



11-1149
10/11/11
Item 4

RESOLUTION NO. 170-2011
OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO

WHEREAS, the District Attorney's Office has determined that additional support is warranted in said office; and

WHEREAS, the District Attorney's Office has determined the appropriate classifications to provide the needed support; and

WHEREAS, in accordance with Section 202 of the El Dorado County Compensation Administration Resolution #227-84 applicable to represented employees, and Section 501 of the Salary and Benefits Resolution #323-2001 applicable to unrepresented employees, the Board of Supervisors shall by Resolution specify the number and classification of all authorized positions of each department of the County.

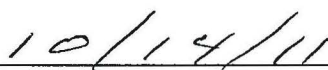
NOW, THEREFORE, BE IT RESOLVED, that the Authorized Personnel Allocation Resolution #106-2011, as amended, is hereby amended as set forth below:

Department	Class No.	Class Title	Departmental Total Positions			
			Allocated	Filled	Proposed	Grand Total
District Attorney Office	5608	Special Investigator (District Attorney Non Sworn)	0.0	0.0	+1.0	1.0
District Attorney Office	7218	Child Abuse Prevention Coordinator*	1.0	1.0	-1.0	0
District Attorney Office	2112	Executive Secretary*	1.0	1.0	-1.0	0
District Attorney Office	2721	Executive Secretary (Law and Justice)	0.0	0.0	+1.0	1.0

* It is anticipated that the incumbants will fill the new positions through a department promotional.



Director of Human Resources



Date

Chief Administrative Officer confirms that the above represents the department's current and proposed allocation of positions.



Chief Administrative Officer

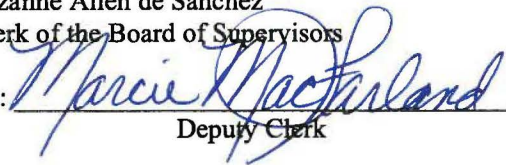


Date

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the 11th day of October, 2011, by the following vote of said Board:

Ayes: Briggs, Santiago, Knight, Nutting, Sweeney
Noes: None
Absent: None

Attest:
Suzanne Allen de Sanchez
Clerk of the Board of Supervisors

By: 
Deputy Clerk


Chairman, Board of Supervisors
Raymond J. Nutting

I CERTIFY THAT:
THE FOREGOING INSTRUMENT IS A CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE.

Attest: Suzanne Allen de Sanchez, Clerk of the Board of Supervisors of the County of El Dorado, State of California.

By: _____ Date: _____
Deputy Clerk

SPECIAL INVESTIGATOR (DISTRICT ATTORNEY-NON SWORN)

DEFINITION

Under general supervision, conducts or assists in routine investigations for the District Attorney's office relating to felony, misdemeanor, juvenile, civil, conservatorship and related cases; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is an experienced investigations class responsible for providing investigative support for a variety of District Attorney cases. Incumbents in this class exercise a high degree of independent judgment and have ongoing decision-making responsibility in their work. This classification is further distinguished from that of Investigator (D.A.) in that the latter is a sworn class with peace officer status.

EXAMPLES OF DUTIES

- Plans, directs and conducts investigation related to a variety of criminal, civil and juvenile cases.
- Coordinates the Multi-Disciplinary Interview Center (MDIC).
- Locates defendants; locates and interviews complainants, law enforcement officials, witnesses and other involved parties; ; maintains a list of expert witnesses.
- Analyzes and evaluates police, court and other records;
- Arranges for transportation, housing and protection of witnesses who are under grant of immunity, or for paid operators and informants.
- Collects, secures and preserves evidence, photographs, fingerprints and diagrams; prepares court exhibits.
- Maintains possession and control over evidence and secures the District Attorney's vault in accordance with state laws.
- Collects and verifies documents, statements, evidence and testimony; assists attorneys in analysis of cases.
- Prepares a variety of investigative reports related to assigned cases; organizes and maintains caseload records.
- Testifies in court to verify information/data collected during investigations.
- Operates and maintains a variety of recording equipment; assists in conducting polygraph examinations.

- Initiates and processes special legal procedures pertaining to court and/or child support cases.

QUALIFICATIONS

KNOWLEDGE OF:

- Laws, codes and ordinances governing rules of evidence and criminal investigations.
- Methods and techniques of interviewing.
- Recordkeeping and reporting requirements for criminal investigations.
- Standard office practices and policies including the use of a personal computer.

SKILL IN:

- Interviewing and obtaining information from witnesses, victims and others.
- Preparing clear and concise reports, correspondence and other written materials.
- Maintaining accurate records and files.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

OTHER REQUIREMENTS:

Must possess a valid driver's license. Must be willing to work off-hours or on a call-out basis.

EDUCATION AND EXPERIENCE:

Two years of experience as an investigator or comparable position in a recognized law enforcement agency of similar setting. Coursework in law enforcement criminal justice or a related field is desirable.

NOTE: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.

EXECUTIVE SECRETARY (LAW AND JUSTICE)

DEFINITION

Under direction, provides varied, complex and often confidential secretarial and office administrative assistance to the El Dorado County Sheriff or District Attorney and associated supervisory and professional staff; instructs, directs and reviews the work of an office support staff; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from other County secretarial and office administrative classes in that the nature, diversity, and scope of responsibilities in the Sheriff's or District Attorney's office require the frequent use of tact, discretion, initiative, and independent judgment. Responsibilities may include regular contact with governmental officials, the County Board of Supervisors representatives of other law enforcement agencies, business or community organizations, the public, and all levels of County personnel to exchange information and explain administrative policies and procedures.

EXAMPLES OF DUTIES (Illustrative Only)

- Receives and screens visitors and telephone calls, providing information and resolving complaints which regularly require the use of judgment and the interpretation and application of policies and procedures.
- Researches, compiles and summarizes a variety of informational or statistical materials; compiles and reviews budget figures.
- Prepares search and rescue billings; issues press passes, temporary liquor licenses and similar documents. (Sheriff's Office Only.)
- Types drafts and a wide variety of finished documents from stenographic notes, brief instructions, or printed materials; may use word processing equipment and input or retrieve data and prepare reports from an on-line or personal computer system; may compile and process confidential materials.
- Initiates correspondence independently for signature by appropriate management staff; reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage.
- Organizes and maintains various administrative, reference, and follow-up files; purges files as requested; maintains confidential personnel files.
- Organizes meetings by notifying participants, making room arrangements, preparing agendas and required informational materials; may attend such meetings and prepare minutes.
- Relieves Sheriff or District Attorney and associated staff of certain administrative matters by following up on projects, transmitting information, and keeping informed of pertinent activities.
- Makes appointments and maintains a calendar, schedules and arranges for meetings and makes travel arrangements; sorts mail and obtains related backup materials.
- Organizes own work, sets priorities and meets critical deadlines; ensures that such deadlines are met by other staff.
- May direct, review and evaluate the work of support staff; may train staff in work procedures.

QUALIFICATIONS

Knowledge of:

- Basic law enforcement terminology and concepts.
- Office administrative and secretarial practices and procedures, such as business letter writing and the operation of common office equipment, including a word processor and personal or on-line computer.
- Basic organization and function of public agencies.
- Recordkeeping, report preparation, filing methods and records management techniques.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Standard business arithmetic, including percentages and decimals.
- Basic supervisory principles and practices.
- Basic budgeting principles and practices.

Skill in:

- Providing varied, responsible, and often confidential secretarial and office administrative assistance to the Sheriff or District Attorney and associated staff.
- Interpreting, applying and explaining complex policies and procedures.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Directing the work of others on a project or day to day basis.
- Analyzing and resolving office administrative situations and problems.
- Researching, compiling, and summarizing a variety of informational materials.
- Composing correspondence independently or from brief instructions.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Typing at a rate of 55 net words per minute from printed copy.

NOTE: May require the skill to take dictation at a rate of 80 words per minute by hand or stenographic machine and transcribing it accurately.

Other Requirements:

Must possess a valid driver's license. Must be able to pass a detailed background investigation.

Education and Experience:

Two years of secretarial experience which has included providing office and administrative support to management staff at a level equivalent to the County's classes of Administrative Secretary or Secretary I.

NOTE: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.