

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



**ITEM: 3.16
(ID # 12379)**

MEETING DATE:
Tuesday, May 05, 2020

FROM : HUMAN RESOURCES AND District Attorney :

SUBJECT: HUMAN RESOURCES & DISTRICT ATTORNEY: Recommendation to designate the DA Community and Government Relations Officer classification At-Will; and amend Ordinance No. 440 pursuant to Resolution No. 440-9150 submitted herewith, All Districts. [Total Cost - \$0] [Source of Fund - Department Budget].

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to designate the District Attorney Community & Government Relations Officer classification as At-Will.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9150.

ACTION:Policy


Brenda Diederichs, Assistant CEO / Human Resources Director

4/21/2020

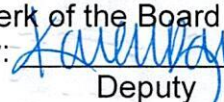

Jared Haringsma

4/21/2020

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 and Resolution No. 440-9150 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: May 5, 2020
xc: HR

Kecia R. Harper
Clerk of the Board
By: 
Deputy

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STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$0	\$0	\$0	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: Departmental			Budget Adjustment: No	
			For Fiscal Year: 19/20	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Riverside County District Attorney's Office is comprised of about 700 attorneys and support staff which serve more than 2 million residents. 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 of California. The District Attorney works with every component of the criminal justice system, as well as within the community to prevent and deter crime and to promote public safety.

The Human Resources Department received a request from the District Attorney's Office to designate their District Attorney (DA) Community and Government Relations Officer job classification At-Will. The At-Will designation is supported for this mission critical and high-level role as it is the department's official public information officer. This position also represents the District Attorney at public and private events and must exercise a high level of decision making, judgment, and tact when dealing with sensitive or confidential information. This request is only to designate the classification as At-Will and no salary changes are needed.

Impact on Residents and Businesses

Approval of this recommendation will have no direct impact to residents or businesses.

Attachments:

- A. DA Community and Government Relations Officer Classification
- B. Resolution No. 440-9150




 Douglas Cordonez Jr. 4/29/2020



DISTRICT ATTORNEY COMMUNITY & GOVERNMENT RELATIONS OFFICER

Class Code: 74545

COUNTY OF RIVERSIDE
Established Date: Jul 5, 2007
Revision Date: Apr 9, 2020

SALARY RANGE

\$47.20 - \$76.15 Hourly
\$8,181.21 - \$13,199.02 Monthly
\$98,174.54 - \$158,388.26 Annually

CLASS CONCEPT:

Under general direction, plans, organizes and directs legislative and statistical analysis projects, public and media relations programs, policy and publications development, the resolution of complex community and government relations problems, and special projects; acts as liaison and represents the District Attorney at meetings, conferences, Boards, Commissions, and other public and private entities; and performs other related duties as required.

The District Attorney Community & Government Relations Officer is a single position classification that reports directly to the Chief Assistant District Attorney and is the official public information officer for the department. This classification is responsible for relieving the District Attorney and Chief Assistant District Attorney of administrative detail by formulating policies, directing public information and media activities, and communicating County-wide issues involving the District Attorney's (DA) Office and law enforcement matters to the public. The incumbent is further responsible for advising and assisting the DA's executive management team in the development and maintenance of good public and governmental relations practices. This classification is also required to properly deal with sensitive and confidential information, and must exercise a high level of decision making, judgment and tact.

This class has been deemed eligible for the Performance Recognition Plan as set forth under Article 3, Section 311(B) 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)

- Plan, coordinate, organize, and direct the DA's Office media and public relations activities; provide information to the media and public on County-wide issues involving the department and other law enforcement matters; act as a spokesperson for the DA's Office and provide communications to public groups, news media and law enforcement agencies regarding departmental activities.
- Conduct complex studies of the public's interests on various services and public safety objectives related to the DA's Office; coordinate the activities of the Department's public information programs

and ensure that the programs meet the needs of public safety partners and the public.

- Develop and implement as directed the procedures, standards and guidelines for media and community relations programs or activities; provide guidance on appropriate information procedures and newsworthy events occurring within the department; arrange tours of department facilities for media, visiting officials and community groups.
- Prepare and administer program budget proposals, which includes developing budget estimates and program justifications; analyze funding options and recommend alternative methods of financing programs; manage and direct the preparation of requisitions for supplies and equipment.
- Manage and direct the activities of the DA's Office's Community Information Division; identify training needs and prepare performance evaluations, recommend disciplinary action, and participate in the hiring process.
- Coordinate and direct staff performing the review, research and analysis of public safety legislation; prepare, develop and explain proposals and alternatives to key government elected and appointed officials; formulate and direct collaborative legislative efforts to support communities.
- Provide confidential staff support to the DA and Chief DA on the most sensitive and complex matters.
- Coordinate, direct and conduct the development and submittal of department analysis and statistical and complex written publications for dissemination in the department, to other agencies and the community; coordinate and direct the preparation of materials to be used in DA and executive staff presentations and speaking engagements.
- At the discretion of the DA or Chief Assistant DA, represent and act as a liaison to civic and community organizations, and other public and private entities throughout the County and state; establish and maintain effective working relationships with elected officials, surrounding public safety and law enforcement organizations, and members of the media; prepare, edit and submit public information press releases to newspapers, television and radio stations, and to other news and social media platforms.
- Conduct legislative research and analyze law enforcement policies and decisions, and issue of other government agencies that have potential impact on the DA's Office; research law and professional literature; prepare reports and provide interpretations or communicates background information to the executive management regarding legislation that affects or may affect department programs and services.
- Develop and prepare a variety of reports including biennial reports and pamphlets and brochures to inform the public and stakeholders of department activities or programs.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a bachelor's degree, preferably with a major in public relations, journalism, communications, sociology, psychology, or another related field to the assignment. (Additional qualifying experience may substitute for the education on the basis of one year of full-time experience equaling 30 semester or 45 quarter units of education.)

Experience: Four years of professional experience in journalism, public relations or the media, which included experience writing news releases, news articles and features for various media and communication outlets, and providing information or outreach to the public in a spokesperson capacity.

Knowledge of: Organizational functions, relationships, structure, goals, and limitations; principles of

supervision and training; methods of planning and implementing effective public information programs; advertising techniques and marketing practices; policies, procedures and practices governing the provision of law enforcement services; the legislative process at local, state and federal levels; principles of management, including planning, organizing, staffing, directing, and controlling; methods of analyzing administrative systems and procedures in terms of efficiency and effectiveness; major state and County law enforcement programs; modern office practices, forms and equipment, including data processing principles and procedures.

Ability to: Direct the implementation of program analysis techniques to generate sound recommendations for the resolution of organizational, budget or policy problems; evaluate public information programs; compose new releases; maintain productive working relationships with news media and County departments; maintain confidentiality of sensitive information; interpret and apply federal, state and County laws, relationships and procedures; establish and maintain effective working relationships with those contacted in the course of work; develop and prepare concise logical oral and written reports and recommendations; analyze difficult and complex situations accurately and adopt an effective course of action.

OTHER REQUIREMENTS:

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

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.