

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

428



FROM: Human Resources Department

SUBMITTAL DATE:
August 20, 2014

SUBJECT: Classification and compensation recommendation to establish a new classification of Supervising District Attorney Investigator - AP and amend Ordinance No. 440 pursuant to Resolution No. 440-8968 submitted herewith. [District-All] [Total Cost - \$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the addition of a Supervising District Attorney Investigator - AP job classification and amend Ordinance No. 440 pursuant to Resolution No. 440-8968.

BACKGROUND:

Summary

The following recommendation is the result of a classification request from the Riverside County District Attorney's Office to develop a new job classification, Supervising District Attorney Investigator - AP.

Departmental Concurrence

Michael T. Stock
Asst. County Executive Officer/
Human Resources Director

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 0	\$ 0	\$ 0	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

SOURCE OF FUNDS:	Budget Adjustment: No
	For Fiscal Year: 2014/2015

C.E.O. RECOMMENDATION: APPROVE

BY:
Samuel Wong

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

- Positions Added
- Change Order
- A-30
- 4/5 Vote

Prev. Agn. Ref.: _____ **District:** All **Agenda Number:** _____

3-67

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Classification and compensation recommendation to establish a new classification of
Supervising District Attorney Investigator - AP and amend Ordinance No. 440 pursuant to Resolution
No. 440-8968 submitted herewith. [District-All] [Total Cost – \$0]**

DATE: August 20, 2014

PAGE: 2 of 2

BACKGROUND:

Summary (continued)

CREATION OF A NEW JOB CLASSIFICATION

Supervising District Attorney Investigator - AP

The District Attorney's Office provides civil and criminal prosecution services to the citizens of Riverside County and to law-enforcement agencies at the local, state, and federal levels. The D.A.'s Bureau of Investigation is one of four major divisions of the District Attorney's Office and has five different geographic office locations in Riverside, Indio, Murrieta, Banning, and Blythe. The Bureau currently employs over 100 investigators responsible for conducting a variety of multifaceted, complex investigations, including specialized areas such as major fraud, elder abuse, environmental crimes, insurance and worker's compensation fraud, child recovery and political corruption. In addition to providing these core services, the Bureau provides inter-departmental and specialized investigative services and deploys investigative staff resources to serve on various law enforcement and/or multi-agency task forces and specialized teams, e.g. regional Gang Task Force (GTF), Sexual Assault Felony Enforcement/Internet Crimes Against Children (SAFE/ICAC), Fugitive Apprehension Unit (FAU) and Riverside Auto-Theft Interdiction Detail (RAID), etc.

The Bureau's current organizational structure is primarily functional and region specific, i.e. Western, Eastern, and Southwest and includes a cross-functional sub-unit layer to address civil and/or criminal work activities/assignments in accordance to specialty areas/units. Currently, there are nine (9) Bureau Commanders assigned to the Bureau of Investigation who report to an executive level position and serve in a dual capacity providing mid-management and line-level oversight of approximately 100 investigators and 60 non-sworn staff members. The absence of line-level supervision to support the Bureau Commanders leads to increased staffing ratios of approximately 1:18 and a potential decrease in organizational effectiveness within the D.A.'s Bureau of Investigations. The Bureau Commanders immediate direct reports include senior level investigators whose assignments consist of the full range of investigative work; however their work scope does not include full scope supervision.

The District Attorney's Office is requesting a supervisory level job classification be added to Riverside County's Classification Plan to provide an appropriate alignment of management to employee staffing ratios that meet the needs of the department and ensures quality public services.

CLASSIFICATION ADDITION:

Supervising District Attorney Investigator - AP: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade LEM 244/L13 (\$104,705 - \$144,374). This request is only to add the classification and there is no immediate financial impact associated with this request.

Impact on Residents and Businesses

None

ATTACHMENTS:

A. **Resolution No. 440-8968**

B. **Supervising District Attorney Investigator - AP Job Classification Specification**

RESOLUTION NO. 440-8968

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on September 9, 2014, that pursuant to Section 3(a)(iv) of Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
37727	+	Supervising District Attorney Investigator – AP	LEM 244/L13



SUPERVISING DISTRICT ATTORNEY INVESTIGATOR - AP

Class Code: 37727

COUNTY OF RIVERSIDE

Established Date: Sep 18, 2014

Revision Date: Sep 18, 2014

SALARY RANGE

\$50.34 - \$69.41 Hourly

\$8,725.38 - \$12,030.93 Monthly

\$104,704.50 - \$144,371.14 Annually

CLASS CONCEPT:

Under direction, supervises the activities of sworn and non-sworn personnel assigned to specialized criminal or civil units in the Bureau of Investigation, and/or specialized multi-jurisdictional task force teams; assigns, monitors, and evaluates criminal and civil investigations involving the gathering of evidence for the apprehension and prosecution of persons suspected of violating the law; performs complex, sensitive criminal, civil, and personnel investigations; and performs other related duties as required.

The Supervising District Attorney Investigator – AP class requires possession of a valid State of California Peace Officers Standards and Training (POST) Advanced Certificate. This class functions as line-level supervisors providing direction over specialized criminal or civil investigative units in the Bureau of Investigation and may provide supervisory oversight to highly specialized multi-jurisdictional task force teams, and will be responsible for a reduced caseload in the performance of primary supervisory duties.

This class differs from the Senior District Attorney Investigator, as the latter class is comprised of journey level peace officers performing the full range of investigative work within the Office of the District Attorney. This class is further distinguished from the District Attorney Bureau Commander class in that the latter is responsible for managing the activities of a section of the Bureau and assisting the Assistant Chief District Attorney Investigator with higher-level administrative and management details.

REPRESENTATION UNIT: Law Enforcement Management

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Assume personal line supervision of activities of individual and/or multi-team, multi-jurisdictional task forces assigned.
- Plan, organize, supervise, and review daily deployment issues within multiple units; evaluate field activity and determine necessary deployment of resources and equipment.
- Supervise, assign, review, and monitor the work of subordinate staff; may supervise multiple locations.
- Ensure effective application of, and adherence to, County/department policies and procedures; appropriately allocate resources; ensure adequate staffing levels are maintained to achieve operational goals and objectives.

- Responsible for evaluating and recommending process improvements and/or personnel actions pertaining, but not limited to, individual/team performance outcome; preparing performance evaluations, establish training and development plans and disciplinary action, as appropriate
- Investigate actual and suspected law violations, including cases of a difficult and complex nature; gather, preserve, analyze, and report evidence; conduct field investigations and search crime scenes; interview and interrogate complainants, suspects, witnesses, and other persons to obtain information; recommend to attorneys the filing of criminal complaints; write reports and assist attorneys in the preparation of cases for trial; investigate the personal background of complainants, suspects, and witnesses; testify in court regarding evidence and investigations; arrest suspected criminals.
- Conduct investigations for the Grand Jury and background investigations of applicants for employment with the District Attorney's Office; conduct live and photo identification line-ups.
- Participate in, execute, and conduct search warrant operations, surveillances, and undercover investigations; travel via automobile, air, and other modes of public transportation, out of state and out of the country with little notice; assist in the transportation of prisoners, witnesses, and victims over long distances.
- Send and receive teletype printouts; operate radio, mobile, and base station police radio equipment, mobile and land line telephones, paging equipment, and operate the District Attorney's Command/Dispatch Center.
- Load, transport, and store evidence; operate technical investigative equipment such as tape recorders, cameras, and electronic sound equipment.
- Explain District Attorney policies, procedures, as well as applicable laws and regulations to investigative staff, the public, other government agencies, witnesses, suspects, and victims.
- Prepare and maintain statistical and operational logs, records, and reports: maintain computer databases relevant to assignments; prepare administrative reports on work unit activities and operations for submission to Bureau Management.
- Monitor and respond to security alarms located in assigned County facilities.
- May be assigned full or part-time staff assignments including law enforcement liaison, range master, training officer, personnel background investigator, criminal justice instructor, coordinator of the District Attorney's hazardous materials task force, and Bureau security officer.
- May be assigned to investigate police officer-involved incidents, consumer and insurance fraud, hazardous materials violations, child abduction, and criminal/grand jury investigations involving public officials; may be assigned to drug and other law enforcement multi-agency task forces, criminal intelligence and organized crime, and other specialized units within the Bureau of Investigation.
- May investigate child support cases and apprehend persons suspected of violating child support laws.

RECRUITING GUIDELINES:

Education: Completion of 60 semester or 90 quarter units at an accredited college or university, including 24 semester or 36 quarter units in criminal justice, administration of justice, criminology, law enforcement, or a closely related field. (Additional qualifying experience may be substituted for up to one year of the required education on the basis of one year of full-time experience equaling 30 semester or 45 quarter units.)

AND OPTION I

Experience: Four years of criminal investigative experience in a sworn status, within a civilian governmental law enforcement agency, which included as a primary responsibility the performance of field investigations in order to obtain evidence to be used in ongoing legal proceedings.

OR OPTION II

Experience: Two years of experience as a Senior District Attorney Investigator with the County of Riverside.

Knowledge of: Investigative techniques and procedures; rules of evidence and court procedures; techniques of interviewing and interrogating witnesses; legal procedures and requirements related to enforcement of family support laws; the basic principles of supervision.

Ability to: Assign, supervise, and review the work of other investigators and support personnel; conduct complex investigations; obtain and present evidence; maintain a variety of records; prepare complex reports; deal effectively with others.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid California Driver's License.

Possession of a valid Advanced P.O.S.T. Certificate.

Must be able to pass an extensive background check.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

PROBATIONARY PERIOD:

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.