

**MEMORANDUM
PERSONNEL DEPARTMENT
COUNTY OF PLACER**

To: Board of Supervisors

From: Placer County Civil Service Commission/Personnel Department
Placer County District Attorney's Office

By: Nancy Nittler, Personnel Director *NN*

Date: August 21, 2012

Subject: Recommendation from the Civil Service Commission regarding the Chief District Attorney Investigator classification and a recommendation from the Personnel Department and the District Attorney's Office for salary adjustments to the Supervising District Attorney Investigator and the Chief District Attorney Investigator classifications.

ACTION REQUESTED

1. Introduce ordinance placing the classification of the Chief District Attorney Investigator into the unclassified service in accordance with the Civil Service Commission recommendation; implement an approximate five percent (5%) salary grade increase for the classification of Chief District Attorney Investigator; and implement an approximate five percent (5%) salary grade increase for the classification of Supervising District Attorney Investigator.
2. Approve the classification specification for the Chief District Attorney Investigator (Attachment A).

Basis for Recommendation – Placement of Chief District Attorney Investigator into the Unclassified Service

At the request of the District Attorney, the Personnel Department and the County Executive Office reviewed the Chief District Attorney Investigator classification specification to determine if there was sufficient justification for placement in the unclassified service. Such justification was found and the recommendation taken to the Civil Service Commission. The Commission approved revisions to the classification of Chief District Attorney Investigator class specification (Attachment A) and recommended placement of the classification into the unclassified service.

The District Attorney made the request to consider unclassified status based on the highly confidential and sensitive nature of the work assigned to this management position, including investigating all Placer County District Attorney personnel matters. The Chief District Attorney Investigator position is the chief peace officer position within the office and has independent responsibility for the administration and management of the Investigation Unit within the District Attorney's Office. This currently vacant classification regularly works directly with individuals in other law enforcement agencies with a level of independence similar to a division head level classification within the County's classification plan. In the current organizational structure of the District Attorney's Office, the Chief District Attorney Investigator classification is structurally aligned with the Supervising Deputy District Attorney positions, which are also unclassified.

Basis for Recommendation – Salary Adjustments

As your Board is aware, Measure F was a local initiative sponsored by the Placer County Deputy Sheriff's Association and passed by the voters of Placer County, effective in 1977. Measure F, prescribes the mandatory method for annually determining and setting salaries for specified peace officer classes in Placer County. The Measure F salary information goes before the Board of Supervisors, every year, to be effective the first full pay period in February.

When your Board adopted the 2012 mandated salary changes required, the District Attorney Investigator salary increased to a rate higher than the Supervising District Attorney Investigator, the immediate first line supervisor.

To minimally offset this salary inequity, it is recommended that the salary range for the Supervising District Attorney Investigator classification be adjusted by approximately five percent (5%) from a monthly salary range \$6,106 - \$7,550 (grade S30) to \$6,411 - \$7,927 (grade S30). If approved, the new salary of this single-position classification would result in a 4.75% differential between the supervisor and subordinate classes at the top step of the range.

In addition, the District Attorney has requested that the Chief District Attorney Investigator classification be increased by approximately five percent (5%) from a monthly salary range of \$7,371 to \$9,114 (grade S01) to a monthly salary of \$7,740 to \$9,570 (grade S01). This request is to compensate for the placement of the classification into the unclassified service and reflect the expected increase in independence. These salary adjustments have been discussed with and reviewed by the County Executive Office.

FISCAL IMPACT

The District Attorney's Office has estimated the additional cost of the recommended salary adjustments at approximately \$10,000/annually, including both positions when filled, which would be funded in the District Attorney's FY 2012-2013 budget through salary savings. There is no impact to the general fund.

CHIEF DISTRICT ATTORNEY INVESTIGATOR

(Unclassified At-Will)

DEFINITION

To plan, organize, direct and manage the activities of the investigation division within the District Attorney's office including the coordination of investigation division activities with other divisions and departments and to provide highly complex staff assistance to the Assistant District Attorney and District Attorney.

DISTINGUISHING CHARACTERISTICS

The Manager level recognizes positions that provide full line and functional management responsibility for a division or program area within a department.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Assistant District Attorney and serves in an at-will capacity for the District Attorney.

Exercises direct supervision over supervisory, technical and clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Develop and implement investigation division goals, objectives, policies and procedures; assist in implementing department goals and objectives.

Plan, organize and direct day-to-day investigation division activities including witness notification, SART, administration, and investigations; assist in the development of comprehensive systems and procedural manuals in an automated environment.

Direct, oversee and participate in the development of the investigation division's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Prepare the investigation division budget; assist in budget implementation; participate in the forecast of funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.

Serve as liaison between investigations and the District Attorney's office; provide highly technical assistance to the Assistant District Attorney and District Attorney.

Discretely investigate complex and sensitive administrative and criminal cases involving the District Attorney's office and law enforcement employees as well as elected or appointed public officials.

Respond to and assist in investigations of officer involved shooting, in-custody deaths, or other extraordinary events where assistance from the District Attorney's office is requested; provide coordination, support, and advice for on-call deputy district attorneys.

Provide investigative services or instructions to the grand jury as required.

Consult with the District Attorney and other attorneys concerning evidentiary matters and evaluation of witness testimony.

Confer with Local, State and Federal law enforcement agencies in regard to prosecution or investigative matters assigned to the Department; review and evaluate reports submitted by law enforcement agencies for criminal complaints.

Research and prepare technical and administrative reports; assist in the preparation of State and Federal required reports; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.

Represent the Division to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of criminal and civil investigations administration.
- Statutes and laws pertaining to a District Attorney's operations, criminal justice system, and court operations.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal rules, regulations and laws as related to investigations.
- Principles and practices of criminal, civil and family support law and criminal investigative procedures with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies.
- Equipment, tools and materials used in criminal investigation.
- Rules of evidence pertaining to the search, seizure and preservation of evidence.
- Statistical methods and report writing.
- Modern office procedures, methods and computer equipment.
- Principles and practices of policy development and implementation.
- Principles and practices of organizational analysis and management.
- Budgeting procedures and techniques.
- Principles and practices of supervision, training and personnel management.

Ability to:

- Organize and direct the investigations division and operations.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve division cost recommendations; interpret and apply personnel rules; and explain and interpret policy.

- On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Perform the most complex work of the investigations division.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Interpret and apply County and District Attorney policies, procedures, rules and regulations.
- Prepare and administer a budget.
- Supervise, train and evaluate personnel.
- Communicate clearly and concisely, both orally and in writing.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

- Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Six years of increasingly responsible experience in criminal investigation operations, two of which must be in a District Attorney's Office and two years of supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in criminal justice, business or public administration, or a related field.

License or Certificate:

- May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.
- Possession of a current and valid Supervisory and an Advanced certificate issued by the California Peace Officer Standards and Training Commission (P.O.S.T.). Completion of the California P.O.S.T. Middle Management Course within 12 months after appointment

**Before the Board Of Supervisors
County of Placer, State of California**

In the matter of: An ordinance amending the Un-codified Unclassified Service – Schedule of Classifications and the un-codified Management Safety Salary Plan and Grade Ordinance for the classifications of Chief District Attorney Investigator and Supervising District Attorney Investigator.

Ordinance No.: _____

First Reading: 8-21-2012

The following Ordinance was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held _____, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chairman, Board of Supervisors

Attest:
Clerk of said Board

THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

That the Unclassified Service – Schedule of Classifications is amended to include the Chief District Attorney Investigator, and that the Management Safety Salary Administration Plan and Grade Ordinance are hereby amended as follows:

Section 1. That the Unclassified Schedule of Classifications is hereby amended to add the Classification of **Chief District Attorney Investigator**.

Section 2. That the Management Safety Salary Administration Plan and Grade Ordinance are hereby amended as follows:

Management Safety

Grade	Step 1	Step 2	Step 3	Step 4	Step 5
S01	42.5292	44.6230	46.8321	49.1504	52.5853
<u>S01</u>	<u>44.6557</u>	<u>46.8542</u>	<u>49.1737</u>	<u>51.6079</u>	<u>55.2146</u>
S30	35.2289	36.9629	38.7928	40.7133	43.5585
<u>S30</u>	<u>36.9903</u>	<u>38.8110</u>	<u>40.7324</u>	<u>42.7490</u>	<u>45.7364</u>

Section 3. That this ordinance shall be effective at the beginning of the first full pay period following adoption.

Section 4. That this ordinance is adopted as an un-codified ordinance.

