

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



ITEM: 3.3
(ID # 11596)

MEETING DATE:

Tuesday, January 28, 2020

FROM : SUPERVISOR KAREN SPIEGEL AND SUPERVISOR CHUCK WASHINGTON :

SUBJECT: SUPERVISOR KAREN SPIEGEL AND SUPERVISOR CHUCK WASHINGTON:
Establish new recommended revisions to job classification and grant salary adjustments for Director of Victim Services and Family Justice Center (FJC) Liaison.

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the amendments to the job classification of Director of Victim Services and Family Justice Center (FJC) Liaison.
2. Approve the salary adjustment for the classification of Director of Victim Services and Family Justice Center (FJC) Liaison.

ACTION: Policy

Karen S. Spiegel *Chuck Washington*
Supervisor Karen Spiegel, Vice-Chairwoman 7/13/2020 Supervisor Chuck Washington, Supervisor 3rd District 7/23/2020

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Spiegel and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: January 28, 2020
xc: Supvr. Spiegel, Supvr. Washington

Kecia R. Harper
Clerk of the Board
By: *[Signature]*
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 4202	\$30,022	\$ 149,707	\$ 149,707
NET COUNTY COST	\$ 2101	\$15,011	\$ 74,854	\$ 74,854
SOURCE OF FUNDS: Department Budget			Budget Adjustment:	No
			For Fiscal Year:	19/20

C.E.O. RECOMMENDATION: [CEO use]

BACKGROUND:

Summary

The District Attorney's Office is comprised of approximately 700 attorneys and support staff who serve more than 2 million residents across the 10th largest county in the United States. The District Attorney's Office files, on average, more than 40,000 criminal cases each year and is one of the largest District Attorney's offices in the State. The District Attorney works with every component of the criminal justice system as well as within our community to prevent and deter crime and promote public safety. As such, each employee within the department is an integral part of this process and through their collected efforts, fulfill the critical responsibilities of the District Attorney's Office.

The District Attorney continues to be concerned about retaining the best leaders within the organization. As such, the District Attorney has proposed a salary increase for the position of Director of Victim Services and Family Justice Center (FJC) Liaison. The incumbent has successfully developed and implemented a fully funded County Wide Crisis Response Team; increased funding by an additional \$100,000 in 2019, for staffing, education and outreach with School, City and County entities, Sovereign Nations, and Law Enforcement partners throughout the State and County; is responsible for the development and implementation of first Wellness Program in the District Attorney's Office, specifically leading the Countywide Peer Support component across all District Attorney disciplines, including Attorney, Clerical, Bureau, Victim Advocate and Technological and non-sworn Prosecutorial Support personnel; and successfully spearheaded the Family Justice Center Foundation merge with the SAFE Alternatives for Everyone. By leveraging this growth opportunity, incumbent has created the largest Family Justice Center (FJC) in the United States. Incumbent is currently working on securing another facility to build out the Police Activities League (a SAFE at-risk youth mentoring program) with plans to replicate across the County.

The incumbent is now the primary trainer for the Office on Vicarious Trauma and related prosecutorial impacts, including the development and Implementation of department-wide strategies to build a trauma-informed workforce to:

- 1) Improve prosecutorial function and victim service;
- 2) Foster an organizational environment of care to address the ongoing health, well-being, and safety of DA staff; and
- 3) Support the successful recruitment, hiring and retention of multi-disciplinary DA personnel routinely exposed to secondary trauma, high caseloads and work-related stressors.

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Over past fiscal year, incumbent successfully increased Division of Victim Services from a 42% grant funded Division to an 84% grant funded discipline, freeing up NCC funding for other prosecutorial needs and efforts. The incumbent is currently serving on the Executive Committee for RUHS Child Assessment Center, is currently working as CEO of Riverside County FJC/SAFE, is currently a serving Board of Director for the California State Crime Victims Association to help secure funding, resources and legislation for victims of crime Statewide, and has secured funding to implement first ever Riverside County District Attorney's Facility Dog Program. Staff currently in the first phase of training with the build-out of six (6) dogs across the County to serve both child and adult victims of abuse.

The incumbent successfully secured a million-dollar grant for the Riverside County Family Justice Centers to increase available services for child abuse victims, elder abuse victims, sexual assault victims, human trafficking victims and domestic violence victims, and successfully negotiated the SART Team to partner with the Southwest Family Justice Center to prevent closure of the program in a local area hospital. Closure would have left victims in Southwest County without forensic exam services. That void in service would have resulted in less crime reporting, lost healthcare services for families and crime victims, and less criminal process follow-through by already traumatized victims. Moreover, without this community service, law enforcement would lose significant time in the transport of victims to Moreno Valley, thereby further straining an already overburdened public safety resource at taxpayer expense.

SALARY PARITY ADJUSTMENTS

Director of Victim Services and Family Justice Center (FJC) Liaison: It is recommended to grant this classification an approximate 26% parity adjustment from salary plan/grade MRP 463 (\$87,969 - \$141,902) to XMB 229 (\$99,392 - \$178,403). This proposed salary increase represents an estimated \$37,000 to the top end of the job classification. Of the \$37,000 increase at the top of the range, 50% of the additional cost is funded by a grant, the other 50% is Net County Cost. The entire range of the proposed salary plan/grade is considered Performance Recognition Program (PRP) based salary. There is currently one incumbent.

Impact on Residents and Businesses

The proposed increase will not impact private residents or businesses.

Additional Fiscal Information

Not applicable.

Contract History and Price Reasonableness

Not applicable.

ATTACHMENT(S):

- A. Director of Victim Services and Family Justice Center (FJC) Liaison Job Specification

DIRECTOR OF VICTIM SERVICES AND FAMILY JUSTICE CENTER (FJC) LIAISON AND PROGRAMS

Class Code:
79779

Bargaining Unit: Management Resolution - Management

COUNTY OF RIVERSIDE
Established Date: Aug 1, 2000
Revision Date: Feb 15, 2018

SALARY RANGE

~~\$42.29 - \$68.22 Hourly~~ \$47.78 - \$85.77 Hourly
~~\$7,330.77 - \$11,825.20 Monthly~~ \$8,282.68 - \$14,866.94 Monthly
~~\$87,969.23 - \$141,902.38 Annually~~ \$99,392.18 - \$178,403.26 Annual

CLASS CONCEPT:

Under general direction, plans, organizes, and directs the operations of a divisional unit of regional managers and associated staff responsible for program administration of victim services and programs; and performs other related duties as required.

The Director of Victim Services and Family Justice Center (FJC) Liaison and Programs is a single-position division manager level classification reporting to the District Attorney, and functions as a division head and member of the District Attorney's executive management team. Incumbents provide department-wide administrative oversight of specialized program planning and policy formulation through subordinate managers and coordinated efforts with internal/external program stakeholders, providers of the Family Justice Center, community members/organizations and participating agencies of the criminal justice system including the courts, law enforcement, and related agencies.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (7) of the County Management Resolution and serves at the pleasure of the District Attorney.

This class has been deemed eligible for the Performance Recognition Plan as set forth under Article 3, Section 311(CB) of the County Management Resolution. Program eligibility requires employees to be in a leadership position, manage other employees or programs, and have significant influence on the achievement of organizational objectives.

REPRESENTATION UNIT:

Management Resolution - Management

EXAMPLES OF ESSENTIAL DUTIES:

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

- Provide direction, on behalf of the District Attorney's Office, through subordinate managers responsible for administration of the District Attorney's Victims Services and Programs.
- Formulate strategic plans and set divisional unit priorities in accordance to departmental/program objectives and regulatory requirements; establish metrics and a sustainable business model to effectively measure and evaluate performance, assess program services and deliverables for quality assurance purposes, and ensure adequate provisional resources and program support.
- Execute program plan and objectives; review program policies, procedures, and implement changes, as needed; ensure achievement of departmental goals and objectives through effective performance management and coordination with key stakeholders to support the organization's strategy and meet client needs.
- Act as a representative and liaison of the District Attorney's Office to address business matters of a sensitive and controversial nature in local and state level meetings attended by public officials and other key stakeholders to discuss, evaluate, and promote legislation and policy for victims' rights; recommend improvements and/or changes in program policy to the District Attorney and state agencies (e.g., The California Youth Authority and the Department of Corrections).
- Ensure accurate and timely communication and dissemination of program information through the appropriate mediums (e.g., social media), public forums, community engagement and outreach efforts, effective collaboration with program stakeholders, internal/external public relations staff, including but not limited to, law enforcement agencies concerning the criminal justice system and the goals and objectives of the program.
- Conduct management presentations before law enforcement, community groups, and other interested parties providing information about the impact of crime on victims and program services.
- Develop and maintain a positive public image that fosters trust and builds rapport with criminal justice and related agencies, business partners, community organizations, and public officials.
- Identify sound business processes to systematically address local community victim-related problems to meet client's special program needs.
- Prepare budget estimates and justification for assigned programs, grant funds, contracted services, and federal and state funds; maintain cost controls for fiscal purposes and regulatory compliance.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a Bachelor's degree, preferably with major coursework in business or public administration, psychology, sociology, social welfare, social/human services, criminal justice, civil law, or a closely related field to the assignment.

Experience: Five years in an administrative, investigative, or management capacity which involved accountability for program development and management in a public or private social service or criminal justice agency. A minimum of three years at a management level authority equivalent to a division department head within a victim services unit with the County of Riverside's District Attorney's Office or an equivalent classification in a public or private social service or criminal justice agency is preferred.

Knowledge of: Laws and procedures of criminal justice agencies as they affect the responsibilities and rights of victims and witnesses of crimes; conflict mediation, crisis intervention, and counseling techniques; principles of supervision and management; community resources available for social, medical, and economic assistance; budget and grant preparation, including writing grant proposals.

Ability to: Develop and administer a Countywide program involving citizen participation and the utilization of community social service resources; plan, coordinate, and supervise the work of others; train employees and citizen volunteers; relate in a positive way to victims, witnesses, staff, and members of the criminal justice system; communicate effectively in writing and public speaking; prepare and manage a program budget; manage continuing grant in aid programs.

OTHER REQUIREMENTS:

License: Possession of a valid California Class C Driver's License may be required.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and an extensive 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.