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

FROM : HUMAN RESOURCES AND OFFICE OF THE DISTRICT ATTORNEY

SUBJECT: HUMAN RESOURCES AND OFFICE OF THE DISTRICT ATTORNEY: Classification and Compensation recommendation to establish a new DA Software Engineer classifications series, and a new DA Chief Information Officer classification, and amend Ordinance No. 440 Pursuant to Resolution No. 440-9478 submitted herewith. All District. Current Year Cost – $0, Ongoing Cost – $0.

RECOMMENDED MOTION: That the Board of Supervisors:
1. Approve the creation of the new DA Software Engineer classification series;
2. Approve the creation of the new DA Chief Information Officer classification;
3. Amend Ordinance No. 440 pursuant to Resolution No. 440-9478.

ACTION:Policy

Lisa Pina   3/17/2025   Jared Haringsma   3/21/2025
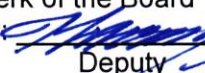
John Aki   3/21/2025   Tami Douglas-Schatz, Director of Human Resources   3/24/2025

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Medina, Spiegel, and Perez
Nays: None
Absent: Washington and Gutierrez
Date: April 1, 2025
xc: HR, DA

Kimberly A. Rector
Clerk of the Board
By: _____
Deputy

THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,

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:	Budget Adjustment:	No
	For Fiscal Year:	24/25

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The County of Riverside Office of the District Attorney (DA) serves the estimated 2.5 million residents in the 10ᵗʰ largest county in the United States, and is one of the largest district attorney's offices in California. As the public prosecutor acting on behalf of the People, the DA plays a critical role in the criminal justice system to protect the innocent, prevent and deter crime, promote public safety, ensure rights are protected, and maintain the integrity of the legal process.

The DA is requesting to establish a new DA Software Engineer class series to support their rapidly evolving Information Technology (IT) operations. This stems from a need for a specialized job class to develop complex software system architectures from the ground up to automate and streamline operations. The DA struggles with utilizing existing job classes which are not designed to develop the foundational architecture of a comprehensive case management system. The DA's proprietary enterprise case management system, CaseCentral, enables the DA to efficiently manage and track cases, comply with legal requirements with strict timelines, and communicate and collaborate with various public safety agencies, the courts, and other County departments. It also enables the DA to seamlessly exchange data with other agencies/entities, and automates important workflows such as case management, intakes from agencies, discovery, notification system, and customized dashboards.

Although CaseCentral is deployed, it is still limited in its functionality due to an ongoing difficulty in recruiting qualified talent to fill critical roles to support its operations. Establishing the DA Software Engineers class series will provide the expertise the DA requires to develop, maintain, and enhance their in-house case management system, which is essential for creating reliable, scalable, and efficient solutions that meet various departmental needs and legal mandates. Modernizing the DA's technology and continual updating of CaseCentral to increase its functionality is essential for the Technology Services Bureau to remain agile and responsive in an everchanging legal landscape.

The DA is also requesting to establish a new DA Chief Information Officer class to oversee the DA's Technology Services Bureau. Given that CaseCentral is the DA's proprietary enterprise information system, the sensitive nature and complexity of their IT work involving inter-agency collaboration/data sharing and high consequence for error, the new DA Chief Information Officer class will be at parity with the Medical Center Chief Information Officer based on their scope of work and at-will status.

Classification Addition:
DA Software Engineer I: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEU 625 ($80,000 - $100,000). The new job classification specification is attached (Attachment 2).

DA Software Engineer II: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEU 845 ($100,000 - $125,000). The new job classification specification is attached (Attachment 3).

DA Senior Software Engineer: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEU 907 ($125,000 - $185,000). The new job classification specification is attached (Attachment 4).

DA Software Engineer Manager: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MRP 667 ($136,787 - $228,800). The new job classification specification is attached (Attachment 5).

DA Chief Information Officer: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade MRP 673 ($144,310 - $248,458). The new job classification specification is attached (Attachment 6).

Impact on Residents and Businesses
The work of the DA is vital to the criminal justice system and has a significant impact not only on the lives of victims and families by providing closure, but also within the community by ensuring a sense of justice and security for County residents. The approval of the proposed DA Software Engineer classification series and the DA Chief Information Officer classification will result in a more effective organizational structure to support the critical work of the DA's Technology Services Bureau and will help to optimize technology within the department and continue to modernize their case management system.

Additional Fiscal Information
There is no upfront cost associated with the creation of the new DA Software Engineer class series and the DA Chief Information Officer classification.

Attachments:
1. Resolution No. 440-9478;
2. DA Software Engineer I class specification;
3. DA Software Engineer II class specification;
4. DA Senior Software Engineer class specification;
5. DA Software Engineer Manager class specification;
6. DA Chief Information Officer class specification.

Cesar Bernal
Cesar Bernal , PRINCIPAL MGMT ANALYST   3/26/2025

RESOLUTION NO. 440-9478

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on April 1, 2025, that pursuant to Section 3(a)(iv) of Ordinance No. 440, the Director of Human Resources is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative at the beginning of the pay period following the date of approval, as follows:

Job Code	+/-	Class Title	Salary Plan/Grade
76300	+	DA Chief Information Officer	MRP 673
76298	+	DA Senior Software Engineer	SEU 907
76296	+	DA Software Engineer I	SEU 625
76297	+	DA Software Engineer II	SEU 845
76299	+	DA Software Engineer Manager	MRP 667

BE IT FURTHER RESOLVED that pursuant to Section 3(c)(ii) of Ordinance No. 440, the Director of Human Resources is authorized to add the following classification to Appendix II, operative the beginning of the pay period following approval, as follows:

Job Code	+/-	Class Title
76300	+	DA Chief Information Officer
76299	+	DA Software Engineer Manager

ROLL CALL:

Ayes: Medina, Spiegel, and Perez

Nays: None

Absent: Washington and Gutierrez

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

/kc
03/14/2025
440 Resolutions\KC

KIMBERLY A. RECTOR, Clerk of said Board

By: _____
     Deputy

4/01/2025 Item 3.15

SALARY RANGE
$38.46 - $48.08 Hourly
$6,666.67 - $8,333.33 Monthly
$80,000.00 - $100,000.00 Annually

CLASS CONCEPT:
Under general supervision, analyzes, designs, develops, modifies, writes, edits, and implements software programming applications for the Office of the District Attorney (DA); develops, designs and edits original software systems, or modifies third-party software systems; performs other related duties as required.

The DA Software Engineer I is the entry-level classification in the DA Software Engineer series and reports to an appropriate supervisor or manager level classification. Incumbents receive training and assist teams responsible for architecting a robust software system to address the business and operational needs of the DA.

The DA Software Engineer I is distinguished from the DA Software Engineer II in that the latter is the journey level classification responsible for developing and implementing complex algorithms, data structures and data models, and are expected to work independently, requiring little supervision. Advancement to the next level is obtained by competitive selection through an open recruitment.

REPRESENTATION UNIT: SEIU – Professional

EXAMPLES OF ESSENTIAL DUTIES (may include but not limited to):
• Assist assigned team in building software systems components, Web APIs and services; utilize existing code in implementing new features.

• Participate in software front end design using SASS, Bootstrap and familiarity with front end development frameworks or scripts such as Angular, React, TypeScript, JavaScript.

• Troubleshoot front-end software issues using browser debugging and monitoring tools.

• Utilize fundamental understanding of data structures and algorithms in understanding software logic.

• Build simple queries and understand intermediate queries as part of software development.

• Maintain and trigger server tasks and database jobs as part of software development.

• Understand database objects, keys and indexing while tracing front-end features to the back-end database.

• Add simple to intermediate level features into a software system.

• Ensure software features continue to work properly after maintenance and testing.

• Assist in investigating and resolving software errors in the application using various troubleshooting tools.

• Participate in the support for any software issues that may arise in the development environment.

RECRUITING GUIDELINES:
Education: Graduation from an accredited college or university with a bachelor's degree in computer science, computer/software engineering, information technology, or related technical fields. Additional qualifying experience in system analysis, software programming or software engineering may substitute for the required education on the basis of one year of relevant, full-time experience equaling 30 semester/45 quarter of college level units.

Experience: None

Knowledge of: The principles, methods and techniques in software engineering in web front end and backend development; algorithm analysis; computer organization and architecture; compiler (front-end parser); relational databases; operating systems; backend development in an object-oriented language; automata and formal languages or computational theory; systems configurations, library publishing packages, NuGet packages, and repositories; networking or distributed computing.

Ability to: Build user friendly software systems; monitor and troubleshoot software errors; communicate technical details clearly and succinctly; take initiatives to learn new technologies; understand technical requirements and follow detailed technical instructions; work in a fast paced but flexible environment; collaborate and work as part of a team.

Preferred software engineering skills: Mastery of a diverse array of programming languages such as .Net Core, C++, C#, TypeScript, SQL and frameworks including NodeJS, Angular, react is fundamental. Additionally, proficiency in essential technologies such as SASS, Bootstrap, Web API, Shared Libraries, MSSQL, T-SQL, and Stored Procedures is indispensable.

OTHER REQUIREMENTS:
License: Possession of a valid California Driver's License may be required.

A successful Security Clearance conducted by the DA or the Sheriffs' Department is required for positions within the Riverside County Office of the District Attorney.

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.

SALARY RANGE
$48.08 - $60.10 Hourly
$8,333.33 - $10,416.67 Monthly
$100,000.00 - $125,000.00 Annually

CLASS CONCEPT:
Under supervision, analyzes, designs, develops, modifies, writes, edits, and implements software programming applications for the Office of the District Attorney (DA); develops, designs, and edits original software systems, or modifies third-party software systems; performs other related duties as required.

The DA Software Engineer II is the journey level classification in the DA Software Engineer series and reports to an appropriate supervisor or manager level classification. Incumbents perform the full range of duties requiring greater technical knowledge with little supervision or guidance.

The DA Software Engineer II is distinguished from the DA Software Engineer I in that the latter is the entry-level classification in the series. This class is further distinguished from the DA Senior Software Engineer in that the latter requires incumbent to lead the team responsible for developing and implementing complex algorithms, data structures, and data models. Advancement to the next level is obtained by competitive selection through an open recruitment.

REPRESENTATION UNIT: SEIU – Professional

EXAMPLES OF ESSENTIAL DUTIES (may include but not limited to):
• Develop and build software systems components, Web APIs and Services.

• Understand existing design patterns in the software and follow existing code in implementing new features.

• Contribute to front end design using TypeScript, SASS, Bootstrap, and with backend development.

• Troubleshoot front-end software issues using browser debugging and monitoring tools.

• Build intermediate level SQL queries, Stored Procedures and help generate reports.

• Maintain scheduled tasks on the server and scheduled jobs on the database.

• Add intermediate level features into software systems.

• Ensure software features continue to work properly after maintenance and testing.

• Investigate and resolve software errors in the application using various troubleshooting tools.

• Troubleshoot software issues that may arise in the development and testing environment.

• Work closely with department representatives in the development of software programming applications and testing of new features.

• Maintain software configurations, library publishing packages, NuGet packages, and repositories.

RECRUITING GUIDELINES:
Education: Graduation from an accredited college or university with a bachelor's degree in computer science, computer/software engineering, information technology, or related technical fields. Additional qualifying experience in system analysis, software programming or software engineering may substitute for the required education on the basis of one year of relevant, full-time experience equaling 30 semester/45 quarter of the required education.

Experience: Two years of software engineering in web front end and backend development. Experience must be recent and continuous including hands-on experience in a diverse array of programming languages such as .Net Core, C++, C#, TypeScript, SQL and frameworks including NodeJS, Angular. Additionally, proficiency in essential technologies such as SASS, Bootstrap, Web API, Shared Libraries, MSSQL, T-SQL, and Stored Procedures is required. Intermediate level experience in DevOps is preferred.

Knowledge of: The principles, methods and techniques in software engineering in web front end and backend development; data structures; algorithm analysis; computer organization and architecture; compiler (front-end parser); relational databases; operating systems; backend development in an object-oriented language; automata and formal languages or computational theory; systems configurations, library publishing packages, NuGet packages, and repositories; networking or distributed computing; source control and NuGet packages.

Ability to: Build user friendly software systems; employ a systematic and structured approach to software engineering; monitor and troubleshoot software errors; communicate technical details clearly and succinctly; take initiatives to learn new technologies; understand technical requirements and follow detailed technical instructions; work in a fast paced but flexible environment; collaborate and work as part of a team.

OTHER REQUIREMENTS:
License: Possession of a valid California Driver's License may be required.

A successful Security Clearance conducted by the DA or the Sheriffs' Department is required for positions within the Riverside County Office of the District Attorney.

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.

DA SENIOR SOFTWARE ENGINEER

Class Code: 76298

SALARY RANGE
$60.10 - $88.94 Hourly
$10,416.67 - $15,416.67 Monthly
$125,000.00 - $185,000.00 Annually

CLASS CONCEPT:
Under direction, leads staff engaged in the designing, developing, modifying, and implementation of enterprise software systems for the Office of the District Attorney (DA); develops, designs and edits original software systems, or modifies third-party software systems; performs other related duties as required.

The DA Senior Software Engineer is the lead level classification in the DA Software Engineer series and reports to a DA Software Engineer Manager. Incumbents are responsible for analyzing and building robust and complex enterprise software systems for the DA. In addition, incumbents coordinate and monitor the work of lower-level staff as appropriate. Incumbents are responsible for monitoring and ensuring software programming projects are reviewed and completed in a timely manner.

The DA Senior Software Engineer is distinguished from the DA Software Engineer II in that the latter is the journey level classification. Advancement from the DA Software Engineer II to the DA Senior Software Engineer requires competitive selection through the open recruitment process.

REPRESENTATION UNIT: SEIU – Professional

EXAMPLES OF ESSENTIAL DUTIES (may include but not limited to):
• Build enterprise software system components from the ground-up that are reliable, maintainable, scalable, secure, and reusable.

• Build Web APIs and their underlying architecture to interconnect subsystems.

• Implement modern software engineering practices through design patterns.

• Build front-end and back-end software features using a variety of software engineering/programming languages including, but not limited to, C#, C++, Angular, TypeScript, SASS, Bootstrap, Web API (REST, RPC).

• Build high performing database objects and functions utilizing Microsoft SQL, Transaction SQL, Stored Procedures, Profiling, and Optimization plans.

• Develop and maintain data warehouse and transaction database architecture and file system.

• Develop scripts and scheduled jobs for software transaction data migration, and maintain database version compatibility with software back-end.

• Maintain and enhance existing software systems.

• Participate in DevOps builds and releases.

• Ensure software features continue to work properly after maintenance and testing.

• Investigate and resolve software errors in the application using various troubleshooting tools.

• Participate in the support for any software issues that may arise in all environments from development through production.

• Maintain and monitor various layers of the system from operating system configurations as it relates to the software front-end and library publishing packages, NuGet packages and repositories.

• Lead and support staff involved in designing, developing and implementing software programming applications for the DA; coach and mentor staff.

RECRUITING GUIDELINES:
Education: Graduation from an accredited college or university with a bachelor's degree in computer science, computer/software engineering, information technology, or related technical fields. Additional qualifying experience in system analysis, software programming or software engineering may substitute for the required education on the basis of one year of relevant, full-time experience equaling 30 semester/45 quarter college level units.

Experience: Six years of hands-on software engineering experience in web front-end and back-end development. Four years of the required experience must be recent and continuous hands-on experience in a diverse array of programming languages such as .Net Core, C++, C#, TypeScript, SQL and frameworks including NodeJS, Angular, implementation of relational databases and extensive experience with database design patterns and performance plans. Additionally, proficiency in essential technologies such as SASS, Bootstrap, Web API, Shared Libraries, MSSQL, T-SQL, Stored Procedures, and DevOps enhancement and upgrade is required.

Knowledge of: The principles, methods and techniques in software engineering in web front end and backend development; data structures; algorithm analysis; computer organization and architecture; compiler (front-end parser); relational databases; operating systems; backend development in an object-oriented language; automata and formal languages or computational theory; systems configurations, library publishing packages, NuGet packages, and repositories; networking or distributed computing; source control and NuGet packages.

Ability to: Build user-friendly software systems; employ a systematic and structured approach to software engineering; supervise and monitor the work of subordinate staff; monitor and troubleshoot software errors; communicate technical details clearly and succinctly; take initiatives to learn new technologies; understand technical requirements and follow detailed technical instructions; work in a fast paced but flexible environment; collaborate and work as part of a team.

OTHER REQUIREMENTS:
License: Possession of a valid California Driver's License may be required.

A successful Security Clearance conducted by the DA or the Sheriffs' Department is required for positions within the Riverside County Office of the District Attorney.

<u>PRE-EMPLOYMENT:</u>
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.)

<u>PROBATIONARY PERIOD:</u>
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.

DA SOFTWARE ENGINEER MANAGER

Class Code: 76299

COUNTY OF RIVERSIDE
Established Date: Apr 3, 2025
Revision Date: Apr 3, 2025

SALARY RANGE
$65.76 - $110.00 Hourly
$11,398.92 - $19,066.67 Monthly
$136,787.00 - $228,800.00 Annually

CLASS CONCEPT:
Plans, organizes and directs complex software engineering functions and operations within the Office of the District Attorney (DA); performs other related duties as assigned.

The DA Software Engineer Manager is a single position management level classification and reports to the DA Chief Information Officer. The DA Software Engineer Manager is responsible for managing the DA's complex software engineering team, and setting a clear vision for the architecture, quality and customer service provided to the stakeholders. The DA Software Engineer Manager collaborates with other law enforcement departments/agencies to ensure secure and reliable architecture for the integration system.

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.

This class has been deemed eligible for the Performance Recognition Plan as set forth under Article 3, Section 311 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 (may include but not limited to):
• Plan, organize, assign, and direct the DA's software engineering team which will apply engineering concepts and principals to the design of software solutions.

• Evaluate business needs, define functional requirements and technical specifications, and code secure and efficient solutions or enhancements; continuously evaluate the overall software system architecture, security and scalability against industry standards and best practices.

• Responsible for supporting software engineers, building their skills and providing opportunities to develop their job-related competencies.

• Oversee and manage projects from initiation to delivery, and setup the platform for each project requirements, progress and goals.

• Oversee the building of the hardware and software foundation for all software development.

• Test software functionality and monitor performance, ensuring accessibility and scalability.

• Serve as the primary point of contact between end users, support personnel and software engineering teams; responsible for software system and technology upgrades.

• Set up modern software engineering practices through design patterns and keep up to date with advances in technology.

• Provide guidance in building features into the system utilizing software development languages including, but not limited to, C#, C++, .Net Core and Framework, Angular, TypeScript, SASS, Bootstrap, Web API (REST, RPC).

• Setup the database framework utilizing Microsoft SQL, Transaction SQL, Stored Procedures, Profiling and Optimization plans; help build database objects including, but not limited to, tables, indexes, functions, and procedures; maintain best practices for database performance.

• Monitor and control software performance and issues from conception and throughout the life of the product.

• Maintain and monitor various layers of the system from the operating system configuration as it relates to the software front-end and library publishing packages, NuGet packages and repositories.

• Support the team and provide guidance on software issues that may arise in all environments from development through production.

• Assist in the selection, training, assigning, disciplining, and evaluating the work of staff.

<u>RECRUITING GUIDELINES:</u>
Education: Graduation from an accredited college or university with a bachelor's degree in computer science, computer/software engineering, information technology, or related technical fields. Additional qualifying experience in system analysis, software programming or software engineering may substitute for the required education on the basis of one year of relevant, full-time experience equaling 30 semester/45 quarter college level units.

Experience: Eight years of hands-on software engineering experience with a focus on developing and building full-stack software systems from inception to deployment. Of the eight years, four years must have been in a supervisory or management capacity providing supervision to staff. The required experience must be recent and continuous hands-on experience in advanced level full-stack software engineering development, contributing to the construction of systems from the grounds up. Proficiency in .NET Core, C# C++, Services and APOs, SQL, database engines, Angular, and TypeScript is required. Strong understanding of DevOps systems for managing library conflicts, builds and releases is also required.

Knowledge of: The principles, methods and techniques in software engineering in web front end and backend development; data structures; algorithm analysis; computer organization and architecture; compiler (front-end parser); relational databases; operating systems; backend development in an object-oriented language; automata and formal languages or computational theory; systems configurations, library publishing packages, NuGet packages, and repositories; networking or distributed computing; source control and NuGet packages.

Ability to: Build user friendly software systems; employ a systematic and structured approach to software engineering; monitor and troubleshoot software errors; communicate technical details clearly and succinctly; stay up to date with new technologies and continuously upgrading security layers to defend against malicious attacks; foster collaboration and cultivate a strong team spirit.

OTHER REQUIREMENTS:
License: Possession of a valid California Driver's License may be required.

A successful Security Clearance conducted by the DA or the Sheriffs' Department is required for positions within the Riverside County Office of the District Attorney.

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.

DA CHIEF INFORMATION OFFICER

Class Code: 76300

SALARY RANGE
$69.38 - $119.45 Hourly
$12,025.81 - $20,704.85 Monthly
$144,309.77 - $248,458.18 Annually

CLASS CONCEPT:
Under administrative direction, plans, organizes and directs the Information Technology and Security activities of the Office of the District Attorney (DA); performs other related duties as required.

The DA Chief Information Officer (CIO) is single-position classification appointed by the District Attorney, reporting to and receiving overall policy guidance from the Chief Assistant District Attorney and the Assistant District Attorney over Administration. The incumbent serves as the Information Security and Technology Services Officer for the DA and is characterized by the daily responsibility to manage, through subordinate managers or supervisors, the management of the DA's information systems, including security and privacy programs and communications systems, to ensure that service objective expectations are developed and attained, per the direction of the District Attorney.

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.

This class has been deemed eligible for the Performance Recognition Plan as set forth under Article 3, Section 311 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 (may include but not limited to):
• Plan, coordinate and direct the operations of the DA's information technology and security services.

• As member of the DA's executive team, participate in strategic, operational and organizational planning processes; identify operational and organizational problems and formulate and implement solutions; set specific goals and measure results.

• Supervise employees involved in administration of the DA's information, communications and security systems, and the development and implementation technology applications.

• Ensure system support divisions compliance with security standards and policies and systems backup and recovery, including business continuity.

• Oversee the development and implementation of information security policies and procedures to protect the DA from internal and external IT threats and vulnerabilities.

• Assist with tracking state and federal legislation, which may influence the DA's information systems policies and procedures.

• Direct the identification of security risks, handling of information security breaches and related incidents within the DA and collaborate with the Riverside County Information Technology (RCIT) Department in activating the County Network Security Emergency Response Team (CoNSERT) or departmental incident response teams.

• Identify new and emerging business technology solutions; determine appropriate times for pilot projects and direct implementation as necessary to test concepts, set or modify standards and architectures, and establish plans for future implementation.

• Direct the identification of security risks, development and implementation of security management practices, and the measurement and monitoring of security protection measures within the DA's systems.

• Lead the development and promotion of security and privacy awareness training and education for all levels of the DA's organization structure on an ongoing basis.

• Participate in the development and implementation of disaster recovery and business continuity plans to ensure that appropriate IT security measures are addressed.

• Prepare budget based on review of the DA's information technology and security needs; prepare a variety of written and oral reports; make presentations to the executive management team of the DA.

• Establish and maintain effective working relationships with the RCIT Department and with other departments as needed.

<u>RECRUITING GUIDELINES:</u>
Education: Graduation from an accredited college or university with a bachelor's degree, preferably with a major in computer science, information systems, public/business administration, or a closely related field to the assignment. A master's degree is preferred. (Additional qualifying experience may substitute for the required education on the basis of one year of full-time experience equaling 30 semester or 45 quarter units of education.)

Experience: Five years in a management position, which includes responsibility for the oversight of information systems and applications, of which, three of the years must have included responsibility for the supervision of professional and management staff. Experience in managing information technology and security systems is preferred.

Knowledge of: Standard security practices, network architecture, routing, and TCP/IP protocols; information technology and system architectures; technology standards and their benefits; principles underlying and methods of determining total cost of ownership; current technology marketplace; privacy regulations, federal and state regulatory standards related to information technology; principles and practices of general, financial and personnel management.

Ability to: Manage a large and complex technology business and enterprise system; manage and track a variety of concurrent complex technology projects to ensure timely and cost-effective completion;

keep current with trends in the industry and be able to apply them at the County when practical; recognize problems, generate and evaluate alternative solutions, and devise effective courses of action; analyze and make improvements in DA policies and practices; provide strong organizational leadership; work effectively as a team player, promoting collaboration and innovation; speak and write effectively; carry out effective, professional presentations; exhibit a professional and positive demeanor; approach change and challenges positively and constructively; prepare, monitor and review division/DA budgets.

<u>OTHER REQUIREMENTS:</u>
License: Possession of a valid California Driver's License may be required.

A successful Security Clearance conducted by the DA or the Sheriffs' Department is required for positions within the Riverside County Office of the District Attorney.

<u>PRE-EMPLOYMENT:</u>
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.)

<u>PROBATIONARY PERIOD:</u>
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.