



CIVIL SERVICE COMMISSION

Monday – June 13, 2016

CIVIL SERVICE COMMISSION
RICK WARD, **Chair**
ANDRAE RANDOLPH, **Vice Chair**
JOHN COSTA
RON LE DOUX
DON NELSON

Lori Walsh, Director of Human Resources
Dawn McCollum, Commission Clerk

AGENDA

Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. If you are hearing impaired, we have listening devices available. If you require additional disability-related modifications or accommodations, including auxiliary aids or services, please contact the Executive Secretary. If requested, the agenda shall be provided in appropriate alternative formats to persons with disabilities. All requests must be in writing and must be received by the Executive Secretary five business days prior to the scheduled meeting for which you are requesting accommodation. Requests received after such time will be accommodated only if time permits.

MEETING LOCATION:

Placer County Human Resources Training Room
145 Fulweiler Avenue, Suite 200
Auburn CA 95603
530.889.4060

4:00 PM ROLL CALL

CLOSED SESSION – PURSUANT TO GOVERNMENT CODE

I. PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS

- A.** Closed Session - Evaluation of performance of various Placer County employees pursuant to Government Code Section 54957 and pursuant to Placer County Chapter 3, Code Section 3.04.650.

4:30 PM OPEN SESSION

FLAG SALUTE

I. REPORT OF ACTION TAKEN IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957.

II. AGENDA APPROVAL

III. MINUTES OF PREVIOUS MEETING – May 9, 2016

- IV. PUBLIC COMMENT:** Persons may address the Commission on items not on this agenda. Please limit comments to 3 minutes per person since the time allocated for Public Comment is 15 minutes. If all comments cannot be heard within the 15-minute time limit, the Public Comment period will be taken up at the end of the regular session. The Commission is not permitted to take any action on items addressed under Public Comment.

V. OLD BUSINESS - None

VI. NEW BUSINESS

- A. Approval of merit increases for classified employees pursuant to Section 3.04.650 (progression in steps) of the Placer County Code.
- B. Request for approval of a Retroactive Non-Competitive Promotion for an employee assigned to the Health and Human Services Department – Human Services Division.
- C. Request for approval of Reclassification and Non-Competitive Promotion for Department of Public Works & Facilities – Staff Services Analyst II to Staff Services Analyst – Senior.
- D. Request for approval to create the classifications of Crime Analyst I/II and Crime Analyst – Senior, and the non-competitive promotion of the current incumbents.

VII. COMMUNICATIONS - Reports to the Commission are informational items only. **(No action will be taken)**

- A. Provisional Appointments – None
- B. Staff Reports and Correspondence
 - 1. Kelly Tourville - Staff Introduction: John O'Connell
- C. Commissioner Comments

VIII. ADJOURNMENT

Civil Service Commission – Upcoming Meetings

- July 11, 2016 – Tahoe Regular Meeting
- July 25, 2016 – Rocklin Special Meeting – Department Update: Air Pollution Control District



MEMORANDUM

DATE: June 13, 2016
TO: Civil Service Commission
FROM: Lori Walsh, Human Resources Director
BY: Dawn McCollum, Clerk to the Commission
SUBJECT: Review of Merit Increases for Eligible Classified County Employees

During the closed session of your meeting, your Commission will review the performance evaluations of classified County employees pursuant to Government Code Section 54957.1. For those classified County employees determined to be eligible for a merit increase, the following motion is submitted for your consideration:

Motion to approve the classified merit awards set forth in the list dated June 13, 2016, pursuant to Section 3.04.650 of the County Code.



MEMORANDUM

DATE: June 13, 2016
TO: Civil Service Commission
FROM: Lori Walsh, Human Resources Director
BY: Chris Hazen, Personnel Analyst II
SUBJECT: Retroactive Non-Competitive Promotion – Health and Human Services/Human Services Division

Recommendation

It is recommended that the Civil Service Commission determine whether a non-competitive promotion should be granted for an employee in the Human Services Division of Health and Human Services (HHS) from the classification of Client Services Counselor I to Client Services Counselor II with an effective date of January 9, 2016.

Background

The original request for non-competitive promotion was signed by the employee, Vanessa Piper, and her supervisor on December 28, 2015, which is the date in which Ms. Piper became eligible to non-competitively promote. At some point after the supervisor signed off on the request, the documentation was misrouted or misplaced within HHS Human Services, and it was not submitted to the Human Resources Department for processing.

On May 5, 2016 the Human Resources Department received a request from the department to non-competitively promote Ms. Piper from a Client Services Counselor I to Client Services Counselor II with a requested effective date of January 9, 2016, which is commensurate with the period in which she began assuming full journey level responsibilities. The Human Resources Department's established practice is to process non-competitive promotions effective the first day of the pay period in which the paperwork is received; therefore, the non-competitive promotion has been processed with an effective date of April 30, 2016. This effective date is consistent with our established practice given that it was received on May 9, 2016.

The retroactive pay request being brought forward for the Commission's review and consideration, if granted, would cover the period of January 9, 2016 – April 29, 2016 (pay periods 16 – 23).

cc Jeff Brown, Director of Health and Human Services
Linda Patterson, Division Director of Human Services
James Britton, Business Representative, IUOE Stationary Engineers Local 39

MEMORANDUM

Jeffrey S. Brown, M.P.H., M.S.W.
Department Director

Linda Patterson, Division Director
Human Services Division

Date: May 4, 2016
To: Civil Service Commission
From: Linda Patterson, Division Director
Subject: Request for Retroactive Non-Competitive Promotion for Vanessa Piper

The purpose of this memo is to outline the facts surrounding a request for a Non-Competitive promotion for Vanessa Piper, and to request that her Non-Competitive Promotion be effective 01/09/2016.

On or about 12/28/2015, Vanessa Piper requested a non-competitive promotion by sending her supervisor Luz Flores an e-mail. The supervisor and employee met, and the supervisor agreed with the recommendation. Per the supervisor and the employee, a Non-Competitive Promotion Memo was completed and signed on 12/28/2015. The request was apparently misrouted or misplaced, and it was not discovered until May 4th, 2016, after the employee inquired with the supervisor on the status. Neither the hard copy nor the soft copy of the request was located. It is important to note that the Division also had a change in administrative staffing during the same time period.

Based on conversations with both the employee and the supervisor, I believe that the recommendation was completed by Vanessa and her supervisor in December. The change of staff receiving the request for the Non-Competitive Promotion may have been the cause of the delay, but it is clear that the delay was no fault of the employee, and that she had taken all required steps.

Had the recommendation been received by me in December, I would have concurred with the recommendation and forwarded the request to personnel, allowing Vanessa to receive her promotion and pay increase approximately three months earlier.

I believe that Vanessa has been disadvantaged by no fault of her own, and it is my recommendation that we pursue a retro-active non-competitive promotion on her behalf.

We are therefore requesting approval of a Non-Competitive Promotion for Vanessa Piper, retroactive to 01/09/16, to correct what appears to be a delay based solely on an unintentional administrative error.



PLACER COUNTY
HUMAN RESOURCES DEPARTMENT
145 Fulweiler Avenue, Suite 200
Auburn, California 95603-4578

CIVIL SERVICE COMMISSION
John Costa
Ron Le Doux
Don Nelson
Andrae Randolph
Rick Ward

Lori Walsh, Human Resources Director
Main Office: 530.889.4060
FAX: 530.886.4626
www.placer.ca.gov

MEMORANDUM

To: Civil Service Commission
From: Lori Walsh, Human Resources Director
By: Jon Harned, Personnel Analyst
Date: June 13, 2016
Subject: **Reclassification Request and Non-Competitive Promotion for Department of Public Works & Facilities – Staff Services Analyst II**

Recommendation

It is recommended the Civil Service Commission approve:

- The reclassification of one Staff Services Analyst II, PROF Grade 222 (\$5,350-\$6,503 monthly) to the classification of Staff Services Analyst – Senior, PROF Grade 230 (\$5,898-\$7,169 monthly)
- The non-competitive promotion of the current incumbent pursuant to County Code section 3.08.480

Background

At the request of the Department of Public Works & Facilities, the Human Resources Department conducted a classification review of one Staff Services Analyst I/II position assigned to its Utility Services Division. In April 2015, the Department of Public Works and Facilities merged into one department. This merger resulted in increased responsibilities assumed by the incumbent, including more difficult, complex and independent administrative and analytical duties, lead the Department to request that the position be studied.

Basis for Recommendation

A review of the Position Inventory Questionnaire (PIQ) submitted by the incumbent, information obtained through a desk audit with the incumbent, and discussions with management staff confirmed that the duties and tasks performed by the incumbent rise to the level of a Staff Services Analyst – Senior. In addition to the Staff Services Analyst II duties, the incumbent performs duties and

June 13, 2016

Reclassification Request – Staff Services Analyst II

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responsibilities where the level of responsibility, complexity of the duties assigned, and the independence of action taken rise to the Senior level including, but not limited to, the following:

- Independently researching grant opportunities for the Department of Public Works and Facilities; complex analysis of the conditions and requirements of grants; and forwarding to Management a detailed analysis and recommendation when appropriate.
- Analyzing complex federal, state and local statutes and regulations as it relates to grants and contracts in multiple areas such as wastewater, water, groundwater, solid waste, and air pollution control.
- Independently negotiating on behalf of the Department grants and contracts with outside vendors, consultants or organizations and moving forward to Management for review and final approval.
- Conducting complex and difficult administrative analyses of organizational systems and procedures with administration and monitoring of multiple grants and contracts.

The Business Agent for Local 39, the County Executive Office, and the Department of Public Works & Facilities have reviewed this information and concur with the recommended reclassification.

cc: Ken Grehm, Director of Public Works & Facilities
James Britton, Business Representative, IUOE Stationary Engineers Local 39
James Importante, Senior Management Analyst

RECEIVED

FEB 22 2016

Placer County
Human Resources

COUNTY OF PLACER
POSITION INVENTORY QUESTIONNAIRE

SECTION I – POSITION INFORMATION

Classification Title Requested: Senior Staff Services Analyst

Working Title: Staff Services Analyst II

Department/Division: Facility Services / Environmental Engineering and Utilities Divisions

Work Phone Number: 530-886-4909

Work Hours and/or Shift Schedule: Mon-Fri – 7:30-4:00

SECTION II - POSITION INFORMATION

1. MAIN FOCUS OF THIS POSITION

Please describe the main focus of this position in two or three sentences.

The main focus of this position is to perform financial analysis and the more difficult and complex administrative studies related to the organization and operation of Facility Services Environmental Engineering and Utilities divisions (EU), which includes monitoring the budgets of 11 special districts, 1 internal operations fund, 2 enterprise funds and 2 capital projects, performing designated administrative services, such as grant management, fee development, and other specialized projects/programs for EU. Additionally, this position participates in the formulation and implementation of administrative policies and procedures related to sewer permit calculation, processing, billing and ongoing review, Accela implementation, and any other financially related sewer activity. This position also acts as a resource regarding an array of financial data to other members of the division on a wide range of projects and assignments.

LIST OF DUTIES

A duty is a major responsibility assigned to a position; however a duty could include many tasks.

List the most significant duties assigned to this position (a minimum of the top 6 to 10). Then rank the duties by importance or priority and assign a percentage of time (either % of time or hours/day, week, month) that will be spent performing that area of responsibility.

| <u>Priority</u> | <u>List of Duties</u> | <u>Frequency</u> |
|-----------------|--|------------------|
| 1 | Monitor and track the 16 approved budgets on an on-going basis; notify management of budgetary compliance issues; create and maintain working spreadsheets and statistical reports | 15% |

| | | |
|----------|---|------------|
| | for budget analysis. | |
| <u>1</u> | Administer, monitor and evaluate grants and contracts; participate in negotiating grants and contracts with outside vendors, consultants or organizations; verify and recommend payment for approval; monitor fiscal and legal liabilities of same. | <u>15%</u> |
| <u>1</u> | Conduct research and prepare reports and studies in difficult or complex situations which require a high level of skill, judgment and expertise; formulate procedures, policies and program alternatives, makes recommendations on a broad spectrum of administrative and program-related topics. | <u>15%</u> |
| <u>1</u> | Conduct difficult and complex studies, compliance reviews and efficiency studies of systems and procedures; prepare recommendations and confer with appropriate staff. | <u>10%</u> |
| <u>1</u> | Develop and maintain cost analyses and program evaluations; perform a variety of special assignments; prepare complex analytical and statistical reports. | <u>5%</u> |
| <u>1</u> | Develop implementation plans relative to new program implementation requirements. | <u>5%</u> |
| <u>2</u> | Plan, train, prioritize, assign, supervise and review the work of assigned technical staff. | <u>10%</u> |
| <u>2</u> | Build and maintain positive working relationships with co-workers, other County employees and managers, and the public utilizing accepted principles of effective customer care. | <u>10%</u> |
| <u>2</u> | Act as the public interface regarding complaints; answer questions and provide information to the public and co-workers; investigate complaints and take and/or recommend corrective action as necessary. | <u>10%</u> |
| <u>2</u> | Develop administrative policies and procedures related to areas of responsibility with policy direction from departmental management; create and maintain operating procedures and manuals. | <u>5%</u> |

3. KNOWLEDGE, SKILLS AND ABILITIES

Every job requires some combination of knowledge; skill and/or ability (KSA) to perform assigned duties.

Definitions

A Knowledge is a body of information drawn upon to perform a duty.

A skill is a physical dexterity or coordination required to perform a duty.

An ability is an observable behavior or aptitude related to a duty.

Examples

Knowledge of modern office procedures, systems and equipment.

Skill in operating heavy equipment including a back hoe.

Ability to analyze and prepare technical reports.

Required

Knowledge:

/Learned

| | |
|--|----------|
| Principles and practices of local government and county administration, organization, programs and functions. | Required |
| Principles of management, organization, staffing, supervision, training and performance evaluation. | Required |
| Principles and practices of fiscal control, including financial forecasting and financial analysis. | Required |
| Federal and State statutes and local ordinances and rules and regulations relevant to assigned studies or projects. | Required |
| Report presentation and research techniques, including the use of surveys and questionnaires. | Required |
| Office procedures, methods, computer equipment and software, including word processing and spreadsheet applications. | Required |

Skill/Ability:

Required
/Learned

| | |
|--|----------|
| Know and understand all aspects of the job; analyze work papers, reports and special projects; identify and interpret technical and numerical information; know laws, regulations and codes; remember various rules and interpret policy; observe and problem solve operational and technical policy and procedures. | Required |
| Analyze problems; identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals. | Required |
| Conduct administrative studies in difficult or complex situations, requiring a high level of skill, judgment and expertise. | Required |
| Understand and interpret complex rules and procedures. | Required |
| Facilitate agreement between differing individuals and groups; gain cooperation through discussion and persuasion. | Required |
| Supervise, train and evaluate staff | Required |
| Analyze administrative and other management problems | Required |
| Analyze budgets, grants, reports and various proposals | Required |
| Determine effective method of research; and compile data and present in form most likely to enhance understanding. | Required |
| Obtain information through interview; handle multiple assignments; deal firmly and courteously with the public. | Required |

4. REQUIRED LICENSES OR CERTIFICATES

Please list any licenses or certificates from a board of licensure or governmental agency required to perform assigned duties.

None

5. BUDGET RESPONSIBILITY

List any responsibility for Budgets. Please note the scope of the budget (specific program, division, department), the kind of responsibility (typing, compiling, forecasting, analyzing), and the frequency of your involvement (daily, monthly, annually).

| Scope | Responsibility | Frequency | Total Budget \$ |
|--------------------------------------|---|-----------|-----------------|
| 11 Sewer Budgets (3 SMDs and 8 CSAs) | Forecasting and analyzing | Monthly | \$20m |
| 1 Internal Operations Fund (EU) | Forecasting and analyzing | Monthly | \$12m |
| 2 Enterprise Funds (Solid Waste/ERL) | Forecasting and analyzing | Monthly | \$3.6m |
| SMD 1 Cap. Project Budget/SRF Loan | Compiling, forecasting, analyzing, monitoring | Daily | \$76m |

Total Budget \$111.6m

6. HARDWARE & SOFTWARE/APPLICATIONS

List the primary computer hardware and software applications that will be used in the performance of assigned duties and the level of responsibility the incumbent will have.

Hardware

None

Frequency

Software/applications

Frequency

| | |
|-------------------------------|---------|
| Microsoft Office Suite | Daily |
| Performance Accounting System | Daily |
| Accela - Land Use System | Daily |
| Sewer Maintenance System | Weekly |
| Megabyte Property Tax System | Weekly |
| Placer GIS | Weekly |
| CIWQS | Monthly |

7. CONTACTS

List those people this position will have regular contact either in person or on the telephone. Please list the reason for the contact and how frequently the contact occurs.

A. Inside the organization

| Contact Person | Reason for Contact | Frequency |
|----------------------------------|---------------------------------|-----------|
| Bill Zimmerman, Deputy Director | Report To | Daily |
| Valerie Bayne, Admin. Svcs. Mgr. | Financial/Grant/State Revolving | Weekly |

| | | |
|---|---|--------------|
| | Fund (SRF) | |
| David Atkinson, Utility Program Manager | Sewer Maintenance District 1 (SMD 1) Regional Sewer Project/South Placer Wastewater Agency/Sanitary Sewer Overflows | Daily |
| Kevin Bell, EE Program Manager | Land Development/Sewer Maintenance District 3 (SMD 3) Regional Sewer Project | Daily |
| April Adams, Sr. ASO | Financial/Grant/SRF | Weekly |
| Ken Grehm, Director | Various Issues-Airport/SRF/Admin | Occasionally |
| Huey Nahm, Assoc. Civil Engineer | Land Development | Daily |
| Walter Schwall, Sr. Civil Engineer | Solid Waste/Eastern Regional Landfill (ERL) | Monthly |
| Bryan Kangas, Supervising WWTO | e-SMR Reporting | Monthly |
| Lou Perron, Supervising | Utility Financial and California Integrated Water Quality System. (CIWQS) | Monthly |
| Casey Ford, CE/Robin Mahoney, CE | Financial Support for Capital and Special Projects/Sewer System Management Plans (SSMPs) | Weekly |
| Other EU Staff | Meetings, land development, financial questions, etc. | Daily |

B. Outside the organization

| Contact Person | Reason for Contact | Frequency |
|--|---|--|
| State Water Board Staff | SRF Loans for SMD 1 and 3 Regional Sewer Projects | Weekly |
| City of Lincoln Staff | SMD 1 Regional Sewer Project | Monthly |
| CDRA Technicians and various land use depts. | Accela Upgrade and Land Development | Weekly |
| Auditor-Controller's Office | Placement of Sewer Charges on Tax Roll | Weekly for 2-3 months on an Annual Basis |
| Various Developers | Negotiations regarding Sewer Charges | Monthly |
| Clerk's Office | Timed Items | Quarterly |
| Cathy Dominico, CPMG | Financial Consultant | Quarterly |
| Janet Vargas, City of Rsvl | SPWA Payments | Monthly |
| Robert Sandman, County Counsel | Legal Issues | Bi-Weekly |
| Granting Agencies, e.g., USACOE, CDBG, USDA | Various Grants | Monthly |

8. DECISION MAKING

A. List some examples of decisions or commitments regularly and independently made in the performance of assigned duties.

- Institute procedures to insure compliance with complicated, multi-year agreements with various agencies, including timeliness of reporting, correct payments, and auditing billings for accuracy.
- South Placer Wastewater Authority (SPWA)
 - Annually Calculate Proportional Volumetric Share of wastewater flows for each District; adjust payment to each District; insure timely quarterly payments; track true-up and payments;
 - Analyze ongoing repayment of SPWA debt
 - Track regional connection fees; As needed gain management approval for increases; Prepare BOS Memo; Attend BOS meeting.
- Sacramento Regional County Sanitary District (SRCSD)
 - Track regional connection and sewer service fees; As needed gain management approval for increases; Prepare BOS Memo; Attend BOS meeting.
- Lincoln
 - Develop compliance mechanisms to insure the terms and conditions of the Construction, Operations and Joint Exercise of Powers Agreement (COJA) are met by both Lincoln and County
 - Create and maintain tracking spreadsheets for Lincoln's expenditures for Sewer Maintenance District (SMD) 1 Regional Sewer Project
- Agreements – Negotiate and prepare agreements for signature by BOS and/or Director
 - Reimbursement Agreements
 - Cost Sharing Agreements and
 - Special Agreements, such as revising original County Facilities District agreement for the Dry Creek sewer County Service Area
- State Revolving Fund (SRF)
 - Act as lead with SRF for grant administration and implementation for SMD 1 and SMD 3 Regional Sewer Projects.
 - Create tracking systems for each Regional Project to insure compliance with numerous ongoing SRF requirements
- Land Development
 - Rates and Connection Fees – Analyze trends, track use and recommend when rates and fees need to be increased
 - Negotiate connection fees in complex and unusual instances, such as California Conservation Corps and Schools
 - Act as liaison with CDRA to resolve issues with sewer connection permits
 - Collaborate with engineering staff regarding District financial ramifications for land development

- Review Sewer Fee Calculations to insure accuracy and comformance with the Sewer Ordinance
- Oversee and review Accela data entry by staff for accuracy and compliance with procedures; Develop queries from Accela for statistical tracking systems and management reports for identification of trends, application of staff resources and application of funding; Act as liaison between Facility Services and CDRA regarding Accela implementation and ongoing utilization.
- Sanitary Sewer Overflows (SSOs) and California Integrated Water Quality System (CIWQS)
 - Develop easy to use charts to determine SSO Category upon changes in regulations
 - Act as liaison with CIWQS for reporting SSOs

10. SUPERVISION EXERCISED

A. Does this position serve in a supervisory capacity over others?

Please list the job title(s) this position will exercise supervision over.

Job Title

Community Development Technician

B. What Kind of Supervision IS Exercised?

Please check the statements that apply to this position.

- Train others in assigned duties
- Assign work to other employees
- Review the work of other employees
- Evaluate the work of other employees
- Provide information on employee evaluations
- Conduct employee performance evaluations
- Recommend disciplinary action for employees
- Formally discipline employees
- Recommend hiring and firing of employees
- Hire and fire employees

I believe that the information presented in this questionnaire represents the assigned duties and responsibilities of the position being requested.



Signature of Appointing Authority

2/17/16
Date



MEMORANDUM

DATE: June 13, 2016

TO: Civil Service Commission

FROM: Lori Walsh, Human Resources Director

BY: Suzanne Holloway, Senior Personnel Analyst

SUBJECT: Create classification of Crime Analyst I/II and Crime Analyst – Senior and approve the non-competitive promotion of current incumbents.

Recommendation

It is recommended that the Civil Service Commission approve the following:

1. Creation of the following classifications:
 - Crime Analyst I, Salary Grade PROF 214 (\$4,852 – \$5,898 monthly)
 - Crime Analyst II, Salary Grade PROF 222 (\$5,350 – \$6,503 monthly)
 - Senior Crime Analyst, Salary Grade PROF 230 (\$5,898 – 7,170 monthly)

2. Non-competitive promotion of the current incumbents from Administrative Technician to Crime Analyst II and from Staff Services Analyst II to Senior Crime Analyst pursuant to Chapter 3 Section 3.08.480.

Background

The recommendation presented comes in response to a formal request submitted by the Sheriff's Office to have an Administrative Technician position assigned to the Investigations Unit studied in order to determine if it was appropriately classified. According to Sheriff's Office executive management, the duties assigned to this position have evolved over the years and appear to be outside the scope of those assigned to an Administrative Technician.

Basis for Recommendation

A review of the Position Inventory Questionnaire (PIQ) submitted by the incumbent, information obtained during an analysis of the job duties (desk audit), and discussions with supervisory and management staff confirmed that the majority of tasks and duties

performed by this employee fall outside the scope of the Administrative Technician classification.

The current incumbent was hired into the position three years ago following the retirement of a long term Sheriff's Office employee. Based upon her background and skill set, as well as increased automation and developments in the field of criminology, the focus of this position has evolved beyond the scope of an Administrative Technician.

Typical duties and responsibilities assigned include, but are not limited to, the following:

- Collect, research, and analyze a variety of law enforcement, crime, and intelligence data using qualitative and quantitative methods; identify and interpret criminal activity, patterns, relationships, profiles and trends.
- Monitor and identify trends in criminal activity countywide in support of the Sheriff's Office area command strategy; conduct complex data mining with multiple intelligence databases to assist with case development for investigations.
- Extract and analyze data and records and identify relevant information; prepare a variety of predictive and descriptive technical reports regarding crime patterns, individuals, associations, flow, operations, and threats based on distillation and synthesis of all available information.
- Coordinate with sworn and non-sworn Sheriff's Office staff, staff from other agencies or jurisdictions, and others to identify requirements for intelligence/crime analysis products; maintain liaison with other jurisdictions and agencies.
- Develop or assist in the development of statistical tracking systems, intelligence databases and management reports for identification of trends as identified; develop detailed maps using Geographic Information Systems (GIS) software and analyses of spatially-referenced data, including crime reports, calls for service, parolees, sex or arson registrants, complaints, and other relevant data.
- Design and recommend systems, procedures, forms and instructions for internal use; apply conventional and computer-based modeling, logic and hypothesis testing algorithms and statistical analyses; prepare complex analytical and statistical reports.

The specialized nature of the work performed did not support a match to any existing County classifications. Market analysis also supported the creation of a separate classification series for Crime Analysts due to the specialized nature of work performed and minimum education and experience requirements that are specific to crime analysis.

Because the immediate supervisor of the studied position, currently allocated as a Staff Services Analyst II, was performing similar work of higher complexity, it was determined that her position should be studied as well. A position inventory questionnaire, as well as follow up discussions with this incumbent and supervisory and management staff supported the creation of a new advanced journey/senior level within the proposed Crime Analyst series which would include the following duties and responsibilities, in addition to those performed by the journey level Crime Analyst II:

- Plan, prioritize, assign, supervise, and review the work of assigned staff; participate in the selection of staff; ensure work is completed in a timely and efficient manner; review work products and conduct performance evaluations; recommend discipline; implement discipline procedures as directed.
- Work with management staff to develop and implement unit goals and objectives; establish schedules and methods for achieving work objectives.
- Evaluate operations and activities of the unit and recommend improvements and modifications; prepare various reports on status of assigned projects, operations, and activities.
- Develop and implement policies, guidelines, operations and procedures for the unit; understand and interpret complex rules, laws, regulations, and procedures.
- Research, evaluate and recommend new technology; conduct complex data mining with multiple intelligence databases to assist with case development for investigations.
- Review and analyze current/proposed legislation and advise management on the impact or potential impact; assist in analysis of federal and state statutes, codes and regulations; develop required responses and/or proposals for various state departments and various statewide associations applicable to assigned work unit or department.
- May represent the work unit or Sheriff's Office as required; testify in court as an expert witness on information and materials analyzed.

The compensation for the Crime Analyst I/II levels are aligned with the Staff Services Analyst I/II classification levels and placement in the Professional unit based on the scope of responsibility and level of work performed, knowledge and abilities required, internal alignment with other professional classifications, and local market data. Similarly, the compensation for the advanced journey Senior Crime Analyst level in the series is commensurate with the Senior Staff Services Analyst classification.

As provided by Chapter 3, Section 3.08.520, each position incumbent has had an opportunity to review the draft class specifications and has been notified of the

opportunity to appeal the recommendation to your Commission specifically for her position. The Placer Public Employee Organization (PPEO), the County Executive's Office, and Sheriff's Office staff have reviewed this information and concur with the recommendations contained herein.

Furthermore, in accordance with Chapter 3 Section 3.08.480, it has been verified that both incumbents meet the minimum qualifications of the proposed classifications and have been performing the duties successfully for not less than a year. Therefore, it is requested that both incumbents be non-competitively promoted to the Crime Analyst II and Senior Crime Analyst classifications.

Attached for the Commission's review are the following supporting documents for this request:

- Draft class specifications
- Department request to study the positions in the Investigations unit
- Department and division organizational charts
- Incumbent Position Inventory Questionnaires

cc: James Britton, Business Representative, IUOE Stationary Engineers Local 39
Bryan Hacker, Senior Management Analyst
Wayne Woo, Sheriff's Captain
Mark Giacomini, Administrative Services Manager
Devon Bell, Undersheriff

CRIME ANALYST I/II

DEFINITION

To analyze crime and intelligence data and conduct research; to monitor and identify trends or patterns in criminal activity within the County and disseminate this information to Sheriff's Office staff; to develop and maintain intelligence databases and ensure compliance of registered offenders.

DISTINGUISHING CHARACTERISTICS

Crime Analyst I

This is the entry-level class in the Crime Analyst series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision progressing to general supervision while learning job tasks.

Crime Analyst II

This is the full journey level class within the Crime Analyst series and is distinguished by the performance of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level.

The Crime Analyst class is distinguished from the Senior Crime Analyst in that the latter is assigned the most complex, difficult and sensitive crime analysis projects and exercises direct supervision over professional staff.

SUPERVISION RECEIVED AND EXERCISED

Crime Analyst I

Incumbents work initially under immediate supervision from an assigned supervisor while learning job tasks, progressing to general supervision as the procedures and processes of the assigned areas of responsibilities are learned. Incumbents may exercise technical and functional supervision over technical and/or clerical staff as needed.

Crime Analyst II

Receives general supervision from assigned Sheriff's Office supervisory and management staff. Incumbents may exercise functional or direct supervision over technical, professional, and/or clerical staff as needed.

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

Collect, research, and analyze a variety of law enforcement, crime, and intelligence data using qualitative and quantitative methods; identify and interpret criminal activity, patterns, relationships, profiles and trends.

Monitor and identify trends in criminal activity countywide in support of the Sheriff's Office area command strategy; conduct complex data mining with multiple intelligence databases to assist with case development for investigations.

Extract and analyze data and records and identify relevant information; prepare a variety of predictive and descriptive technical reports regarding crime patterns, individuals, associations, flow, operations, and threats based on distillation and synthesis of all available information.

Participate in the selection of staff; provide or coordinate staff training; supervise, assign and review the work of clerical and technical staff.

Coordinate with sworn and non-sworn Sheriff's Office staff, staff from other agencies or jurisdictions, and others to identify requirements for intelligence/crime analysis products; maintain liaison with other jurisdictions and agencies.

Review and analyze current/proposed legislation and advise management on the impact or potential impact; assist in analysis of federal and state statutes, codes and regulations; develop required responses and/or proposals for various state departments and various statewide associations applicable to assigned work unit or department.

Develop or assist in the development of statistical tracking systems, intelligence databases and management reports for identification of trends as identified; develop detailed maps using Geographic Information Systems (GIS) software and analyses of spatially-referenced data, including crime reports, calls for service, parolees, sex or arson registrants, complaints, and other relevant data.

Create charts, association matrices, link analyses, crime calendars, graphs, and exhibits to assist in investigations, tactical operations, and prosecution.

Conduct briefings and/or presentations of crime and intelligence information for Sheriff's Office employees and outside agency personnel; prepare a variety of bulletins and other time sensitive informational materials for dissemination of information.

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for administrative functions; assist in the development and implementation policies and procedures.

Design and recommend systems, procedures, forms and instructions for internal use; apply conventional and computer-based modeling, logic and hypothesis testing algorithms and statistical analyses; prepare complex analytical and statistical reports.

Evaluate investigative computer software tools and make recommendations for system enhancements; provide technical assistance on the functionality of job specific

PLACER COUNTY
Crime Analyst I/II (Page 3)

information systems; plan, collect, and analyze open source information from the internet while staying attentive to new local media sources and trends.

Prepare correspondence and reports; establish and maintain a variety of files, records, and statistics, including case files, activity logs, unit statistics, and crime data; ensure documentation, retention, and destruction of crime data complies with Federal, State, and local laws and regulations.

Track registered Sex and Arson Offenders within the County; produce time sensitive law enforcement bulletins, hot sheets, and other law enforcement related documents.

May represent the work unit or Sheriff's Office as required; may testify in court.

Conduct special projects and staff training related to crime analysis and related computer system applications.

Perform related duties as required.

MINIMUM QUALIFICATIONS

Crime Analyst I

Knowledge of:

- Principles and practices of law enforcement administration, organization, programs and functions.
- Principles of criminology.
- Statistical and logic methods and analysis used to solve crime problems and the use of statistics in reports.
- Report preparation and presentation.
- Research methods, tools and techniques used to develop and present information.
- Computer systems and software, including word processing, spreadsheet, logic/hypothesis testing, charting and graphing, and database applications and software.
- Office procedures, methods and computer equipment.
- Standard accepted English usage, spelling, punctuation, and grammar.

Ability to:

- Collect, evaluate, analyze and interpret complex information and data; analyze work papers, reports and special projects; identify and interpret information from a variety of sources.
- Analyze problems quickly and objectively; determine proper course of action, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

PLACER COUNTY
Crime Analyst I/II (Page 4)

- Perform moderately complex mathematical and statistical calculations accurately.
- Determine effective method of research; and compile data and present in form most likely to enhance understanding.
- Use a variety of computer software applications including but not limited to mapping, graphing, charting, databases, and spreadsheets; design forms and draft procedures for approval.
- Obtain information through interview; handle multiple assignments; deal firmly and courteously with County staff and the public.
- Maintain confidentiality of highly sensitive information.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Sit at desk for long periods of time or in meetings; 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 light weight.

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:**

One year of increasingly responsible work experience conducting detailed analysis on information or data collected which requires the preparation and submission of findings, projections, or conclusions with recommendations.

Experience working with crime or intelligence related data is preferred.

- **Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in criminal justice, crime analysis, law enforcement/public safety, public administration, intelligence studies, homeland security, sociology, statistics and research methodology, computer science, geographic information systems, or a related field.

License or Certificate

- Possession of a California Department of Justice Crime and Intelligence Analysis certification or equivalent comparable certification within one year of appointment.

- 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.

Crime Analyst II

In addition to the qualifications for Crime Analyst I:

Knowledge of:

- Principles and practices of crime and intelligence analysis, including collecting, validating, analyzing, and disseminating crime data; predicting and forecasting of future criminal activity; developing target criminal profiles; documenting associations and relationships between people, organizations, and events.
- Geographic Information Systems and mapping software applications; charting and graphics systems and software.
- State and federal privacy and civil liberty statutes associated with criminal justice operation systems.

Ability to:

- Develop and test hypotheses, forecasts, and predictives regarding criminal activity; apply conventional and computer based modeling, logic, structured analytic techniques, hypothesis testing algorithms, and statistical analyses.
- Know laws, regulations and codes; remember various rules and interpret policy; observe and problem solve operational and technical policies and procedures.
- Recommend and implement policies, guidelines and procedures.
- Develop and maintain computer database systems; retrieve raw data from multiple data sources (data mining); write and read code and parse data connections; maintain proficiency in using complex internet/web-based computer applications.

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:**

Two years of increasingly responsible crime analysis work experience performing duties similar to a Crime Analyst I with Placer County.

PLACER COUNTY
Crime Analyst I/II (Page 6)

- **Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in criminal justice, crime analysis, law enforcement/public safety, public administration, intelligence studies, homeland security, sociology, statistics and research methodology, computer science, geographic information systems, or a related field.

License or Certificate

- Possession of a California Department of Justice Crime and Intelligence Analysis certification or equivalent comparable certification.
- 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.

SENIOR CRIME ANALYST

DEFINITION

To act as a lead in the performance of administrative and analytical functions related to crime and intelligence analysis work; to identify and communicate crime trends or patterns; and to ensure completion of tasks in compliance with established policies and procedures.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Crime Analyst series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, and by the high degree of broad based and specialized knowledge required.

Employees perform the more difficult and responsible types of duties assigned and exercise direct supervision over assigned Crime Analysis Unit staff. Employees at this level are required to be fully trained in all policies, procedures, and operational systems related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned Sheriff's Office management staff.
Exercises direct supervision over assigned staff.

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

Plan, prioritize, assign, supervise, and review the work of assigned staff; participate in the selection of staff; ensure work is completed in a timely and efficient manner; review work products and conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

Work with management staff to develop and implement unit goals and objectives; establish schedules and methods for achieving work objectives.

Evaluate operations and activities of the unit and recommend improvements and modifications; prepare various reports on status of assigned projects, operations, and activities.

Develop and implement policies, guidelines, operations and procedures for the unit; understand and interpret complex rules, laws, regulations, and procedures.

Research, evaluate and recommend new technology; conduct complex data mining with multiple intelligence databases to assist with case development for investigations.

PLACER COUNTY
Senior Crime Analyst (Page 2)

Collect, research, and analyze complex or highly sensitive law enforcement, crime, and intelligence data using qualitative and quantitative methods; identify and interpret criminal activity, patterns, relationships, profiles and trends.

Develop and maintain specialized databases, files, and records; develop automated and/or manual documents related to information needs of assignment.

Prepare predictive and descriptive technical reports regarding crime patterns, individuals, associations, flow, operations, and threats based on distillation and synthesis of all available information.

Prepare a variety of bulletins and other time-sensitive informational materials for dissemination of information.

Plan, collect, and analyze open source information from the internet while staying attentive to new social media sources and trends.

Work with staff from other agencies, departments, or the Sheriff's Office to identify requirements for intelligence/crime analysis products; maintain liaison with other jurisdictions and agencies.

Review and analyze current/proposed legislation and advise management on the impact or potential impact; assist in analysis of federal and state statutes, codes and regulations; develop required responses and/or proposals for various state departments and various statewide associations applicable to assigned work unit or department.

Ensure that records and information are documented, retained, and discarded in accordance with Federal, State, and local laws and regulations.

May represent the work unit or Sheriff's Office as required; testify in court as an expert witness on information and materials analyzed.

Prepare and maintain a variety of records and statistics including case files, activity logs, unit statistics, and crime data.

Conduct briefings and/or presentations of crime and intelligence information for Sheriff's Office employees and outside agency personnel; provide technical guidance and training pertaining to crime analysis.

Conduct special projects and staff training related to crime analysis and related computer system applications.

Perform related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles of supervision, training and evaluating performance.
- Principles and practices of leadership, motivation, team building and conflict resolution.

- Principles and practices of crime and intelligence analysis, including collecting, validating and analyzing crime and intelligence data; predicting and forecasting of future criminal activity; developing target criminal profiles; and documenting associations and relationships between people, organizations, and events.
- The use of statistical and logic methods to solve crime problems; the use of technology to document activities and locations.
- Research methods, tools, and techniques used to develop and present information; report preparation and presentation.
- Computer systems and software, including word processing, spreadsheet, logic/hypothesis testing, mapping/GIS, charting and graphing, data mining, database applications and architecture, and web-based computer applications.
- Standard and accepted English usage, spelling, punctuation and grammar.
- Pertinent local, state, and federal laws and regulations.
- Applicable Sheriff's Office policies, procedures, and General Orders.
- State and Federal privacy and civil liberty statutes associated with criminal justice operating systems.

Ability to:

- Plan, supervise, train, and evaluate work activities of assigned staff.
- Develop, recommend, and implement policies and procedures related to assigned operations.
- Analyze, evaluate, and summarize work papers, written materials, statistical data, and special projects; identify and interpret information from a variety of sources; observe and problem solve operational and technical policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and justify recommendations.
- Develop and test hypotheses, forecasts, and predictives regarding criminal activity.
- Apply conventional and computer based modeling, logic, structured analytic techniques, hypothesis testing algorithms, and statistical analyses.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Use a variety of computer software applications including but not limited to mapping, graphing, charting, databases, and spreadsheets; develop and maintain computer database systems.
- Obtain information through interview; handle multiple assignments; deal firmly and courteously with the public.

- Understand and interpret pertinent laws, regulations, rules, policies and procedures.
- Maintain confidentiality of highly sensitive information.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; use telephone, and write or use a keyboard to communicate through written means or enter/retrieve data from computer; and lift light weight.

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:

Two years of responsible professional experience in a law enforcement, military, or governmental intelligence agency performing duties similar to a Crime Analyst II with Placer County.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in criminal justice, crime analysis, law enforcement/public safety, public administration, intelligence studies, homeland security, sociology, statistics and research methodology, computer science, geographic information systems, or a related field.

License or Certificate

- Possession of a California Department of Justice Crime and Intelligence Analysis certification or equivalent comparable certification.
- 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.

PLACER COUNTY
SHERIFF
CORONER-MARSHAL



EST. 1851

EDWARD N. BONNER
SHERIFF-CORONER-MARSHAL

TO: Lori Walsh, Personnel Director

DATE: September 1, 2015

FROM: Mark Giacomini, Administrative Services Manager *MG*

SUBJECT: Request to study and reclassify one Administrative Technician classification assigned to our Sheriff's Investigation Crime Analysis Unit

This memorandum is to serve as a formal request to review one Administrative Technician classification within the Sheriff's Investigative Crime Analysis Unit. We feel the current duties being performed within this position warrant a review to determine if they are outside of the current classification.

Our agency feels this position has grown significantly from its original assigned duties to a position requiring a sophisticated knowledge of database structure and application, data mining, data analysis, interpretation and communication of crime statistics, and more comprehensive and complex reporting structure.

As stated in the attached Position Inventory Questionnaire (PIQ), this position's main focus and responsibilities are to analyze data within the county to identify crime trends and/or patterns, communicate with investigations and patrol officers regarding these trends and any related officer safety information, monitor the registration compliance of sex and arson offenders, and maintain multiple intelligence databases. In addition, this position is responsible for compiling suspect information packets for investigations, create photo lineups, respond to administrative requests for crime statistics, respond to community requests for crime statistics and work with other law enforcement agencies in our region.

Please let me know if there is any further information you will need to complete the reclassification review.

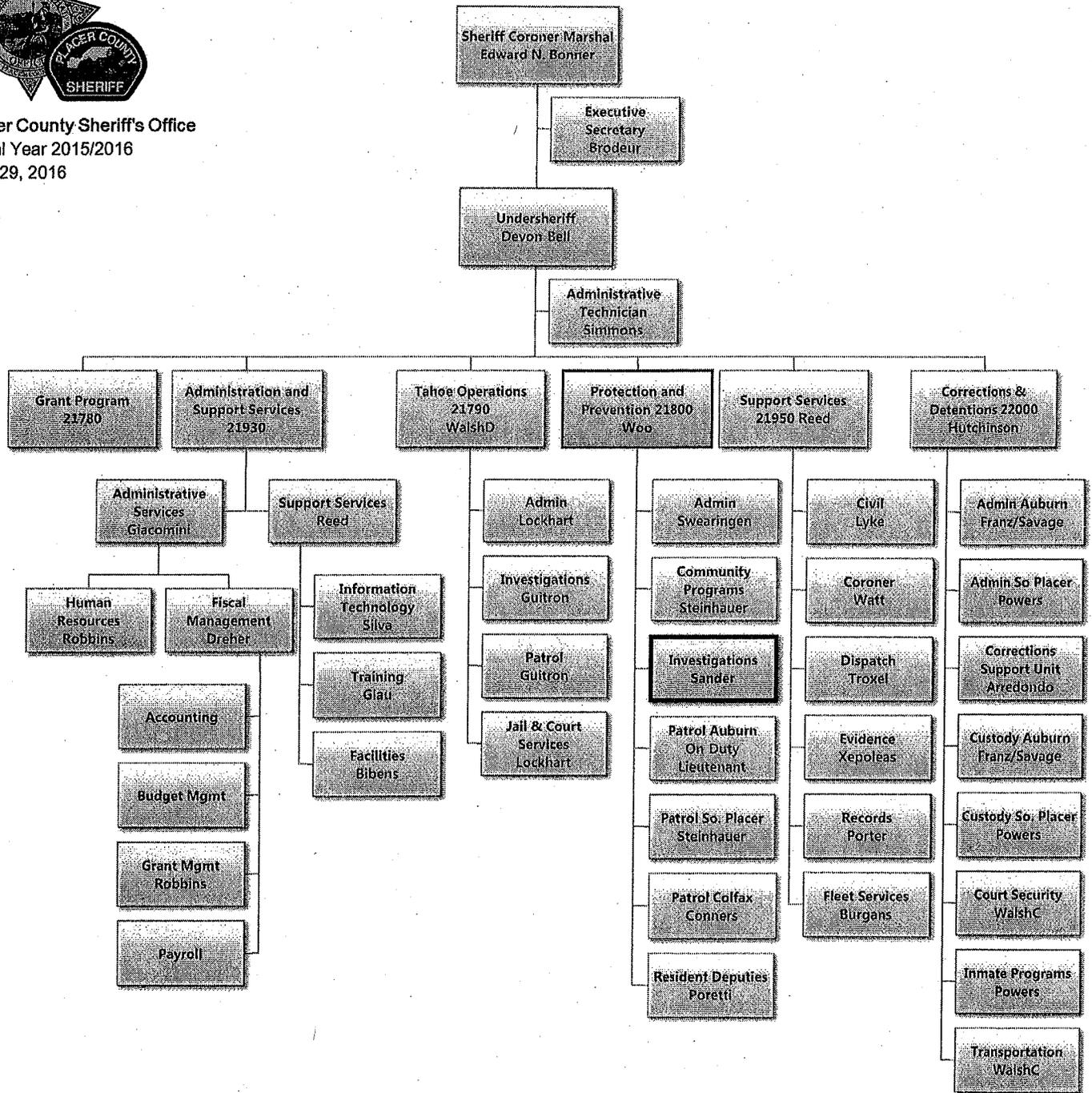
Thank you.

RECEIVED
SEP 08 2015

Placer County Personnel

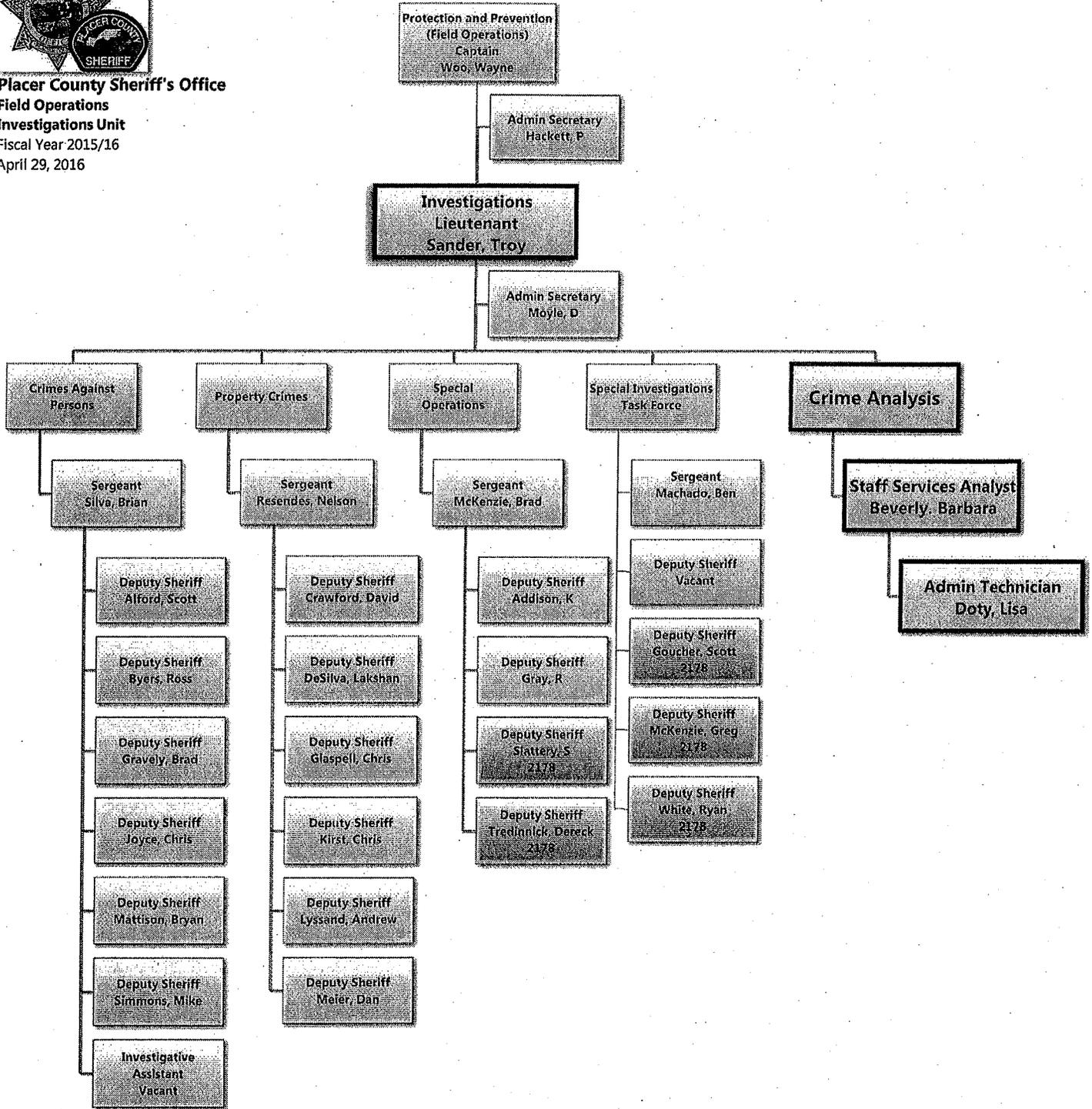


Placer County Sheriff's Office
Fiscal Year 2015/2016
April 29, 2016





Placer County Sheriff's Office
Field Operations
Investigations Unit
Fiscal Year 2015/16
April 29, 2016



April 9, 2015

TO: John Poretti, Lieutenant, Investigations

FROM: Barbara Beverly, Staff Services Analyst II, Crime Analysis Unit

CC: Lisa Doty, Administrative Technician, Crime Analysis Unit

RE: Reclassification of Administrative Technician Position within the Crime Analysis Unit

Lt. Poretti,

Attached please find the Position Inventory Questionnaire that Lisa and I have completed for your review. We believe it accurately details the duties and responsibilities that Lisa Doty currently performs, which are well above and beyond those associated with the position of Administrative Technician. Since Lisa acquired the position three years ago, it has transitioned from being primarily one of data collection, entry and reporting, to a position that requires a sophisticated working knowledge of database structure and application, data mining, data analysis and more comprehensive and complex reporting. Her performance of the stated duties is essential to the continuous provision of service that members of the Sheriff's Office and others have come to expect and depend upon.

Please feel free to contact me with any questions or concerns you may have.

Thank you for your consideration,



Barbara Beverly



COUNTY OF PLACER POSITION INVENTORY QUESTIONNAIRE

SECTION I - EMPLOYEE INFORMATION

Name: Lisa Doty

Classification Title: Administrative Technician

Working Title: Crime and Intelligence Analyst

Department/Division: Sheriff / Investigations / Crime Analysis Unit

Work Address: 2929 Richardson Drive, Auburn

Work Phone Number: (530) 889-7871

Work Hours and/or Shift Schedule: 9/80

How long have you been with the organization? 3.5 Years

How long have you been in your current position? 3 Years

Your Supervisor's Name: Barbara Beverly

Supervisor's Title: Staff Services Analyst II

Work Phone Number: (530) 889-7836

Your Supervisor's Supervisor: John Poretti

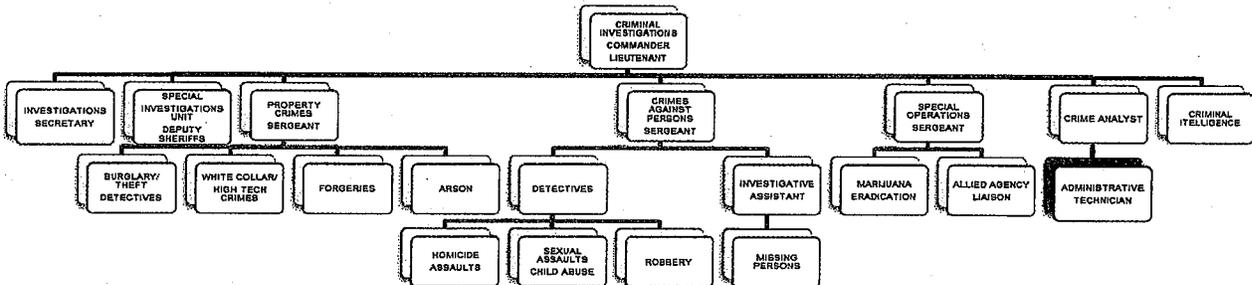
Title: Sheriff's Lieutenant

SECTION II - POSITION INFORMATION

1. WHAT IS THE MAIN FOCUS OF YOUR JOB? *Please provide two or three sentences describing the main focus of your job and provide an organizational chart which identifies your position by function and reporting relationships (attach additional page(s) if necessary).*

The primary focus of my job is to analyze crime data within the county in order to identify crime trends and/or patterns, communicate with investigations and patrol deputies regarding those trends as well as any other pertinent or officer safety related information, monitor the registration compliance of our sex and arson offenders and determine the whereabouts of those out of compliance, and maintain multiple intelligence databases. Additionally, I compile suspect information packets for investigations, create photo lineups, respond to administrative requests for crime statistics, respond to community requests for crime statistics, and work with other law enforcement agencies in our region.

Sheriff's Investigations Organizational Chart:



2. LIST OF DUTIES - A "duty" is a major responsibility assigned to a position, and can include many tasks. Please list the majority and most significant duties assigned to your position and rank the duties by importance and frequency using the criteria below. You may attach additional pages if necessary.

Frequency

- 0 = Not part of the job
- 1 = Part of the job, but not performed
- 2 = Every few months to yearly
- 3 = Every few weeks to monthly
- 4 = Every few days to weekly
- 5 = Every few hours to daily

Importance

- 0 = Not Important
- 1 = Somewhat Important
- 2 = Important
- 3 = Critical

| DUTY PERFORMED | FREQUENCY | IMPORTANCE |
|--|------------------|-------------------|
| Collect, research, analyze, and prepare reports on a variety of law enforcement, crime, and intelligence data using qualitative and quantitative methods | 5 | 3 |
| Identify and interpret criminal activity, patterns, relationships and trends | 5 | 3 |
| Track registered Sex and Arson offenders within our jurisdiction | 5 | 3 |
| Produce reports on the status of registered Sex and Arson offenders (parole, probation, transient, high-risk, out of compliance, etc.) on a weekly, monthly, and semi-annual basis | 4 | 2 |
| Produce detailed Warrant Hot Sheet reports for high-risk and high-bail offenders | 4 | 2 |
| Produce reports consisting of parolees released within Placer County | 3 | 2 |
| Produce time-sensitive law enforcement bulletins containing critical and accurate information | 4 | 3 |
| Develop and maintain intelligence databases | 5 | 3 |
| Maintain proficiency with in a multitude of computer software programs | 5 | 3 |
| Properly handle confidential and law enforcement sensitive material, including deciding what to release and to whom | 5 | 3 |
| Maintain working knowledge of current California laws | 5 | 3 |
| Clearly communicate, both verbally and in writing, with Investigations staff, Patrol staff, Administration staff, and outside law enforcement agencies | 5 | 3 |
| Assist with investigations, including conducting research and representing complex data in | 5 | 3 |

| | | |
|--|---|---|
| understandable formats | | |
| Write supplemental reports | 2 | 3 |
| Testify in court | 2 | 3 |
| Provide technical assistance on the functionality of systems | 4 | 2 |
| Evaluate investigative computer software tools | 2 | 2 |
| Assist with the new CAD/RMS acquisition project | 3 | 2 |

3. KNOWLEDGE, SKILLS AND ABILITIES - Every job requires some combination of knowledge, skill and/or ability (KSA) to perform assigned duties. **This section is provided in order to separate what you know from what you do.**

Definitions

Knowledge is a body of information drawn upon to perform a duty.

A skill is a physical dexterity or coordination required to perform a duty.

Ability is an observable behavior or aptitude related to a duty.

Examples

Knowledge of modern office procedures, systems and equipment.

Skill in operating heavy equipment including a back hoe.

Ability to analyze and prepare technical reports.

Using the chart on the following page, please identify the knowledge, skill, or ability required to do your job, rate each according to importance using the scale below, and indicate whether or not it is needed at entry. Attach additional pages if needed.

| <u>Importance</u> |
|------------------------|
| 0 = Not Important |
| 1 = Somewhat Important |
| 2 = Important |
| 3 = Critical |

<< CONTINUED ON THE NEXT PAGE >>

| KNOWLEDGE, SKILL, OR ABILITY | IMPORTANCE | NEEDED AT DAY 1? (y/n) |
|---|-------------------|-------------------------------|
| Knowledge of current California laws and the criminal justice system | 3 | Y |
| Knowledge of recognized crime analysis techniques and best practices | 3 | Y |
| Knowledge of statistics, research techniques, and information management | 3 | Y |
| Knowledge of effective report preparation and presentation | 3 | Y |
| Knowledge of computer database architecture | 3 | Y |
| Knowledge of GIS and mapping software applications | 2 | N |
| Skill in developing and maintaining computer database systems, including writing and reading code and parsing data connections | 3 | N |
| Skill at retrieving raw data from multiple data sources (data mining) including writing and reading code, parsing data connections, and confirming data integrity | 3 | Y |
| Skill in proficient use of Microsoft Office applications, including Access, Excel, Word and Outlook | 3 | Y |
| Ability to collect, evaluate, analyze, and interpret complex information and data | 3 | Y |
| Ability to read, interpret, apply and present complex reports | 3 | Y |
| Ability to prepare clear, accurate, and concise supplemental reports | 3 | Y |
| Ability to exercise proper discretion, tact, initiative, and independent judgment within general policy and legal guidelines | 3 | Y |
| Ability to maintain proficiency in using complex web-based computer applications | 3 | Y |

| | | |
|--|---|---|
| Ability to respond to multiple concurrent requests and provide accurate, timely information for each | 3 | Y |
|--|---|---|

4. REQUIRED LICENSES OR CERTIFICATES - List any licenses or certificates from a board of licensure or governmental agency that you are required to have to perform assigned duties.

California Driver's License

California DOJ Crime and Intelligence Analysis Certification – *essential* but not officially required

5. BUDGET RESPONSIBILITY - List any responsibility for budgets you are assigned. Please note the scope of the budget (specific program, division, and department), the kind of responsibility (typing, compiling, forecasting, and analyzing), and the frequency of your involvement (daily, monthly, and annually).

Scope: I have no budget responsibilities at this time.

Total Budget \$:

Funding Source(s):

Responsibility/Role:

Frequency:

Contracts/Grants (*if applicable*):

6. EQUIPMENT, TOOLS AND VEHICLES - List any equipment, tools or vehicles you use in the performance of assigned duties. Include the amount of time (either % of time or hours/ day, week, month) spent using the equipment, tool or vehicle.

| <u>Equipment, Tool or Vehicle</u> | <u>Frequency</u> |
|-----------------------------------|------------------|
| Laptop with Dual Monitors | 100% |
| Printer/Scanner/Photocopier | 75% |
| Telephone/Fax | 20-30% |
| Pool Car | 10% |
| Network Card | 5-10% |

7. CONTACTS - List people whom you have regular contact with either in person or on the telephone. Please list the reason for the contact and how frequently the contact occurs.

A. Inside the organization

Barbara Beverly, Crime Analysis – supervisor - daily
Ken Ferreira, Investigations – monitoring sex registrants – daily
Carey Passmore, Records – sex and arson registrant records – weekly
Jerry Sylva, IT – technical resources – monthly
Jenny Schulte, IT – CAD/RMS procurement project – monthly
Investigations Staff – casework – daily
Patrol Sergeants/Deputies – intelligence/information sharing – daily

B. Outside the organization

Debby Nelson, Auburn PD – intelligence/information sharing – weekly
Courtney Balance, Citrus Heights PD – intelligence/information sharing – weekly
Christina Novello, El Dorado SO– intelligence/information sharing – weekly
Renee Maldonado, Lincoln PD – intelligence/information sharing – weekly
Shawn Baird, Rocklin PD – intelligence/information sharing – weekly
Amanda Wardelman, Roseville PD – intelligence/information sharing – weekly
Leslie Carbah, Yuba County SO – intelligence/information sharing – weekly
Regional Law Enforcement Agencies – intelligence/information sharing – daily
Probation/Parole/DOJ – intelligence/information sharing - weekly
Records Bureaus, Various LE Agencies – report requests – weekly

8. DECISION-MAKING

A. List some examples of decisions or commitments you make regularly and independently in the performance of assigned duties.

1. I decide what critical information warrants distribution within our organization as well as to regional law enforcement agencies in the form of Officer Safety Bulletins, BOLOs, Information Bulletins, or general FYI emails.
2. I monitor the compliance of our sex and arson registrants. When one is out of compliance, I attempt to determine his/her whereabouts. I give that information to detectives so the subject can be contacted or a warrant can be filed. I also advise detectives of registrants that are showing indicators of possible re-offence.

3. I am asked daily by detectives and or patrol deputies to assist with case investigations. Depending on the case, I decide the type of information that needs to be researched and the best way to find that information.
4. I read the End of Watch reports daily looking for information that could be related to a pending case or for indications of a crime series that may be starting. When I recognize that something in the End of Watch report may be related to another case, I pass along any relevant information to the deputy/detective.
5. I regularly re-evaluate the workflow of the unit and make adjustments when needed.

B. List some examples of recommendations or problems you take to your supervisor for advice or resolution.

1. I confer with my supervisor in situations where her knowledge and expertise will facilitate a resolution; such as complex cases or when I encounter circumstances I have not dealt with in the past.
2. After operations or critical incidents, I will make recommendations as to how our unit can improve our tactical response.
3. I make recommendations regarding analysis software applications that would benefit our unit.

9. WORK ENVIRONMENT - Describe the work environment you typically work in (office, outdoors, traffic, park).

I typically work in a standard office environment. Occasionally, I go out to the field with detectives or deputies to assist with compliance checks, search warrants, and parole/probation sweeps. During critical incidents, I respond to whatever location I am needed which may include Dispatch, the Command Post, Briefing, etc.

10. SUPERVISION EXERCISED

A. Who Do You Supervise?

Please list the name and job title of any employees you exercise supervision over.

Employee Name

Job Title

I am not supervising any employees at this time.

Amanda Wardelman

Crime Analysis Intern (Spring/Summer 2014)

B. What Kind of Supervision Do You Exercise?

Please check the statements that apply to you.

- Train others in assigned duties
- Assign work to other employees
- Review the work of other employees
- Evaluate the work of other employees
- Provide information on employee evaluations
- Conduct employee performance evaluations
- Recommend disciplinary action for employees
- Formally discipline employees
- Recommend hiring and firing of employees
- Hire and fire employees

List any additional Supervisory responsibility:

11. PHYSICAL REQUIREMENTS - Check the frequency and number of hours a day you are required to do the following specific types of activities.

| ACTIVITY | FREQUENCY | # OF HOURS PER DAY | | | | | EXAMPLES OF TASKS |
|-----------|------------------------------------|--------------------|-----|-----|-----|-----|-------------------------------------|
| | C = Continuous I = Intermittent | 0 | 1-2 | 3-4 | 5-6 | 7-8 | |
| Sitting | C | | | | | X | Working at Desk |
| Walking | I | | X | | | | Walking Around Office/Department |
| Standing | I | | X | | | | Standing in Office, Accessing Files |
| Bending | I | X | | | | | Accessing Files |
| Squatting | I | X | | | | | Accessing Files |
| Climbing | N/A | X | | | | | N/A |
| Kneeling | I | X | | | | | Accessing Files |
| Twisting | N/A | X | | | | | N/A |

Is hand manipulation required? No Yes

Are there special visual or auditory requirements? No Yes (Describe):

12. MENTAL REQUIREMENTS - Please check any of the following mental processes you use in the performance of your duties.

| ACTIVITY | FREQUENCY | # OF HOURS PER DAY | | | | | EXAMPLES OF TASKS |
|-----------------|------------------------------------|--------------------|-----|-----|-----|-----|---|
| | C = Continuous I = Intermittent | 0 | 1-2 | 3-4 | 5-6 | 7-8 | |
| Analyzing | C | | | | | X | Analyzing Crime Data |
| Identifying | C | | | | | X | Identifying Crime Trends, Patterns |
| Interpreting | C | | | | | X | Interpreting Crime Data, Statistics |
| Knowing | C | | | | | X | Knowledge of California Law |
| Observing | C | | | | | X | Emails, Reports, CAD/RMS, Radio Traffic for Connections/Relationships |
| Problem Solving | C | | | | | X | Connecting Dots Between Pieces of Information |
| Remembering | C | | | | | X | Previous Cases, Suspects, Details to Relate to Current Cases |
| Understanding | C | | | | | X | Multiple Computer Systems & How They Inter-Relate |
| Explaining | C | | | | | X | Crime Data, Trends, Statistics, Findings |

13. LIFTING OR CARRYING - Please identify below the amount of lifting and carrying REQUIRED for your job:

| WEIGHT | NUMBER OF TIMES A DAY | | | | |
|-------------------|-----------------------|-----|-----|------|-----|
| | 0 | 1-2 | 3-7 | 8-19 | 20+ |
| 1. 10 LBS OR LESS | | | X | | |
| 2. 11 TO 25 LBS | X | | | | |
| 3. 26 TO 50 LBS | X | | | | |
| 4. 51 TO 75 LBS | X | | | | |
| 5. 76 TO 100 LBS | X | | | | |
| 6. OVER 100 LBS | X | | | | |

14. ADDITIONAL INFORMATION

List any information regarding your position that you feel is important or relevant with regard to your position.

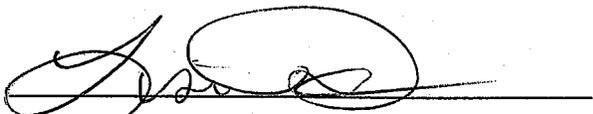
This is a unique and highly specialized professional position, the scope of which goes well beyond the classification of Administrative Technician. At a minimum, a bachelor's degree and California DOJ Certification in Crime and Intelligence Analysis should be required.

In addition to the items stated above, this position comprises a training roll. When people aren't sure where to find the information they need, or how to utilize a particular system, they come to the Crime Analysis Unit. Our knowledge of law enforcement computer software systems, and of the relationships between the data, often makes us the "go to" place within the sheriff's office when people are looking for help.

The Crime Analysis Unit is a team with both members functioning in interchangeable roles. While the Senior Crime Analyst has more years of experience resulting in relationally greater knowledge, skill, ability and responsibility, the Junior Crime Analyst routinely performs the same daily tasks as the senior analyst. The expectation

throughout the sheriff's office is that either analyst has the ability to provide the information needed.

I believe that the information presented in this questionnaire represents the assigned duties and responsibilities of my position.

A handwritten signature in black ink, consisting of a large, stylized initial 'A' followed by several loops and a long horizontal stroke extending to the right.

Signature of Employee

4-9-2015

Date

SECTION III - SUPERVISOR COMMENTS

Supervisor's Name: Barbara Beverly

Title: Staff Services Analyst II

Do you believe the employee has described his/her job accurately? Yes No

If not, what changes would you make to the questionnaire to describe the job more accurately?

If you were going to hire a new employee for this position, what knowledge, skills and abilities would you require of applicants?

Ideally, I would require all the knowledge, skills and abilities stated by the Employee. Her computer skills alone go well above and beyond what I could reasonably require of an Admin Tech applicant. Additionally, the ability to prioritize, be flexible, work well under pressure, and be confidential is very important in this position.

What experience and/or education would most likely provide an applicant with the above knowledge, skills and abilities?

A Bachelor's Degree, some prior work experience in law enforcement and a DOJ Certification as a Crime and Intelligence Analyst which entails 148 hours of classroom instruction, plus completion of projects and a 400 hour practicum.

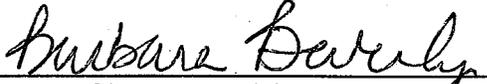
What kind of supervision does this position receive? How often do you review the employee's work? How do you normally give this position assignments?

Over time, the position requires less supervision, as the employee has increased her knowledge and has gained experience and competency. I review her products, I witness the feedback detectives and supervisors give her, and I observe how she conducts herself with others and on the phone on a daily basis. I give advice or recommendations when needed or requested. We work side by side so I typically give assignments verbally or occasionally, by email.

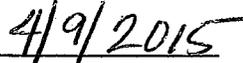
Are there any *required* licenses or certificates for this position?

A CDL is required. Currently, the Admin Tech position does not require a certification, but the employee who is the full complement to the Crime Analysis Unit should have a DOJ Certificate as a Crime and Intelligence Analyst.

I have reviewed this questionnaire and believe it to be an accurate statement of the duties and responsibilities of this position.



Signature of Supervisor



Date

SECTION IV - DEPARTMENT DIRECTOR (OR DESIGNEE)

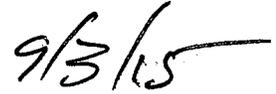
I believe the employee and supervisor have accurately described the position in this questionnaire.

Yes No

I would suggest the following modifications to more accurately describe the position:



Signature of Department Director/Designee



Date



COUNTY OF PLACER POSITION INVENTORY QUESTIONNAIRE

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SECTION I - EMPLOYEE INFORMATION

Name: Barbara Beverly

Classification Title: Staff Services Analyst II

Working Title: Crime and Intelligence Analyst / Supervisor

Department/Division: Sheriff / Investigations / Crime Analysis Unit

Work Address: 2929 Richardson Drive, Auburn

Work Phone Number: (530) 889-7836

Work Hours and/or Shift Schedule: 9/80

How long have you been with the organization? 20 Years

How long have you been in your current position? 18 Years

Your Supervisor's Name: Troy Minton-Sander

Supervisor's Title: Lieutenant, Investigations

Work Phone Number: (530) 889-7862

Your Supervisor's Supervisor: Wayne Woo

Title: Captain, Field Operations

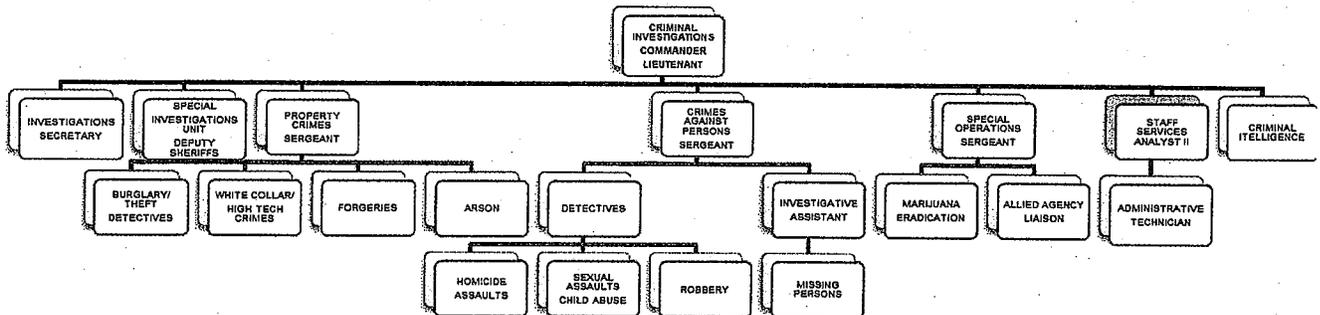
Placer County Personnel

SECTION II - POSITION INFORMATION

1. WHAT IS THE MAIN FOCUS OF YOUR JOB? *Please provide two or three sentences describing the main focus of your job and provide an organizational chart which identifies your position by function and reporting relationships (attach additional page(s) if necessary).*

The primary focus of my job is to analyze crime data within the county in order to identify crime trends and/or patterns, communicate pertinent information to operational and administrative personnel regarding those trends, as well as any other pertinent or officer safety related information. I research, evaluate and procure new technology, and conduct complex data mining with multiple intelligence databases to assist with investigations. I develop and produce a number of complex statistical reports for administration, MAC groups, and to comply with Public Records Act requests. I serve as the Terrorism Liaison Officer for the Sheriff's Office and am the point of contact for exchange of sensitive information and intelligence with state and federal fusion centers. Additionally, I plan, organize and direct the activities within the Crime Analysis Unit and I directly supervise and evaluate the other Crime Analyst and interns.

Sheriff's Investigations Organizational Chart:



2. LIST OF DUTIES - A "duty" is a major responsibility assigned to a position, and can include many tasks. Please list the majority and most significant duties assigned to your position and rank the duties by importance and frequency using the criteria below. You may attach additional pages if necessary.

Frequency

- 0 = Not part of the job
- 1 = Part of the job, but not performed
- 2 = Every few months to yearly
- 3 = Every few weeks to monthly
- 4 = Every few days to weekly
- 5 = Every few hours to daily

Importance

- 0 = Not Important
- 1 = Somewhat Important
- 2 = Important
- 3 = Critical

| DUTY PERFORMED | FREQUENCY | IMPORTANCE |
|--|------------------|-------------------|
| Plan, prioritize, assign, supervise and review the work of the Crime Analysis Unit. | 5 | 3 |
| Recommend and assist in the implementation of Unit goals and objectives. | 5 | 3 |
| Evaluate operations and activities of assigned responsibilities. | 5 | 3 |
| Collect, research, analyze, and prepare reports on a variety of law enforcement, crime, and intelligence data using qualitative and quantitative methods | 5 | 3 |
| Identify and interpret criminal activity, patterns, relationships and trends | 5 | 3 |
| Review Intelligence products from state and federal fusion centers and disseminate to command staff and/or patrol staff as necessary | 5 | 3 |
| Conduct training for patrol staff on a variety of computer system applications | 2 | 2 |
| Produce time-sensitive law enforcement bulletins containing critical and accurate information | 4 | 3 |
| Develop and maintain intelligence databases | 5 | 3 |
| Maintain proficiency with a multitude of computer software programs | 5 | 3 |
| Properly handle confidential and law enforcement sensitive material, including deciding what to release and to whom | 5 | 3 |
| | | |

| | | |
|--|---|---|
| Serve as an Advisor to the Placer County Crime Stoppers Board and manage all crime tips and rewards | 3 | 2 |
| Maintain working knowledge of current California laws and local ordinances. | 5 | 3 |
| Clearly communicate, both verbally and in writing, with Investigations staff, Patrol staff, Administration staff, and outside law enforcement agencies | 5 | 3 |
| Assist with investigations, including conducting research and representing complex data in understandable formats | 5 | 3 |
| Write supplemental reports | 2 | 3 |
| Testify in court | 2 | 3 |
| Provide technical assistance on the functionality of systems | 4 | 2 |
| Evaluate investigative computer software tools | 2 | 2 |
| Assist with the new CAD/RMS acquisition project | 3 | 2 |

3. KNOWLEDGE, SKILLS AND ABILITIES - Every job requires some combination of knowledge, skill and/or ability (KSA) to perform assigned duties. **This section is provided in order to separate what you know from what you do.**

Definitions

Knowledge is a body of information drawn upon to perform a duty.

A skill is a physical dexterity or coordination required to perform a duty.

Ability is an observable behavior or aptitude related to a duty.

Examples

Knowledge of modern office procedures, systems and equipment.

Skill in operating heavy equipment including a back hoe.

Ability to analyze and prepare technical reports.

Using the chart on the following page, please identify the knowledge, skill, or ability required to do your job, rate each according to importance using the scale below, and indicate whether or not it is needed at entry. Attach additional pages if needed.

| <u>Importance</u> |
|--------------------------|
| 0 = Not Important |
| 1 = Somewhat Important |
| 2 = Important |
| 3 = Critical |

| KNOWLEDGE, SKILL, OR ABILITY | IMPORTANCE | NEEDED AT DAY 1? (y/n) |
|---|-------------------|-------------------------------|
| Knowledge of principles of supervision, training and performance evaluations | 3 | Y |
| Knowledge of pertinent local, state and federal laws, ordinances and rules. | 3 | Y |
| Knowledge of pertinent County and Sheriff's Office policies, procedures and General Orders | 3 | Y |
| Knowledge of recognized crime analysis techniques and best practices | 3 | Y |
| Knowledge of statistics, research techniques, and information management | 3 | Y |
| Knowledge of effective report preparation and presentation | 3 | Y |
| Knowledge of computer database architecture | 3 | Y |
| Knowledge of GIS and mapping software applications | 2 | N |
| Skill in developing and maintaining computer database systems | 3 | Y |
| Skill at retrieving raw data from multiple data sources (data mining) and confirming data integrity | 3 | Y |
| Skill in proficient use of Microsoft Office applications, including Access, Excel, Word and Outlook | 3 | Y |
| Ability to organize, implement, staff and direct the Crime Analysis Unit | 3 | Y |
| Ability to supervise, train and evaluate assigned staff | 3 | Y |
| | | |

| | | |
|---|---|---|
| Ability to evaluate current practices of the Crime Analyst Unit against changing needs and evolving technology; make recommendations and implement change | 2 | N |
| Ability to collect, evaluate, analyze, and interpret complex information and data | 3 | Y |
| Ability to read, interpret, apply and present complex reports | 3 | Y |
| Ability to prepare clear, accurate, and concise supplemental reports | 3 | Y |
| Ability to exercise proper discretion, tact, initiative, and independent judgment within general policy and legal guidelines | 3 | Y |
| Ability to maintain proficiency in using complex web-based computer applications | 3 | Y |
| Ability to respond to multiple concurrent requests and provide accurate, timely information for each | 3 | Y |

4. REQUIRED LICENSES OR CERTIFICATES - List any licenses or certificates from a board of licensure or governmental agency that you are required to have to perform assigned duties.

California Driver's License

California DOJ Crime and Intelligence Analysis Certification – *essential* but not officially required

5. BUDGET RESPONSIBILITY - List any responsibility for budgets you are **assigned**. Please note the scope of the budget (specific program, division, and department), the kind of responsibility (typing, compiling, forecasting, and analyzing), and the frequency of your involvement (daily, monthly, and annually).

Scope: None currently, though I have written grants and have been responsible for preparing the budget, procuring budgeted items, and monitoring the budget in excess of \$1 million.

Total Budget \$:

Funding Source(s):

Responsibility/Role:

Frequency:

Contracts/Grants (if applicable):

6. EQUIPMENT, TOOLS AND VEHICLES - List any equipment, tools or vehicles you use in the performance of assigned duties. Include the amount of time (either % of time or hours/ day, week, month) spent using the equipment, tool or vehicle.

| <u>Equipment, Tool or Vehicle</u> | <u>Frequency</u> |
|-----------------------------------|------------------|
| Laptop with Dual Monitors | 100% |
| Printer/Scanner/Photocopier | 75% |
| Telephone/Fax | 20-30% |
| Pool Car | 10% |

7. CONTACTS - List people whom you have regular contact with either in person or on the telephone. Please list the reason for the contact and how frequently the contact occurs.

A. Inside the organization

Lisa Doty, co-worker in Crime Analysis – daily

Troy Minton-Sander, Investigations Lieutenant – my supervisor – 2 x week

Investigations Staff – casework – daily

Patrol Sergeants/Deputies – intelligence/information sharing – daily

B. Outside the organization

Debby Nelson, Auburn PD – intelligence/information sharing – weekly

Courtney Balance, Citrus Heights PD – intelligence/information sharing – weekly

Christina Novello, El Dorado SO– intelligence/information sharing – weekly

Renee Maldonado, Lincoln PD – intelligence/information sharing – weekly

Shawn Baird, Rocklin PD – intelligence/information sharing – weekly

Amanda Wardelman, Roseville PD – intelligence/information sharing – weekly

Leslie Carbah, Yuba County SO – intelligence/information sharing – weekly

Regional Law Enforcement Agencies – intelligence/information sharing – daily

Probation/Parole/DOJ – intelligence/information sharing - weekly

8. DECISION-MAKING

A. List some examples of decisions or commitments you make regularly and independently in the performance of assigned duties.

1. I regularly monitor and evaluate the workflow and work product of the Crime Analysis Unit and decide when and what changes would be beneficial. I've done this routinely since the inception of the Unit 18 years ago.
2. I decide when to enlist the assistance of new interns and what duties they will be performing.
3. I decide what meetings, trainings and conferences are beneficial to the Office and to career development and make recommendations for which ones we attend.
4. I commit to taking on new projects and responsibilities, and decide how the work will be distributed within the Unit.
5. When multiple requests/assignments are received by the Unit, I decide upon their priorities and delegate as necessary.
6. I decide what new equipment, software or other expenditures the Unit will request authorization to purchase.
7. I decide what critical information warrants distribution within our organization as well as to regional law enforcement agencies in the form of Officer Safety Bulletins, BOLOs, Information Bulletins, or Suspicious Activity Reports.
8. I am asked daily by detectives and or patrol deputies to assist with case investigations. Depending on the case, I decide the type of information that needs to be researched and the best way to find that information.

B. List some examples of recommendations or problems you take to your supervisor for advice or resolution.

1. I have made the recommendation that Crime Analysts can be utilized efficiently in the field during critical incidents, crime scenes, search warrants or sweeps. I recommended that we have laptops we can take into the field and provide assistance at the scene.

2. I have made the recommendation that Crime Analysts be pulled into major crimes briefings from the start so we are cognizant of all circumstances and can offer assistance in ways that the detectives may not have thought of.
3. I make recommendations regarding analysis software applications that would benefit our unit.
4. I confer with a supervisor when I receive a request from a citizen for information regarding "politically sensitive" issues. The supervisor appreciates receiving a "heads up," and may have information regarding the issue that I do not have.

9. WORK ENVIRONMENT - Describe the work environment you typically work in (office, outdoors, traffic, park).

I typically work in a standard office environment. Occasionally, I go out to the field with detectives or deputies to assist with compliance checks, search warrants, and parole/probation sweeps. During critical incidents, I respond to whatever location I am needed which may include Dispatch, the Command Post, Briefing, etc.

10. SUPERVISION EXERCISED

A. Who Do You Supervise?

Please list the name and job title of any employees you exercise supervision over.

| <u>Employee Name</u> | <u>Job Title</u> |
|----------------------|--|
| Lisa Doty | Administrative Technician (Crime Analyst) |
| Amanda Wardelman | Crime Analysis Intern (Spring/Summer 2014) |

B. What Kind of Supervision Do You Exercise?

Please check the statements that apply to you.

- Train others in assigned duties
- Assign work to other employees
- Review the work of other employees
- Evaluate the work of other employees
- Provide information on employee evaluations
- Conduct employee performance evaluations
- Recommend disciplinary action for employees (IF NECESSARY)
- Formally discipline employees (IF NECESSARY)
- Recommend hiring and firing of employees

X Hire and fire employees

List any additional Supervisory responsibility:

Approve requests for leave, schedule adjustments; approve time sheets.

Request and oversee the installation of all necessary office equipment, software, and network requirements so an analyst or intern has the tools necessary to perform their duties.

Collaborate with analyst / intern on goal setting that benefits the Unit, the Sheriff's Office and the person's personal career development.

Recommend trainings/classes for career development and ensure that work load, upon return to the office, facilitates practice and retention of newly learned material.

11. PHYSICAL REQUIREMENTS - Check the frequency and number of hours a day you are required to do the following specific types of activities.

| ACTIVITY | FREQUENCY | # OF HOURS PER DAY | | | | | EXAMPLES OF TASKS |
|-----------|------------------------------------|--------------------|-----|-----|-----|-----|-------------------------------------|
| | C = Continuous I = Intermittent | 0 | 1-2 | 3-4 | 5-6 | 7-8 | |
| Sitting | C | | | | | X | Working at Desk |
| Walking | I | | X | | | | Walking Around Office/Department |
| Standing | I | | X | | | | Standing in Office, Accessing Files |
| Bending | I | X | | | | | Accessing Files |
| Squatting | I | X | | | | | Accessing Files |
| Climbing | N/A | X | | | | | N/A |
| Kneeling | I | X | | | | | Accessing Files |
| Twisting | N/A | X | | | | | N/A |

Is hand manipulation required? No Yes

Are there special visual or auditory requirements? No Yes (Describe):

12. MENTAL REQUIREMENTS - Please check any of the following mental processes you use in the performance of your duties.

| ACTIVITY | FREQUENCY | # OF HOURS PER DAY | | | | | EXAMPLES OF TASKS |
|-----------------|------------------------------------|--------------------|-----|-----|-----|-----|---|
| | C = Continuous I = Intermittent | 0 | 1-2 | 3-4 | 5-6 | 7-8 | |
| Analyzing | C | | | | | X | Analyzing Crime Data |
| Identifying | C | | | | | X | Identifying Crime Trends, Patterns |
| Interpreting | C | | | | | X | Interpreting Crime Data, Statistics |
| Knowing | C | | | | | X | Knowledge of laws and ordinances; knowing what crime data we capture/how it's stored/where it's stored/how to access it |
| Observing | C | | | | | X | Emails, Reports, CAD/RMS, Radio Traffic for Connections/Relationships |
| Problem Solving | C | | | | | X | Connecting Dots Between Pieces of Information |
| Remembering | C | | | | | X | Previous Cases, Suspects, Details to Relate to Current Cases |
| Understanding | C | | | | | X | Multiple Computer Systems & How They Inter-Relate |

| | | | | | | |
|------------|---|--|--|--|---|---|
| Explaining | C | | | | X | Crime Data, Trends, Statistics, Findings |
|------------|---|--|--|--|---|---|

13. LIFTING OR CARRYING - Please identify below the amount of lifting and carrying REQUIRED for your job:

| WEIGHT | NUMBER OF TIMES A DAY | | | | |
|-------------------|-----------------------|-----|-----|------|-----|
| | 0 | 1-2 | 3-7 | 8-19 | 20+ |
| 1. 10 LBS OR LESS | | | X | | |
| 2. 11 TO 25 LBS | X | | | | |
| 3. 26 TO 50 LBS | X | | | | |
| 4. 51 TO 75 LBS | X | | | | |
| 5. 76 TO 100 LBS | X | | | | |
| 6. OVER 100 LBS | X | | | | |

14. ADDITIONAL INFORMATION

List any information regarding your position that you feel is important or relevant with regard to your position.

This is a unique and highly specialized professional position, the scope of which goes well beyond the classification of Staff Services Analyst. It would be futile to attempt to fill a vacancy in the Crime Analysis Unit with another SSA and have any expectations of proficiency. At a minimum, a bachelor's degree and California DOJ Certification in Crime and Intelligence Analysis should be required. I have a master's degree and hundreds of hours of specialized training. Additionally, I have 18 years of experience as a Crime and Intelligence Analyst with the Placer County Sheriff's Office, I have attended all required classes for Supervisors, and I have been directly supervising at least one other person for the past 15 years.

I believe that the information presented in this questionnaire represents the assigned duties and responsibilities of my position.

Signature of Employee

Date

SECTION III - SUPERVISOR COMMENTS

Supervisor's Name: Troy Minton-Sander

Title: Lieutenant, Investigations

Do you believe the employee has described his/her job accurately? Yes No

If not, what changes would you make to the questionnaire to describe the job more accurately? NONE.

If you were going to hire a new employee for this position, what knowledge, skills and abilities would you require of applicants?

ALL IDENTIFIED BY BARBARA BEVERLY

What experience and/or education would most likely provide an applicant with the above knowledge, skills and abilities? B.A. / B.S., D.O.J. CRIME

ANALYST.