

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

	2026 General Fund	2026 Other Funds	2027 General Fund	2027 Other Funds
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
Total GF/non-GF	\$446,765	\$0	\$623,454	\$0
Total Expenses:	\$446,765		\$623,454	
Program FTE	2.00	0.00	3.00	0.00
Program Revenues				
Service Charges	\$175,717	\$0	\$0	\$0
Total Revenue	\$175,717	\$0	\$0	\$0

Performance Measures

Performance Measure	FY25 Actual	FY26 Estimate	FY27 Target
Number of new hires	56	40	40