorney Administration

**Program Characteristics:**

**Program Description**

The Human Resources (HR) Unit provides essential personnel and workforce support for MCDA, ensuring that employment practices are consistent, compliant, and supportive of effective operations. The unit manages employee and labor relations, recruitment and selection, classification and compensation, performance management, and leave administration, and oversees compliance with County policies and collective bargaining agreements.

HR supports managers and supervisors by providing guidance on performance management, labor agreement interpretation, and workplace expectations. The unit also supports employees through processes such as internal investigations, reasonable accommodation requests, medical leave coordination, and helping ensure fair and consistent application of employment standards.

In addition, the HR Unit plays a central role in attracting and retaining a qualified workforce by supporting accessible recruitment practices and fostering a professional workplace culture. Through strong HR systems and practices, the unit supports staff well-being, operational stability, and MCDA's ability to serve the community effectively.

**Equity Statement**

The Human Resources Unit promotes equity by supporting inclusive recruitment practices, reducing barriers in hiring, and providing guidance on fair and consistent workforce management. Aligned with the County's Workforce Equity Strategic Plan, the unit supports training and data-informed practices that help build a workforce reflective of the community MCDA serves.

**Revenue/Expense Detail**

	<b>2026 General Fund</b>	<b>2026 Other Funds</b>	<b>2027 General Fund</b>	<b>2027 Other Funds</b>
Personnel	\$430,780	\$0	\$607,277	\$0
Contractual Services	\$5,000	\$0	\$5,000	\$0
Materials & Supplies	\$7,000	\$0	\$10,069	\$0
Internal Services	\$3,985	\$0	\$1,108	\$0
<b>Total GF/non-GF</b>	<b>\$446,765</b>	<b>\$0</b>	<b>\$623,454</b>	<b>\$0</b>
<b>Total Expenses:</b>	<b>\$446,765</b>		<b>\$623,454</b>	
<b>Program FTE</b>	2.00	0.00	3.00	0.00
<b>Program Revenues</b>				
Service Charges	\$175,717	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$175,717</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Performance Measures**

<b>Performance Measure</b>	<b>FY25 Actual</b>	<b>FY26 Estimate</b>	<b>FY27 Target</b>
Number of new hires	56	40	40