



**Program #15005B - Human Resources - 1.00 HR Analyst Position** **FY 2025 Department Requested**

**Department:** District Attorney **Program Contact:** Vi Ton  
**Program Offer Type:** New Request **Program Offer Stage:** Department Requested  
**Related Programs:**  
**Program Characteristics:** Out of Target

**Executive Summary**

The Human Resources Unit's 1.0 HR Manager and 1.0 HR Analyst are responsible for recruitment strategies and hiring all staff; coordinating with our represented unions on union/collective bargaining issues; handling candidate background investigations; and acting as a resource for staff members on anything related to their employment status, as well as providing detailed information relevant to their employment and making them feel welcome. As MCDA's staff has grown to more than 200 employees, interns, and volunteers, MCDA is requesting an additional HR professional to assist with the workload.

**Program Description**

The MCDA HR Unit is committed to facilitating a culture where applicants supported and valued during the hiring process. MCDA HR wants employees to feel valued and supported throughout onboarding, and during the duration of their career at MCDA. HR is responsible for the recruitment strategies and hiring of all staff; coordinating with our represented unions on union/collective bargaining issues; handling candidate background investigations; and acting as a resource for staff members on anything related to their employment status, as well as providing detailed information relevant to their employment and making them feel welcome. Fostering a strong, stable, flourishing workforce enables our agency to provide exemplary public safety service for a safe and thriving community for everyone.

This position will help to grow and diversify our applicant pool. Additionally, this position will be designed to grow our presence and welcome underrepresented communities whose voices and leadership are needed. This is a pivotal piece of our evolving outreach efforts to become a culturally responsive agency that engenders safety, trust, and belonging.

**Performance Measures**

Measure Type	Performance Measure	FY23 Actual	FY24 Budgeted	FY24 Estimate	FY25 Target
Output	Recruitment of Human Resources Analyst 2 position	N/A	N/A	N/A	1
Outcome	Hire of Human Resources Analyst 2 position	N/A	N/A	N/A	1

**Performance Measures Descriptions**

Yes = 1, No = 0

**Revenue/Expense Detail**

	<b>Adopted General Fund</b>	<b>Adopted Other Funds</b>	<b>Department Requested General Fund</b>	<b>Department Requested Other Funds</b>
<b>Program Expenses</b>	<b>2024</b>	<b>2024</b>	<b>2025</b>	<b>2025</b>
Personnel	\$0	\$0	\$139,919	\$0
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$0</b>	<b>\$139,919</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$0</b>		<b>\$139,919</b>	
<b>Program FTE</b>	0.00	0.00	1.00	0.00

<b>Program Revenues</b>				
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues**

**Significant Program Changes**

Last Year this program was: FY 2024: 15003 Finance/Human Resources