

**RESOLUTION TO AMEND JOB CLASSIFICATIONS FOR DISTRICT ATTORNEY
INVESTIGATION SPECIALIST RANGE 2396,
DISTRICT ATTORNEY INVESTIGATIONS ASSISTANT RANGE 1920,
AND AMEND FISCAL YEAR 2017-2018 POSITION ALLOCATION
FOR DISTRICT ATTORNEY DEPARTMENT #70301**

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

WHEREAS, these positions are necessary in the daily operational needs of the District Attorney's Department; and

WHEREAS, the Human Resources Director has amended job classifications for the District Attorney Investigations Specialist wage range 2396 and Investigations Assistant wage range 1920; and

WHEREAS, this correction was brought to the attention of the Director of Human Resources who is now requesting approval of this resolution to amend the 2017-2018 Position Allocation for department #70301; and

NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

1. Approve the amendments to the Fiscal Year 2017/2018 Position Allocation to allocate the following positions:

District Attorney #70301	Current FTE
Senior District Attorney Investigator or District Attorney Investigator	1.00
District Attorney Investigative Specialist or District Attorney Investigative Assistant	1.00
District Attorney #70301	Proposed FTE
Senior District Attorney Investigator or District Attorney Investigator	0.00
District Attorney Investigative Specialist or District Attorney Investigative Assistant	2.00

2. Approve the revised job classifications for District Attorney Investigations Specialist range 2396 and District Attorney Investigations Assistant wage range 1920.

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the 9th day of January, 2018 by the following vote:

AYES: Supervisors: SIMPSON, THRALL, GOSS, SANCHEZ, ENGEL

NOES: Supervisors: NONE

ABSENT: Supervisors: NONE



Chair, Board of Supervisors



Nancy H. Datone
Clerk, Board of Supervisors

Exhibit A

DISTRICT ATTORNEY INVESTIGATIONS SPECIALIST

DEFINITION

Under general direction administers, plans, organizes, and supervises the coordination of a variety of District Attorney investigative and trial functions; is responsible and provides Administrative leadership; leads investigations in fraud and financial crime, represents the District Attorney with state, local, and community organizations and other government agencies; and does related work as required.

DISTINGUISHING CHARACTERISTICS

This position is an advanced investigative position with responsibility for managing witness coordination during the investigation and prosecution of crime; with investigating financial crime and for organizing data and evidentiary documents for use by the prosecution and for presentation to a jury. The incumbent investigates white collar crime, fraud and complex financial crimes and coordinates with other law enforcement agencies, with financial institutions and professional organizations in collecting, analyzing and organizing evidence. This position represents the District Attorney with the victims of crime and arranges travel and other services for victims and witnesses during hearings and trials.

REPORTS TO

The District Attorney or the Senior DA Investigator

CLASSIFICATIONS DIRECTLY SUPERVISED

Legal Services Assistant I or II, or District Attorney Investigative Assistant.

DA INVESTIGATIONS SPECIALIST - 2

EXAMPLES OF DUTIES

- Plans, directs, coordinates, and conducts criminal, family support, child abduction, and other investigations.
- Gathers, assembles, preserves, and reports facts and evidence.
- Interviews complainants, suspects, and witnesses, analyzing and evaluating their statements.
- Investigates financial crimes and analyses financial statements, preparing complex financial reports for use by the prosecutor.
- Prepares final investigative reports, presenting significant data in summary form.
- Prepares and executes warrants and related affidavits for search or arrest.
- Uses and maintains surveillance devices, photographic equipment, and recording equipment.
- Works closely with the Plumas County Sheriff's Office on criminal investigations.
- Assists other law enforcement agencies, including Federal, State, and local agencies on a request-to-assist basis.
- Provides trial attorneys with paralegal assistance in evidence review and evaluation, as well as preparation of cases for trial.
- Develops necessary information required by the exigent disclosure of information at or before trial or judgment.
- Investigates white-collar crime, consumer fraud, official misconduct, insurance sales, corporate securities, stock and bond transactions, and false and misleading promotions.
- Assists with Grand Jury investigations and presentations.
- Researches hidden assets and actual ownership of suspect business enterprises.
- Investigates alleged violations of Revenue and Taxation Codes, Election Laws, and other specified areas as directed.
- Keep statistics and provides records and reports for use by prosecutors.
- Serves as liaison between prosecutors within the District Attorney's Office and the victims of crime in both pre- and post-conviction instances.
- Coordinates witness appearances, working closely with the prosecutor to arrange travel, schedule testimony, provide care for them while waiting and sometimes to persuade and assure witnesses to keep them engaged.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye- hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal and written communication; use of office equipment including computers, various media & educational tools, telephones, calculators, copiers and FAX; driving throughout the County and travel to some conferences.

DA INVESTIGATIONS SPECIALIST - 3

TYPICAL WORKING CONDITIONS

Work is performed equally in the community and in an office environment; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Investigative techniques and procedures.
- Criminal and civil law, rules of evidence, and court procedures.
- Interviewing techniques.
- Basic accounting procedures and their application to law enforcement and family support investigations.
- Use and care of firearms.
- Principles of supervision, training, and employee evaluation.

Ability to:

- Assign, schedule, supervise and evaluate staff.
- Analyze and evaluate financial and statistical data, researching and gathering information from a wide variety of sources.
- Interpret and analyze possible financial fraud and summarize data for use by prosecutors.
- Interpret, apply and explain Federal, State and local laws, regulations, policies and procedures.
- Establish and maintain cooperative working relationships with various agencies involved in these criminal justice and related activities.
- Gather and analyze investigative data.
- Provide a variety of support for legal staff and other law enforcement agencies.
- Prepare clear, concise, and comprehensive investigative reports.
- Interpret and apply codes, laws, and court decisions regarding the proper gathering and preservation of evidence.
- Deal tactfully and courteously with people from a variety of cultural and ethnic backgrounds.
- Exercise good judgment in handling potential hostile individuals/situations.
- Effectively represent the District Attorney's Office in contacts with the public, other County staff, and other law enforcement agencies.
- Establish and maintain cooperative working relationships.

DA INVESTIGATIONS SPECIALIST - 4

Training and Experience:

Qualifications needed for this position:

Two (2) years of experience performing criminal or civil investigations,

OR

Successful completion of the courses required for a major from an accredited four (4) year college or university in criminology, law enforcement, criminal justice or related field.

Special Requirements:

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

Completion of a course outlined in Penal Code §832 with qualifications to testify in court.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

PLUMAS COUNTY
Approved 01/14/2014

DISTRICT ATTORNEY INVESTIGATIONS SPECIALIST

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CLASSIFICATIONS DIRECTLY SUPERVISED

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- Assists with Grand Jury investigations and presentations.
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- Investigates alleged violations of Revenue and Taxation Codes, Election Laws, and other specified areas as directed.
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DA INVESTIGATIONS SPECIALIST - 3

TYPICAL WORKING CONDITIONS

Work is performed equally in the community and in an office environment; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Investigative techniques and procedures.
- Criminal and civil law, rules of evidence, and court procedures.
- Interviewing techniques.
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- Use and care of firearms.
- Principles of supervision, training, and employee evaluation.

Ability to:

- Assign, schedule, supervise and evaluate staff.
- Analyze and evaluate financial and statistical data, researching and gathering information from a wide variety of sources.
- Interpret and analyze possible financial fraud and summarize data for use by prosecutors.
- Interpret, apply and explain Federal, State and local laws, regulations, policies and procedures.
- Establish and maintain cooperative working relationships with various agencies involved in these criminal justice and related activities.
- Gather and analyze investigative data.
- Provide a variety of support for legal staff and other law enforcement agencies.
- Prepare clear, concise, and comprehensive investigative reports.
- Interpret and apply codes, laws, and court decisions regarding the proper gathering and preservation of evidence.
- Deal tactfully and courteously with people from a variety of cultural and ethnic backgrounds.
- Exercise good judgment in handling potential hostile individuals/situations.
- Effectively represent the District Attorney's Office in contacts with the public, other County staff, and other law enforcement agencies.
- Establish and maintain cooperative working relationships.

DA INVESTIGATIONS SPECIALIST - 3

Training and Experience:

Two (2) years of experience performing criminal or civil investigations.

OR

Successful completion of the courses required for a major from an accredited four (4) year college or university in criminology, law enforcement, criminal justice or related field.

Special Requirements: Possession of a valid California Driver's license issued by the California Department of Motor Vehicles.

Completion of a course outlined in Penal Code §832 with qualifications to testify in court.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

DISTRICT ATTORNEY INVESTIGATIVE ASSISTANT**DEFINITION**

Under supervision provides investigative support to the District Attorneys Department, assists the District Attorney investigator, assists in the service of court documents, locating and interviewing witnesses; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents provide investigative support to attorneys or investigators by assisting in the service of court documents, locating and interviewing witnesses, locating missing parents and abducted children, and retrieving certified documents and reports. The Investigative Assistant differs from the District Attorney Investigator in that the latter has full responsibility for independently planning and performing investigations. The Investigative Assistant assists with the routine aspects of non-criminal investigations. The Investigative Assistant is a non-safety classification.

REPORTS TO

Supervising Investigator or District Attorney

CLASSIFICATIONS DIRECTLY SUPERVISED

None

INVESTIGATIVE ASSISTANT – 2

EXAMPLES OF DUTIES

- May assists District Attorney Criminal Investigator in research of case evidence.
- Recording crime scenes and in providing investigative support to attorneys in trial.
- Performs field work locating witnesses, abducted children, and/or missing parents.
- Services court documents.
- Interviews witnesses.
- Assists attorneys in case development.
- Provides information to persons seeking assistance for abducted children.
- Prepares file records and reports.
- Retrieves certified documents and reports.
- And performs case report tracking.
- Safely operate vehicle to serve court documents and perform routine field work assignments.
- Operate computer keyboard.
- Interview witnesses to obtain needed information.
- Write concise and accurate reports.
- Prioritize casework assignments.
- Work independently in locating missing persons and in obtaining information.

KNOWLEDGE OF:

- Criminal Judicial system;
- Laws governing domestic violence and custody of minors

ABILITY TO:

- Operate computer terminal;
- Operate vehicle

INVESTIGATIVE ASSISTANT – 3

MINIMUM QUALIFICATIONS:

One (1) year of experience performing criminal or civil investigations.

OR

Completion of 50 college units with a major in administration of justice, social work, law enforcement or a closely related field.

OR

Successful completion of California P.O.S.T. training (Level 1 Reserves) and thirty (30) college units with a major in administration of justice or law enforcement

SPECIAL REQUIREMENTS:

Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.

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Under supervision provides investigative support to the District Attorneys Department, assists the District Attorney investigator, assists in the service of court documents, locating and interviewing witnesses; and performs related work as required.

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Incumbents provide investigative support to attorneys or investigators by assisting in the service of court documents, locating and interviewing witnesses, locating missing parents and abducted children, and retrieving certified documents and reports. The Investigative Assistant differs from the District Attorney Investigator in that the latter has full responsibility for independently planning and performing investigations. The Investigative Assistant assists with the routine aspects of non-criminal investigations. The Investigative Assistant is a non-safety classification.

REPORTS TO

Supervising Investigator.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

EXAMPLES OF DUTIES

- Assists District Attorney Criminal Investigator in research of case evidence.
- Recording crime scenes and in providing investigative support to attorneys in trial.
- Performs field work locating witnesses, abducted children, and/or missing parents.
- Services court documents.
- Interviews witnesses.
- Assists attorneys in case development.
- Provides information to persons seeking assistance for abducted children.
- Prepares file records and reports.
- Retrieves certified documents and reports.
- And performs case report tracking.

Exhibit B

District Attorney Investigative Specialist

Wage range - 2396

*Prepared March 30, 2017
Updated December 2017*

District Attorney Investigative Assistant

Wage range - 1780

	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22
	Step D	Step E			
Proposed range - 1920	\$ 42,890.00	\$ 45,053.00	\$ 45,053.00	\$ 45,053.00	\$ 45,053.00
Current ranges - 1780					
DA Investigations Assistant					
Retirement (Classic Rate)	\$ 8,294.07	\$ 10,181.98	\$ 11,398.41	\$ 12,344.52	\$ 13,155.48
FICA / Medicare	\$ 3,281.09	\$ 3,446.55	\$ 3,446.55	\$ 3,446.55	\$ 3,446.55
Total	\$ 54,465.15	\$ 58,681.53	\$ 59,897.96	\$ 60,844.08	\$ 61,655.03
Proposed Increase - 1920					
DA Investigations Assistant	\$ 46,238.00	\$ 48,568.00	\$ 48,568.00	\$ 48,568.00	\$ 48,568.00
Retirement	\$ 8,941.50	\$ 10,976.37	\$ 12,287.70	\$ 13,307.63	\$ 14,181.86
FICA / Medicare	\$ 3,537.21	\$ 3,715.45	\$ 3,715.45	\$ 3,715.45	\$ 3,715.45
Total	\$ 58,716.71	\$ 63,259.82	\$ 64,571.16	\$ 65,591.08	\$ 66,465.31
Total					
Five Year Differential	Difference	\$ (4,251.56)	\$ (4,578.29)	\$ (4,673.19)	\$ (4,747.01)
					\$ (4,810.28)
Five year increase to Personnel Budget		\$ (23,060.32)			

*Prepared March 30, 2017
Updated December 2017*

Exhibit C

**Plumas County District Attorney's Office
Organizational Chart
2017-18**

