

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

385



**FROM:** Human Resources Department

**SUBMITTAL DATE:**  
June 18, 2015

**SUBJECT:** Classification and Compensation recommendation to establish a new classification of Supervising District Attorney Investigator, provide a wage adjustment for the District Attorney Bureau Commander and amend Ordinance No. 440 pursuant to Resolution No. 440-9002 submitted herewith. [District- All] [Total Cost - \$0] [Departmental Budget]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the addition of a Supervising District Attorney Investigator job classification, provide a wage adjustment for the District Attorney Bureau Commander Classification, and amend Ordinance No. 440 pursuant to Resolution No. 440-9002.

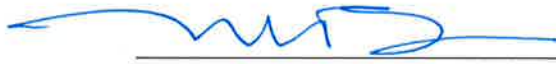
**BACKGROUND:**

**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.

Departmental Concurrence

  
Michael A. Hestrin  
District Attorney


  
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	\$	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$	

**SOURCE OF FUNDS:** Departmental Budget **Budget Adjustment:** No  
For Fiscal Year: 15/16 – 16/17

**C.E.O. RECOMMENDATION:**

APPROVE

BY:   
Lari Sison

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

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

Prev. Agn. Ref.:

District: All

Agenda Number:

**3-28**

**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, provide a wage adjustment for the District Attorney  
Bureau Commander and amend Ordinance No. 440 pursuant to Resolution No. 440-9002 [District –  
All] [Total Cost - \$0] [Departmental Budget]**

**DATE: June 18, 2015**

**PAGE: 2 of 3**

**BACKGROUND:**

**Summary (continued)**

**Supervising District Attorney Investigator**

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 Bureau of Investigations currently employs over 100 investigators who conduct 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. The Bureau provides interdepartmental specialized investigative services and deploys investigative staff resources to serve on various law enforcement 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 with specialty area/units. Currently, there are eight (8) Bureau Commander positions assigned to the Bureau of Investigations. Currently there are three (3) Bureau Commander positions that are not filled. These Commanders report to an executive level position and serve in a dual capacity, providing both mid-management and line-level oversight of approximately 160 sworn and non-sworn staff members in the Bureau. The absence of line-level supervision to support the Bureau Commanders leads to staffing ratios of approximately 1:31 between Bureau Commanders and subordinate staff including Senior District Attorney Investigators, District Attorney Investigators and other non-sworn staff. This creates a significant decrease in organizational effectiveness within the Bureau, and a potential increase in liability. 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 will meet the needs of the department and ensure quality public service. This will also allow the Bureau to flatten the organizational structure and cut departmental costs and will be achieved by eliminating three (3) Bureau Commander and twelve (12) Senior District Attorney Investigator positions, replacing them with case carrying Supervising District Attorney Investigators. The District Attorney's Office is confident that candidates for these positions can be found in the pool of seasoned District Attorney Investigators, the result of which will decrease the total number of District Attorney Investigators as they replace some of them with these new positions. By utilizing the Supervising District Attorney Investigator classification, the department will decrease the potential liability resulting from a high staffing ratio, increase effectiveness, and provide career opportunities for seasoned investigators. As indicated in Attachment C, this plan, fully implemented, would reduce expenditures for the District Attorney's Office by approximately \$48,071 when the three (3) Bureau Commander positions are eliminated, the twelve (12) Senior District Attorney Investigator positions are eliminated, and the twelve (12) Supervising District Attorney Investigator positions are filled.

The salary range for the Supervising District Attorney Investigator was set based on scope of responsibility and authority, also taking into consideration the reporting structure and current salaries. As a result of the new classification, the department is also requesting a wage adjustment for the classification of District Attorney Bureau Commander in order to prevent any potential wage compression.

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All] [Total Cost - \$0] [Departmental Budget]**

**DATE: June 18, 2015**

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**CREATION OF A NEW CLASSIFICATION:**

**Supervising District Attorney Investigator:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade LEM 243/L13 (\$104,705-\$144,374). This request is only to add the classification and there is no immediate financial impact associated with this request.

**WAGE ADJUSTMENT:**

**District Attorney Bureau Commander B:** From salary plan/grade LEM 250/L13 (\$106,150-\$146,326) to LEM 250/L15 (\$106,150-\$154,374). This adjustment adds two steps, or approximately 5.5% to the maximum of the salary range. It is recommended that the two (2) incumbents presently at the top of the salary plan and grade for more than one year be placed at step 15 of the new salary plan and grade starting the first pay period following the adoption of Resolution No. 440-9002.

**Impact on Residents and Businesses**

None

**SUPPLEMENTAL**

**Additional Fiscal Information**

The costs of the salary increases to the Bureau Commander will be offset by departmental reorganization and position exchanges (Attachment C). The result will be a net savings of \$48,071, including benefits/rollup expenses, for Fiscal Year 2015/2016.

**ATTACHMENTS:**

- A. **Resolution No. 440-9002**
- B. **Supervising District Attorney Investigator Job Classification Specification**
- C. **Total Cost Savings Scenario FY 2015/2016**

1 RESOLUTION NO. 440-9002

2  
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in  
4 regular session assembled on June 30, 2015, that pursuant to Section 3(a)(iv) of Ordinance No. 440, the  
5 Assistant County Executive Officer/Human Resources Director is authorized to amend the Class and  
6 Salary Listing of Ordinance No. 440, operative the beginning of the pay period following approval, as  
7 follows:

8 <u>Job</u>			9 <u>Salary</u>
<u>Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Plan/Grade</u>
37727	+	Supervising District Attorney Investigator	LEM 243/L13

10  
11  
12  
13  
14 BE IT FURTHER RESOLVED that pursuant to Section 8(c) of Ordinance No. 440, the Assistant  
15 County Executive Officer/Human Resources Director is authorized to amend the Class and Salary Listing  
16 of Ordinance No. 440, operative at the beginning of the pay period following the date of approval, as  
17 follows:

18 <u>Job</u>		<u>From Salary</u>	<u>To Salary</u>
<u>Code</u>	<u>Class Title</u>	<u>Plan/Grade</u>	<u>Plan/Grade</u>
37669	District Attorney Bureau Commander B	LEM 250/L13 (\$106,150 - \$146,326)	LEM 250/L15 (\$106,150 - \$154,374)

## ATTACHMENT B:



### SUPERVISING DISTRICT ATTORNEY INVESTIGATOR

Class Code: 37727

COUNTY OF RIVERSIDE  
Established Date: June 30, 2015  
Revision Date: June 30, 2015

#### SALARY RANGE

\$50.16 - \$69.17 Hourly  
\$8,694.92 - \$11,988.93 Monthly  
\$104,339.04 - \$143,867.15 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 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, prepare work performance evaluations for and monitor the work of sworn and non-sworn 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

## ATTACHMENT B:

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
- Responsible for a caseload; 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.
- Assists in the preparation of and the service of search warrants, subpoenas, court orders, summonses, complaints, orders to show cause, injunctions, and other legal processes.
- Participate in and supervise, the execution, and conduct of 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.
- 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, public or business administration, or a closely related field. Graduation from a regionally accredited

## ATTACHMENT B:

college or university with a Bachelor's Degree with major study in one of the above-mentioned areas is highly desirable.

### 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.

**ATTACHMENT C:  
Total Cost Savings Scenario  
FY 2015/2016**

Classification	Number of New Positions	Cost for Positions	Cost of Benefits/Retirement @40%	Total Cost
Supervising DA Investigator	12	\$ 1,726,483.20	\$ 690,593.28	\$ 2,417,076.48

Classification	Number of Positions to Exchange	Value of Positions	Value of Benefits/Retirement @40%	Total Value of Exchange
DA Bureau Commander	3	\$ 439,290.18	\$ 175,716.07	\$ 615,006.25
Sr. DA Investigator	12	\$ 1,345,011.20	\$ 538,004.48	\$ 1,883,015.68
		<b>Total Value of Position Exchanges</b>		<b>\$ 2,498,021.93</b>

Savings Difference Between 12 New Positions and 15 Exchanged Positions:	\$ 80,945.45
Cost of 2 Additional Steps to DA Bureau Commander Positions:	\$ 32,874.00
<b>Total Savings After All Adjustments</b>	<b>\$ 48,071.45</b>