

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

634



FROM: Human Resources Department

SUBMITTAL DATE:
December 16, 2014

SUBJECT: Classification recommendation for a District Attorney Information Specialist job classification, designate the District Attorney Information Officer job classification as At-Will, and amend Ordinance No. 440 pursuant to Resolution No. 440-8986 submitted herewith. [District-All] [Total Cost – \$0] [Source of Funds-Department Budget]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the addition of a District Attorney Information Specialist job classification, approve the At-Will designation for the District Attorney Information Officer job classification, and amend Ordinance No. 440 pursuant to Resolution No. 440-8986.

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, District Attorney Information Specialist. This classification will report to the District Attorney Information Officer and in accordance with the County Management Resolution, both classifications will be designated At-Will.

Departmental Commitments

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: Departmental Budget				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

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

Prev. Agn. Ref.:

District: All

Agenda Number:

3-25

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Classification recommendation for a District Attorney Information Specialist job
classification, designate the District Attorney Information Officer job classification as At-Will, and
amend Ordinance No. 440 pursuant to Resolution No. 440-8986 submitted herewith. [District-All] [Total
Cost – \$0] [Source of Funds-Department Budget]**

DATE: December 16, 2014

PAGE: 2 of 3

BACKGROUND:

Summary (continued)

The District Attorney's mission is to protect the public and serve the community through ethical prosecution of criminal and civil offenses in order to safeguard the rights of victims and witnesses as well as provide civil and criminal prosecution services to law enforcement agencies at the local, state, and federal levels. The District Attorney's Office is comprised of approximately 700 attorneys and support staff which serve the more than two million residents across the vast 7,200 square miles that make up Riverside County. On average, more than 40,000 criminal cases are filed each year and they are one of the largest District Attorney offices in the state.

The District Attorney Public Information Office serves as a liaison between the District Attorney's Office and the members of the public. The Public Information Office represents the District Attorney by attending and speaking publicly at meetings of local government agencies, commissions, and organizations to promote the support of the District Attorney's programs. Incumbents in this unit are primarily charged with the coordination of a public information program, which has been designed to keep the public informed about the operations and objectives of the District Attorney's Office. In order to more adequately serve the public, the District Attorney's Office is reorganizing the structure of the District Attorney Public Information Office to increase efficiency, effectiveness, and the transparency of communication to the residents of the County of Riverside.

The District Attorney's Office is requesting a mid-level management job classification be added to Riverside County's Classification Plan to provide appropriate staffing to meet the needs of the department and ensure quality public services. The District Attorney's Office has historically used the Senior Public Information Specialist job classification to perform these duties, but since the Senior Public Information Specialist is a countywide classification, the scope of duties is inadequate to properly serve the District Attorney's Public Information Office. The District Attorney Information Specialist classification will increase efficiency and transparency of information from the District Attorney's Public Information Office to the citizens of Riverside County.

In order to maintain internal parity, the proposed salary of the District Attorney Information Specialist is approximately 5.5% above the Senior Public Information Specialist and approximately 11% below the District Attorney Information Officer. The District Attorney Information Specialist differs from the Senior Public Information Specialist in that the District Attorney Information Specialist performs highly specialized duties specific to the District Attorney's Office and is designated At-Will.

Classification Addition:

District Attorney Information Specialist: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MCO 381/L16 (\$63,098 - \$93,856). This request is only to add the classification and there is no immediate financial impact associated with this request. The new class specification is attached.

At-Will Designation:

District Attorney Information Specialist: It is recommended that this classification be designated At-Will in accordance with the provisions provided under Article 6, Section 601E (8) of the County Management Resolution and serves at the pleasure of the District Attorney. There is no financial impact to implement this change.

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Classification recommendation for a District Attorney Information Specialist job classification, designate the District Attorney Information Officer job classification as At-Will, and amend Ordinance No. 440 pursuant to Resolution No. 440-8986 submitted herewith. [District-All] [Total Cost – \$0] [Source of Funds-Department Budget]**

DATE: December 16, 2014

PAGE: 3 of 3

District Attorney Information Officer: It is recommended that this classification be designated At-Will in accordance with the provisions provided under Article 6, Section 601E (8) of the County Management Resolution and serves at the pleasure of the District Attorney. There is no financial impact to implement this change.

Impact on Residents and Businesses

Approval of the proposed classification will result in more efficient and effective delivery of information from the District Attorney's Office to the residents of the County of Riverside.

ATTACHMENTS:

- A. **Resolution No. 440-8986**
- B. **District Attorney Information Specialist Job Specification**



DISTRICT ATTORNEY INFORMATION SPECIALIST

Class Code: 74550

COUNTY OF RIVERSIDE
Established Date: Jan 8, 2015
Revision Date: Jan 8, 2015

SALARY RANGE

\$30.34 - \$45.12 Hourly
\$5,258.14 - \$7,821.32 Monthly
\$63,097.63 - \$93,855.84 Annually

CLASS CONCEPT:

Under direction, plans, prepares and implements the District Attorney's Public Information Program for the Riverside County District Attorney's Office; informs the public of activities and services of the District Attorney's Office; develops, prepares, and implements specialized and comprehensive public information and education programs mandated by the government or emanating from the organization's goals; and performs other related duties as required.

Positions in this class are identified as the advanced journey level and are characterized by performing the more complex public information functions, such as spokesperson for the District Attorney's Office. Incumbents will report to the District Attorney Information Officer and are responsible for project planning, coordination, and implementation. Certain positions in this class may work more closely with multiple county agencies/departments and outside agencies, and may also augment ongoing public information activities.

The District Attorney Information Specialist class is distinguished from the District Attorney Information Officer by the latter's overall responsibility for the development and implementation of the District Attorney's Public Information Program and for advising, planning, and directing programs for the Riverside County District Attorney's Office.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (8) of the County Management Resolution and serves at the pleasure of the District Attorney.

REPRESENTATION UNIT: Management

EXAMPLES OF ESSENTIAL DUTIES:

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

- Establish and maintain regular contact with the media, community groups, and government/private representatives to meet the organization's public information, awareness, and education needs.
- Develop and determine effectiveness of distribution and outreach media plan; make recommendations for modifications as required.
- Write feature articles and media releases on organization's activities, services, programs, and functions; prepare pamphlets and brochures.
- Coordinate release distribution to the media; organize and arrange public information campaigns and press conferences.

- Plan, coordinate, and implement specialized public information and education programs pursuant to informing the public of the organization programs and services.
- Locate and utilize existing resources available for special public information programs; write Requests for Proposals to secure funding for specialized public information and education programs.
- Assist in preparing the program's budget; monitor program expenditures; initiate and answers correspondence related to public inquiries and citizens' problems and complaints.
- Perform public speaking activities; write scripts and use various forms of presentations; coordinate activities with audiovisual specialists, graphic artists, or other related staff.
- Provide writing support to the organization; coordinate and edit the organization's newsletter; may monitor the work of consultants; supervise volunteer staff.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a Bachelor's degree in journalism, communications, English, public relations, public/business administration, or a closely related field. (Additional qualifying experience may be substituted for the education on the basis of one year of full-time experience equaling 30 semester or 45 quarter units of education.)

Experience: Three years of full-time experience in developing and writing printed materials and/or media releases for use in print and electronic media; or in public or community relations which included the dissemination of information to internal and/or external audiences through various communications media.

Knowledge of: Methods of planning, coordinating, and implementing an effective public information program; methods and techniques used in planning press conferences; techniques in developing and producing audio-visual presentations; styles and techniques in speech writing.

Ability to: Complete assignments within strict time constraints; evaluate and apply government regulations to program planning; maintain confidentiality of sensitive information; establish and maintain effective working relations with staff, public, and representatives from outside agencies; coordinate public information and education programs with other jurisdictions; coordinate the activities of audio-visual specialists, graphic artists, or other specialists in preparing public information medium; recognize problems and develop effective solutions; act independently in converting complex technical information into a meaningful and applicable format for the targeted audience.

OTHER REQUIREMENTS:

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

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.

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Classification recommendation to establish an At-Will District Attorney Information**

Human Resources Form-11 Routing Slip

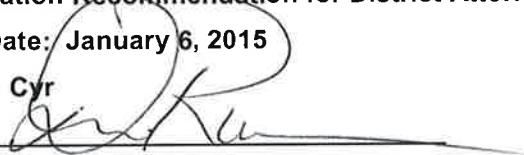
Subject: Classification Recommendation for District Attorney Information Office

Projected Board Date: January 6, 2015

Deadline to EO: December 23, 2014

Created by: Aaron Cyr

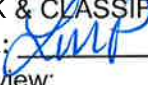
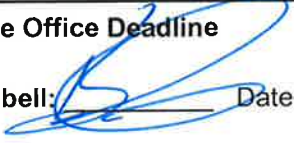
Deadline to EO no later than Thursday, 12:00 p.m.

Manager Review: 

the week prior to the Monday Form 11 Review Meeting

**Routing
Instructions**

Review 7 business days prior to Executive Office Deadline

1. BENCHMARK & CLASSIFICATION REVIEW:
Lisa Piña:  Date: 12-11-14 **Kelly Campbell:**  Date: 12/16/2014

2. Executive Review:
 Asst. HR Director/Designee: _____ Date: _____

3. Fiscal Review:
Jennifer Fuller: _____ Date: _____

Review 3 business days prior to Executive Office Deadline

4. Final Formatting:
Sandy Norris: _____ Date: _____

5. Department Head Review:
HR Director/Designee: _____ Date: _____

**Dates
Should
Run
Concurrent**

CONTRACT REVIEW
10 days before Executive Office deadline

County Counsel:
 Contact: _____ Date: _____ Phone: _____

SOLE SOURCE REVIEW
Two weeks to review

Purchasing:
 Contact: _____ Date: _____ Phone: _____

COMPLETE H-11 FORM
2 days to review if under \$100,000 (over \$100,000 requires TSOC review)

RCIT:
 Contact: _____ Date: _____ Phone: _____

BUDGET ADJUSTMENTS
2 days before 12 noon

Auditor-Controller:
 Contact: _____ Date: _____ Phone: _____

Attachments:

- | | |
|---|--|
| <input type="checkbox"/> Contracts/Summary Plan Documents | <input checked="" type="checkbox"/> 440 Resolutions |
| <input type="checkbox"/> Schedule "A" | <input type="checkbox"/> H-11 |
| <input type="checkbox"/> MOUs | <input type="checkbox"/> RFP / RFQ / Sole Source Justification |
| <input type="checkbox"/> Revised Board Policy | <input checked="" type="checkbox"/> Other: <u>District Attorney Information Specialist Class Specification</u> |

Notes:
