AGENDA

1. Call to Order / Flag Salute / Roll Call

2. Public Comment Period
   Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.

3. Minutes
   The following draft minutes are submitted for approval:
   a. January 22, 2020

4. Request to Approve New Job Specification(s):
   a. Deputy Director- Registrar
   b. Deputy Director- Clerk Recorder

5. Request to Approve Revised Job Specification(s):
   a. District Attorney Investigator I, II, III, Supervising & Chief

6. Formation of the Rule Update Committee
   • Identify Commissioners on the Rule Update Committee
   • Set Meeting Schedule

7. Reports
   Commission President
   Commission Counsel
   Commission Outside Counsel
   Commission Secretary


9. Closed Session: CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION (Government Code Section 54956.9(a)) – Formally initiated: Luther v. County of San Luis Obispo Civil Service Commission, San Luis Obispo Superior Court Case Number 19CV-0713.


13. Closed Session (per Government Code Section 54957): Hearing and deliberations regarding Appeal #A19-06.

14. Adjournment
Civil Service Commission

Regular Session Meeting
Wednesday January 22, 2020
1055 Monterey Street, Suite D-271 San Luis Obispo, CA

Present: President Bergman, Commissioner Ohannesian, Vice President Nix
Commissioner Nicholson and Commissioner Baltodano

Staff: Commission Secretary Tami Douglas-Schatz,
Commission Clerk Rosa Reyes

Counsel: Nina Negranti, Assistant County Counsel

Outside Counsel: Steve Simas, Attorney

1. Call to Order / Flag Salute / Roll Call

President Bergman called the meeting to order and led the flag salute. Before roll call
President Bergman reported Commissioner Nicholson would be in shortly. Roll was called.
All other Commissioners were present.

President Bergman took items out of order and moved to item 3 on the agenda (Public
Comment Period).

3. Public Comment Period

President Bergman asked if there were any members of the public wishing to address the
Commission at this time. Seeing none, he moved to item 4 on the agenda.

4. Minutes
   a. December 18, 2019

Commission Secretary Tami Douglas-Schatz reported an error in the minutes to be
corrected. On page 4a.004, third paragraph, first sentence should be amended to read,
“Ms. Douglas-Schatz wanted to note that the Commission has previously asked for the Rule
update process to commence”. Commissioner Baltodano also had an edit on page 4a.001, first
paragraph under minutes. It should say the “Commissioners” and not the “Commissions”.

3a.001
Civil Service Commission

Commissioner Ohannesian made a motion to approve the minutes and Commissioner Baltodano seconded the motion. Motion passed 5-0-0.

5. Request to Approve Revised Job Specifications(s):
   b. Health Education Specialist I-II

Mark Zeltmann, Principal Human Resources Analyst and Dr. Penny Borenstein, Director of Public Health are requesting to revise two existing classifications. The Health Education Specialist and Lead Health Education Specialist. These positions are in the Health promotion department in Public Health. There are currently 11 Health Education Specialists in Public Health and 1 in the UC Co-Op department and there are no Lead Health Education Specialists. The primary purpose of these professional classes is to develop and implement health awareness campaigns, health promotion and teach the community about behaviors that encourage wellness or direct them to other resources. One of the issues with the current job structure is that there is no entry level class. The Health Education Specialist is described as a journey-level class; however, the minimum qualifications and salary range are essentially those of an entry level class. This results in the possibility of entry level employees being assigned journey level duties and journey level professionals who are earning entry level wages. Almost all of the County's professional classes have a series, such as a I, II or I, II, III, IIII. This class is unique in that it does not have a series, which limits the potential for growth. This has resulted in a turn-over issue. The proposal is to take the lead level class which there is no need for and replace it with an entry level class and maintain the journey-level class. This is consistent with the structure for the County and consistent with other health education programs from other counties.

Mr. Zeltmann pointed out some grammatical errors that should be corrected. President Bergman asked if there was anyone from the public wanting to address this item. Seeing none he brought the item back to the Commission. Punctuation errors and grammatical verbiage was pointed out to be corrected for consistency purposes. Commissioner Baltodano wanted clarification if the current incumbents would be reclassified to a Level II. Mr. Zeltmann indicated this was a step by step process. The first step is getting approval for the structure and then going back to evaluate who is qualified and the needs of the department. There were questions from the Commissioners regarding the reporting structure and level of supervision these positions would have. Mr. Zeltmann and Dr. Borenstein spoke to these inquires, providing examples and clarification. Kate Power, Human Resources Analyst was brought forward to address President Bergman's question about whether the incumbents would go into these positions or if there would be a competitive recruitment. Ms. Power reported the current incumbents would not compete in the examination process and the needs of the department as well as the number of incumbents who can meet the minimum qualifications would be the determination. Moving forward, the recruitment process would either be held at the I or II level depending on the vacancies left to fill.

The Commissioners had concerns and questions regarding the minimum qualification language; specifically, the language in the Education/Experience section reading, “This may include:" Ms. Douglas-Schatz, Mr. Zeltmann and Dr. Borenstein spoke to these concerns. There was assurance to the Commission that the standards were not being lowered but were allowing for a greater number of applicants to meet the minimum qualifications. Meeting the minimum qualifications is only one step in the screening process. This language is also consistent with best practices.
President Bergman inquired if Theresa Schultz with SLOCEA wanted to comment or add to the discussion. Ms. Schultz, Senior Labor Representative for SLOCEA, reported they agreed with Human Resources. They provided feedback and came to agreement with some of the changes. They are hoping to have this approved today because this classification has had issues with recruitment and retention for a long time. This is one of the most under market positions in the Big Unit.

Commissioner Baltodano made a motion to approve with the noted changes and Vice President Nix seconded the motion. Motion carried 5-0-0.

6. Presentation of Annual Report Fiscal Year 18-19
   a. Request to Approve Annual Report Fiscal Year 18-19
   b. Request to Approve Revisions to Annual Report Fiscal Year 17-18

Wendy Lin, Human Resources Analyst presented the Annual report for fiscal year 18-19. Ms. Lin discussed the upward trend in the last 5 years of the number of grievances and appeals that have been filed by employees and reasons that may have contributed to this trend. She pointed out an error to be corrected in the number of revised job specifications that were approved to 12 approvals from 11 approvals. She highlighted pertinent information in the remainder of the report. Vice President Nix wanted clarification on the number totals in the Recruitment Activity section. Ms. Lin explained how the totals were summed up.

President Bergman asked if there was any public comment on this issue. There was none. Vice President Nix made a motion to approve the Annual report with the correction and Commissioner Ohannesian seconded the motion. Motion carried 5-0-0.

President Bergman stated the Commission was going to consider Item 9 (Reports) on the agenda but before doing so asked the clerk on further agendas to put this in before Closed Session.

Commissioner Baltodano brought forward that only item 6a. had been approved. Ms. Lin came forward and discussed the specific items in 6b that needed to be revised. There were no questions from the Commissioners or the public regarding this item. Commissioner Nicholson made a motion to approve the Annual Report 17-18 as amended and Vice President Nix seconded the motion. Motion carried 5-0-0.

9. Reports:
   President Bergman moved to item 9 (Reports) before going into Closed Session. President Bergman, Commission Counsel Nina Negrante and outside counsel Steve Simas did not have any reports. Commission Secretary Tami Douglas-Schatz introduced Mark McKibben, Human Resources Analyst to discuss calendaring for Special Hearings. Mr. McKibben confirmed already scheduled hearing dates including February 26th and February 27th, March 25th and March 26th, April 22nd and April 23rd and May 27th and May 28th.

After the hearing dates were confirmed, Ms. Douglas-Schatz interjected that the Board of Supervisors has asked Human Resources (HR) to provide updates on Recruitment and Retention.
Civil Service Commission

The HR department will be incorporating comments about Recruitment and Retention in future presentations on classification. Ms. Douglas-Schatz also stated the department may bring a short presentation to the Commission on recruitment and retention data based on demographics and the economy.

Ms. Douglas-Schatz also sought direction from the Commission about whether to agendize the formation of a Rules update committee. President Bergman would like this agendized on the February agenda.

President Bergman advised that with a full Commission he wanted to go back to item 2 (Election of Officers) on the agenda (Commissioner Nicholson arrived at 9:26 a.m.).

2. Election of Officers

President Bergman asked if there was a nomination for Vice President. Commissioner Ohannesian nominated Commissioner Nix for Vice President. Commissioner Nicholson seconded the motion. Motion carried 5-0-0.

Next, President Bergman opened the nomination for Commission President. Vice President Nix nominated Mr. Bergman for President and Commissioner Ohannesian seconded the motion. Motion carried 5-0-0.

With that, President Bergman advised the Commission would move to item 7 (Closed Session) after a 5-minute break.

7. Closed Session: CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION (Government Code Section 54956.9(a)) – Formally initiated: Luther v. County of San Luis Obispo Civil Service Commission, San Luis Obispo Superior Court Case Number 19CV-0713.

President Bergman brought the meeting back into Open Session. He advised the Commission went through two items in Closed Session. In this matter the Commission had nothing to report.

8. Closed Session (per Government Code section 54957) Oral arguments regarding discovery and deliberations with legal counsel regarding Appeal #A19-06.

President Bergman stated in this matter the Commission has given direction to counsel.

10. Adjournment:

President Bergman adjourned the meeting.
Civil Service Commission

*Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.
TO: Civil Service Commission  
DATE: February 26, 2020  
FROM: Stephanie Price, Human Resources Analyst  
SUBJECT: New Class Specifications:  
Department: Clerk-Recorder  
Appointing Authority: Tommy Gong, Clerk-Recorder

RECOMMENDATION:

It is recommended that the Commission approve the new classification specifications as submitted.

DEPARTMENT BACKGROUND:

The County Clerk-Recorder’s office is a key department to the constituents of the County and serves two main functions. The Recorder Division is responsible for the recording of all vital records maintained by the office and provides access to these public records by complying with all applicable laws. The Elections Division is responsible to ensure the integrity of the election process.

Last year, the Assistant Director resigned which allowed for the department to take a critical look at the organizational structure. With the continuous growth of the elections program, the County Clerk Recorder saw a need to create two distinct divisions: an Elections Division (registrar) and a Clerk-Recorder Division. Previously, the amount of existing responsibility with the growing interest and changes to elections proved to be difficult for one individual to properly manage as both divisions do distinctly different roles and require a different skillset. Additionally, a survey of our comparable counties found that six of the nine agencies have a deputy director over each function. Two of the three remaining agencies had Elections as a separate department from the Clerk Recorder. Therefore, the recommendation is that the
original classification of Assistant County Clerk Recorder duties be divided among two Deputy Director roles as shown before you.

**DISCUSSION**

As proposed, these classifications will be the second level in the organization, assisting the elected Department Head. The Deputy Director of the Elections Division will oversee all assigned staff to this division, as well as be responsible for implementation of all new election's requirements.

The Deputy Clerk-Recorder position would be responsible for all staff assigned to the recording function, including management and coordination of the recording program to ensure all legal mandates are met.

The specifications have been developed to include the following statement directly following the Education and Experience section heading:

“A combination of education, training and experience which could provide the required knowledge and abilities listed. This may include:”

This language is consistent with the Commission's direction on November 14, 2018. It is intended to allow more applicants to compete for open positions and establish more diverse lists of qualified candidates to meet the needs of the County.

The proposed classifications are consistent with comparable classifications in similar governmental agencies.

**RESULTS**

The proposed specifications would accurately describe the classifications' duties and employment standards and are consistent with current format, terminology, and titling standards. By splitting these high-level duties between two positions, the department anticipates being able to more seamlessly implement changes to law or procedures and meet mandates.

**OTHER AGENCY INVOLVEMENT**

The Clerk Recorder's Department was involved and is in support of the classification specifications as written.
Attachments:
1. Current Specification for Assistant Clerk Recorder
2. Proposed Specification for Deputy Director Registrar – Redlined
3. Proposed Specification for Deputy Director Registrar
5. Proposed Specification for Deputy Directory Clerk-Recorder
6. Current Organizational Chart
7. Proposed Organizational Chart
ASSISTANT COUNTY CLERK-RECORDER

DEFINITION:
Under the general direction of the elected official, plans, organizes, controls and directs the operations, activities and fiscal functions of the department including administrative, budgetary, and personnel duties of the various divisions and/or functions; assures smooth and efficient department activities; supervises and evaluates the performance of assigned personnel; and does other related work as required.

REPRESENTATIVE DUTIES:
(Not in order of importance)

• Plan, organize, control and direct the operations, activities and fiscal functions of the department; assure departmental activities comply with established standards, requirements, internal controls, laws, codes, regulations, ordinances, policies and procedures.
• Coordinate and direct personnel, communications and resources to meet County needs, oversee the development and implementation of Department programs, projects, functions, services, internal controls, goals, objectives, systems and activities; assure proper and timely resolution of departmental issues, conflicts and discrepancies.
• Supervise, train and evaluate the performance of assigned personnel; interview and select employees, recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.
• Oversee the development, preparation and monitoring of the annual budget for the department programs, projects and activities; analyze and review budgetary and financial data, control and authorize expenditures in accordance with established limitations.
• Oversee all election processes; ensures all legal and election mandates are met; ensures proper application of legal codes and uniform practices in determination of legal recordability and accuracy of documents.
• Provide technical information and assistance to the County Clerk-Recorder regarding Department activities, needs and issues; assists in the formulation and development of policies, procedures and programs.
• Attend and conduct a variety of meetings as assigned, serve on various committees, represent the department with community organizations and serves as the County Clerk-Recorder in the absence of the administrator as directed.

EMPLOYMENT STANDARDS:

Knowledge of:

• Practices, procedures and techniques involved in the development and implementation of Department activities, goals and objectives.
• Current county clerk recorder theories, issues and trends relating to elections
• Applicable Federal, State and County standards, regulatory requirements
• Principles and practices of administration, supervision and training
• Budget management and Project Management practices
• Public relations techniques
Ability to:

- Plan, organize and direct the operations of a governmental or private sector department
- Ability to manage election processes and other projects
- Supervise, train, set goals and evaluate the performance of assigned personnel
- Communicate effectively in writing and orally including public speaking forums
- Establish and maintain effective working relationships
- Prepare and monitor the annual budget

EDUCATION AND EXPERIENCE:
Graduation from an accredited four-year college or university with a bachelor's degree in business administration, public administration, accounting, or a closely related field. (Job-related experience may substitute for the required education on a year-for-year basis.) In addition, four years of increasingly responsible experience performing a variety of administrative, legal, or fiscal activities including at least two years in a supervisory position.

LICENSES AND CERTIFICATES:
Certain positions within this classification may require driving. When driving is an essential function of the position, a valid CALIFORNIA driver's license will be required at the time of appointment.

SPECIAL SUBCLASS RECRUITMENT:
This class specification generally describes the duties and responsibilities characteristic of the positions(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted: 01-26-05
HUMAN RESOURCES DEPARTMENT
County of San Luis Obispo

Deputy Director - Registrar

DEFINITION:
Under general direction of the County Clerk-Recorder, oversees, plans, organizes, administers, manages, supervises, and coordinates staff, operations, and activities of the Elections Division in the conduct of fair and accurate elections.

REPRESENTATIVE DUTIES:
(Not in order of importance)
- Manages, coordinates and participates in the operations engaged in the conduct of federal, state, county, municipal, school and special district elections in accordance with federal, state and local regulations.
- Ensures integration with the statewide voter registration database and election results reporting.
- Contributes in redistricting and precinct boundary changes utilizing GIS technology.
- Oversees the registration of voters and voter outreach programs within the County, filing of state and local candidates and measures, publication and distribution of sample and official ballots, poll worker recruitment and training, equipment inventory and distribution, election day operations, and ballot processing, vote tabulation and election results.
- Ensures compliance with federal and state regulations relating to accessibility of polling places, vote by mail, website, and language availability.
- Reviews and analyzes proposed and new election legislation to determine impact, makes recommendations and provides direction for the implementation of changes.
- Evaluates and implements new voter management and voting systems as required.
- Assists in the development of the budget, monitors expenditures to meet financial objectives of the division and in determining and submitting state mandated reimbursement claims, and prepares election cost billing to various jurisdictions.
EMPLOYMENT STANDARDS:

Knowledge of:

- The legal responsibilities, functions, and procedures of the Elections Division, including applicable laws, rules, procedures, court cases, regulations, and ordinances that affect the preparation and conduct of elections and the Registration of Voters
- Functions and services of the California Secretary of State – Election Division, including the services provided by the Multilingual Voter Services
- Principles and practices related to data processing methods and procedures that relate to the elections process, including proficiency with software applications
- Electronic data processing equipment and other technology used in voter registration and election management, and voting systems
- Principles and practices of office management and employee supervision, including work planning, assignment and evaluation, performance management and discipline, training and career development
- Budget management, including development and oversight

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards
- Research, understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed
- Plan, organize, direct, supervise, and manage subordinate and/or volunteer staff associated with election activities and complete work within legally mandated deadlines
- Effectively represent the department and the County in meetings with governmental agencies, community groups, individuals, and various business, professional, and regulatory organizations
- Prepare written reports, summaries, manuals, statistical reports, and correspondence in a clear and concise manner
- Prepare and monitor the annual budget

EDUCATION AND EXPERIENCE:
A combination of education, training and experience which could provide the required knowledge and abilities listed. This may include:

- Graduation from an accredited four-year college or university with a bachelor's degree in business administration, public administration, accounting, or a closely related field
- AND, four years of increasingly responsible experience administering a voter registration and elections program or supervising staff in voter registration and election activities at a state, county or municipal level

**LICENSES AND CERTIFICATES:**

Certain positions within this classification may require driving. When driving is an essential function of the position, a valid CALIFORNIA driver license will be required at the time of appointment and must be maintained throughout employment.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the employment standards, duties, or working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted: 00-00-00
BOS Approved: 00-00-00
Revised: 00-00-00
DEFINITION:
Under general direction of the County Clerk-Recorder, oversees, plans, organizes, administers, manages, supervises, and coordinates staff, operations, and activities of the Elections Division in the conduct of fair and accurate elections.

REPRESENTATIVE DUTIES:
(Not in order of importance)

• Manages, coordinates and participates in the operations engaged in the conduct of federal, state, county, municipal, school and special district elections in accordance with federal, state and local regulations.
• Ensures integration with the statewide voter registration database and election results reporting.
• Contributes in redistricting and precinct boundary changes utilizing GIS technology.
• Oversees the registration of voters and voter outreach programs within the County, filing of state and local candidates and measures, publication and distribution of sample and official ballots, poll worker recruitment and training, equipment inventory and distribution, election day operations, and ballot processing, vote tabulation and election results.
• Ensures compliance with federal and state regulations relating to accessibility of polling places, vote by mail, website, and language availability.
• Reviews and analyzes proposed and new election legislation to determine impact, makes recommendations and provides direction for the implementation of changes.
• Evaluates and implements new voter management and voting systems as required.
• Assists in the development of the budget, monitors expenditures to meet financial objectives of the division and in determining and submitting state mandated reimbursement claims, and prepares election cost billing to various jurisdictions.
EMPLOYMENT STANDARDS:

Knowledge of:

- The legal responsibilities, functions, and procedures of the Elections Division, including applicable laws, rules, procedures, court cases, regulations, and ordinances that affect the preparation and conduct of elections and the Registration of Voters
- Functions and services of the California Secretary of State – Election Division, including the services provided by the Multilingual Voter Services
- Principles and practices related to data processing methods and procedures that relate to the elections process, including proficiency with software applications
- Electronic data processing equipment and other technology used in voter registration and election management, and voting systems
- Principles and practices of office management and employee supervision, including work planning, assignment and evaluation, performance management and discipline, training and career development
- Budget management, including development and oversight

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards
- Research, understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed
- Plan, organize, direct, supervise, and manage subordinate and/or volunteer staff associated with election activities and complete work within legally mandated deadlines
- Effectively represent the department and the County in meetings with governmental agencies, community groups, individuals, and various business, professional, and regulatory organizations
- Prepare written reports, summaries, manuals, statistical reports, and correspondence in a clear and concise manner
- Prepare and monitor the annual budget

EDUCATION AND EXPERIENCE:
A combination of education, training and experience which could provide the required knowledge and abilities listed. This may include:

- Graduation from an accredited four-year college or university with a bachelor's degree in business administration, public administration, accounting, or a closely related field
- AND, four years of increasingly responsible experience administering a voter registration and elections program or supervising staff in voter registration and election activities at a state, county or municipal level

**LICENSES AND CERTIFICATES:**

Certain positions within this classification may require driving. When driving is an essential function of the position, a valid CALIFORNIA driver license will be required at the time of appointment and must be maintained throughout employment.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the employment standards, duties, or working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted: 00-00-00
BOS Approved: 00-00-00
Revised: 00-00-00
DEFINITION:
Under general direction of the County Clerk-Recorder, directs, plans, manages, and coordinates the staff, operations, and activities of the Clerk-Recorder Division to ensure timely and accurate recording of legal documents, including but not limited to real property, fictitious business names, vital statistics, and notary bonds filed by individuals, businesses, title companies and government entities in San Luis Obispo County.

REPRESENTATIVE DUTIES:
(Not in order of importance)

- Manages the examining, recording, indexing and preservation of legal documents in accordance with all applicable codes and regulations.
- Oversees the issuance of marriage licenses and performance of civil marriage ceremonies.
- Performs fee studies to determine whether there is a need to increase/decrease fees related to County Clerk functions and those of the Vital Records division of the Recorder’s Office.
- Reviews current and proposed legislation to determine effect on operations and proper application.
- Develops policies to meet the department’s goals and objectives.
- Analyzes and formulates departmental procedure and makes operational improvements.
- Provides division-wide administration of the various electronic and automated information systems pertaining to recording and preservation of documents and the functional integration of systems in the transmission of change of ownership records to the County Assessor to ensure timely application to the tax cycle; makes recommendations for enhancement as necessary.
- Assists in the development of the division budget; monitors expenditures to meet financial objectives of the division.
• Represents the Clerk-Recorder at statewide Associations and Legislative Committees to make recommendations about statutory modifications and changes, and to represent the County's position.

EMPLOYMENT STANDARDS:

Knowledge of:

• The legal responsibilities, functions, and procedures of the County Clerk-Recorder division including methods and documents used to convey and transfer title to real property, the official recordation of documents including vital records, the issuance of marriage licenses, filing of Notary bonds, Fictitious Business Names, and other legal documents

• Modern principles, practices, and methods of effective records management and retention and reproduction of documents

• Advanced principles and practices of official filing, recording, and issuance of legal documents and property transfers, including title search techniques

• Principles and practices of office management and employee supervision, including work planning, assignment and evaluation, performance management and discipline, and training

• Budget management, including development and oversight

Ability to:

• Develop and implement goals, objectives, practices, policies, procedures, and work standards

• Effectively represent the department and the County in meetings with governmental agencies, community groups, individuals, and various business, professional, and regulatory organizations

• Research, understand, interpret and apply a wide variety of rules, regulations and ordinances, and federal, state and local legislation

• Prepare written reports, summaries, manuals, statistical reports, and correspondence in a clear and concise manner

• Prepare and monitor the annual budget

EDUCATION AND EXPERIENCE:
A combination of education, training and experience which could provide the required knowledge and abilities listed. This may include:

- Graduation from an accredited four-year college or university with a bachelor’s degree in business administration, public administration, accounting, or a closely related field
- AND, four years of increasingly responsible experience with responsibility for examining, recording legal documents, administering processes and at least two years of supervisory or management responsibilities

LICENSES AND CERTIFICATES:

Certain positions within this classification may require driving. When driving is an essential function of the position, a valid CALIFORNIA driver license will be required at the time of appointment and must be maintained throughout employment.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the employment standards, duties, or working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted: 00-00-00
BOS Approved: 00-00-00
Revised: 00-00-00
DEFINITION:
Under general direction of the County Clerk-Recorder, directs, plans, manages, and coordinates the staff, operations, and activities of the Clerk-Recorder Division to ensure timely and accurate recording of legal documents, including but not limited to real property, fictitious business names, vital statistics, and notary bonds filed by individuals, businesses, title companies, and government entities in San Luis Obispo County.

REPRESENTATIVE DUTIES:
(Not in order of importance)
- Manages the examining, recording, indexing, and preservation of legal documents in accordance with all applicable codes and regulations.
- Oversees the issuance of marriage licenses and performance of civil marriage ceremonies.
- Performs fee studies to determine whether there is a need to increase/decrease fees related to County Clerk functions and those of the Vital Records division of the Recorder's Office.
- Reviews current and proposed legislation to determine effect on operations and proper application.
- Develops policies to meet the department's goals and objectives.
- Analyzes and formulates departmental procedure and makes operational improvements.
- Provides division-wide administration of the various electronic and automated information systems pertaining to recording and preservation of documents and the functional integration of systems in the transmission of change of ownership records to the County Assessor to ensure timely application to the tax cycle; makes recommendations for enhancement as necessary.
- Assists in the development of the division budget; monitors expenditures to meet financial objectives of the division.
• Represents the Clerk-Recorder at statewide Associations and Legislative Committees to make recommendations about statutory modifications and changes, and to represent the County’s position.

EMPLOYMENT STANDARDS:

Knowledge of:

• The legal responsibilities, functions, and procedures of the County Clerk-Recorder division including methods and documents used to convey and transfer title to real property, the official recordation of documents including vital records, the issuance of marriage licenses, filing of Notary bonds, Fictitious Business Names, and other legal documents
• Modern principles, practices, and methods of effective records management and retention and reproduction of documents
• Advanced principles and practices of official filing, recording, and issuance of legal documents and property transfers, including title search techniques
• Principles and practices of office management and employee supervision, including work planning, assignment and evaluation, performance management and discipline, and training
• Budget management, including development and oversight

Ability to:

• Develop and implement goals, objectives, practices, policies, procedures, and work standards
• Effectively represent the department and the County in meetings with governmental agencies, community groups, individuals, and various business, professional, and regulatory organizations
• Research, understand, interpret and apply a wide variety of rules, regulations and ordinances, and federal, state and local legislation
• Prepare written reports, summaries, manuals, statistical reports, and correspondence in a clear and concise manner
• Prepare and monitor the annual budget

EDUCATION AND EXPERIENCE:
A combination of education, training and experience which could provide the required knowledge and abilities listed. This may include:

- Graduation from an accredited four-year college or university with a bachelor’s degree in business administration, public administration, accounting, or a closely related field
- AND, four years of increasingly responsible experience with responsibility for examining, recording legal documents, administering processes and at least two years of supervisory or management responsibilities

**LICENSES AND CERTIFICATES:**

Certain positions within this classification may require driving. When driving is an essential function of the position, a valid CALIFORNIA driver license will be required at the time of appointment and must be maintained throughout employment.

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Adopted: 00-00-00
BOS Approved: 00-00-00
Revised: 00-00-00
TO: Civil Service Commission
DATE: February 26, 2020
FROM: Teresa McCarthy White, Human Resources Analyst
SUBJECT: Revised Class Classification: District Attorney Investigator I-II-II series

Proposed Titles: Supervising District Attorney Investigator
Chief District Attorney Investigator

Department: District Attorney
Appointing Authority: Dan Dow, District Attorney

RECOMMENDATION:
It is recommended that the Commission approve the revisions to the classification currently titled “District Attorney Investigator (DAI) I, II, III, Supervising & Chief”. The DAI I-II-III career series will be moved into a separate specification and retitled DAI I-II-Senior. The Supervising District Attorney Investigator, which is not part of a series, will be moved into a separate specification and retitled Assistant Chief District Attorney Investigator. The Chief District Attorney Investigator will be moved into a separate specification with no title change.

BACKGROUND:
The Bureau of Investigations is a division of the District Attorney’s office that investigates known and suspected violations of the law, assists Deputy District Attorneys in preparation of cases, testifies in court, serves subpoenas and arrest warrants, prepares and executes search warrants, and prepares appropriate post-judgment actions. The classifications responsible for
carrying out the investigations are the subject of this proposal and the incumbents are sworn law enforcement.

**DISCUSSION:**

**Classification History**

The District Attorney (DA) Investigator specification was adopted in May 1976. The specification was last revised in November 2000.

**Proposed Class Series Structure**

The DA Investigators I, II, & III report to the Supervising DA Investigators and the Supervising DA Investigators report to the Chief DA Investigator. The Chief District DA Investigator reports directly to the District Attorney.

According to the County's specification standards, except for classifications in a career series, each classification will be described in a separate specification. The proposed specifications split the current specification that encompassed the 5 classifications into 3 separate specifications. As described above under Recommendation, the DAI I-II-III career series will be moved into a separate specification and retitled DAI I-II-Senior. The Supervising District Attorney Investigator, which is not part of a series, will be moved into a separate specification and retitled Assistant Chief District Attorney Investigator. The Chief District Attorney Investigator will be moved into a separate specification with no title change.

**DA Investigator III Title Change**

The advanced journey level class has been referred to as Senior Investigators within the County's Investigative Bureau and the DA's Office in excess of 10 years. For this reason, they use this working title on their business cards and reports and are referred to as Senior Investigators during courtroom testimony. During labor negotiations with DAIA, the representing union, a commitment was made to update the title to Senior DA Investigator to
reflect their working title. It is proposed that the title be changed from District Attorney Investigator III to Senior District Attorney Investigator.

**Supervising District Attorney Investigator Title Change**

The County’s Supervising DAI has been referred to as Assistant Chief Investigator within the Investigative Bureau and the DA’s Office in excess of 10 years. They use this as their working title on their business cards, reports, and badges. It is proposed that the title be changed from Supervising Investigator to District Attorney Assistant Chief Investigator to be consistent with standard terminology and naming across the County and other agencies.

**Other Revisions**

Other revisions were made to the specification, most of which are cosmetic in nature in order to update the formatting and layout to current standards. Additionally, content was added to better distinguish the representative duties and expectations between the classifications, particularly within the I/II/Senior class series specification. These revisions clarify the type of training and support provided by a Senior DAI to incumbents in DAI I and DAI II and differentiate between the types of cases assigned to the various levels.

**INTENDED RESULTS:**

The proposed specifications accurately describe the classifications’ duties and employment standards and are consistent with current format, terminology, and titling standards. These improvements will serve to accurately describe the classifications to potential applicants and current employees and will be used as a basis for classification, compensation and performance management.

**OTHER AGENCY INVOLVEMENT:**

The District Attorney and the representing union (DAIA) were involved in the revisions of these specifications and concur with the specifications as proposed.
Attachments:

2. Proposed Specification for District Attorney Investigator I, II, Senior – Redline
3. Proposed Specification for District Attorney Assistant Chief Investigator - Redline
4. Proposed Specification for District Attorney Chief Investigator - Redline
5. Proposed Specification for District Attorney Investigator I, II, Senior
6. Proposed Specification for District Attorney Assistant Chief Investigator
7. Proposed Specification for District Attorney Chief Investigator
8. Current Organizational Chart
DISTRICT ATTORNEY INVESTIGATOR I, II, III, SUPERVISING & CHIEF

DEFINITION:
Classes in this series conduct a wide variety of investigations in criminal and civil cases, the prosecution of which come under the jurisdiction of the District Attorney; and do other related work as required.

TYPICAL TASKS:
Investigates known and suspected violations of the law including failure to provide and consumer fraud; locates and interviews witnesses and suspected persons and analyzes and evaluates their testimony; reviews and evaluates a variety of records to secure information concerning suspected crimes; prepares detailed and comprehensive reports on all phases of investigations; may initiate criminal and civil complaints relating to child support matters; establishes and maintains effective working relationships with other law enforcement and governmental agencies; may assist other law enforcement agencies with investigations; establishes and maintains contact with informational sources; assists Deputy District Attorneys in preparation of cases by interviewing witnesses, complainants and suspects and obtaining necessary evidence including laboratory and polygraph tests; testifies in court; serves subpoenas and arrest warrants; prepares and executes search warrants; prepares appropriate post-judgment actions; develops and prepares necessary correspondence, reports, personnel and budgetary justifications; may conduct special investigations for the Grand Jury.

DISTINGUISHING CHARACTERISTICS:
District Attorney Investigator I: Under supervision, learns to conduct and conducts criminal and civil investigations; may be assigned routine investigations with a minimum of supervision; assists other law enforcement agencies and departments in criminal investigations.

District Attorney Investigator II: Under general supervision, conducts a variety of criminal and civil investigations. This is the journeyworker level. Incumbents must be capable of conducting proper investigations with a minimum of supervision and guidance; assists other law enforcement agencies and departments in criminal investigations.

District Attorney Investigator III: Under direction, conducts a variety of criminal and civil investigations. Acts as a leadworker, coordinating the activities of major or complex investigations; may be assigned supervision of specialized investigative areas such as consumer fraud, major crimes, narcotic task force, and family support; performs all duties with the highest level of independence and initiative; assists other law enforcement agencies and departments in criminal investigations.

Supervising District Attorney Investigator: Under general direction, supervises and administers the activities of an investigative unit requiring the regular and continued supervision of assigned subordinate investigators; conducts a variety of criminal and civil investigations. This is a working supervisor level and is not part of any career series allocation.

Chief District Attorney Investigator: Under general direction, plans, directs and supervises the activities of the Investigation Division in the District Attorney's Office; directs and conducts the most difficult and important investigations and performs a variety of administrative tasks for the District Attorney. This level is not a part of any career series allocation.

EMPLOYMENT STANDARDS:

Knowledge of:
District Attorney Investigator I: The laws pertaining to arrest and search and seizure; principles, methods and techniques of investigation, including the gathering and presentation of evidence.

District Attorney Investigator II, III, Supervising & Chief: Principles, methods and techniques of investigation including the gathering and presentation of evidence; criminal and civil law pertaining to cases in the jurisdiction of the District Attorney, including the laws of arrest, search and seizure, failure to provide and consumer fraud, rules of evidence, courtroom procedure, and administration of justice.

**Ability to:**

District Attorney Investigator I: Learn and enforce the law firmly, tactfully and impartially; deal courteously with the public; establish and maintain effective working relationships; analyze situations and people accurately; learn about, care for and use firearms; gather, analyze and evaluate facts and evidence and to draw sound conclusions; maintain records; prepare correspondence and reports.

District Attorney Investigator II, III, Supervising & Chief: Obtain information through interview, interrogation and observation; enforce the law firmly, impartially and tactfully; analyze situations and people accurately and adopt an effective course of action; carry out special and general assignments requiring an organization of materials and development of procedures without direct supervision; care for and use firearms; prepare and review comprehensive reports; supervise assigned subordinate personnel; establish and maintain effective working relationships; prepare correspondence and maintain records.

**EDUCATION/EXPERIENCE/CERTIFICATION:**

District Attorney Investigator I: Graduation from high school or possession of a GED certificate. No experience required. Must satisfactorily complete the POST Basic Course within 12 months of appointment. Must successfully complete the 80-hour POST-certified District Attorney Investigator I course within 12 months of appointment.

District Attorney Investigator II, III, Supervising and Chief: Graduation from an accredited two-year college with a degree or successful completion of a minimum of sixty (60) semester units of college course work in Criminal Justice, Police Science, or a closely related field. (Job-related District Attorney Investigator experience or its equivalent may be substituted on a year-for-year basis for the required education.)

**AND**

District Attorney Investigator II: Two years of District Attorney Investigator experience or its equivalent and possession of a State of California Regular Basic P.O.S.T. (Peace Officer's Standards and Training) certificate. The Regular Basic P.O.S.T. certificate must be valid and current at the time of application. The Regular Basic P.O.S.T. certificate requires graduation from a P.O.S.T. certified academy and completion of one year probation as a peace officer pursuant to California Penal Code Section 830.1 for any P.O.S.T. participatory law enforcement agency. Prior to July 1995, a P.O.S.T. basic academy was a minimum of 560 hours. After July 1995, the minimum P.O.S.T. basic academy is 664 hours.

District Attorney Investigator III: Three years of District Attorney Investigator experience or its equivalent and possession of the POST Intermediate Certificate within 12 months from the date of hire.

Supervising District Attorney Investigator: Four years of District Attorney Investigator experience or its equivalent and possession of a POST Advanced Certificate. In addition, must obtain a POST Supervisory Certificate within 24 months from the date of hire. (Note: POST requirements for the Supervisory Certificate include having no less than 60 semester units of college credits.)

Chief District Attorney Investigator: Five years of District Attorney Investigator experience or its equivalent and possession of a POST Advanced Certificate. In addition, must obtain a POST Middle Management Certificate within 24 months from the date of hire.
**Note:** Equivalent experience for the position of District Attorney Investigator means an assignment to a specific investigative or detective unit as a peace officer defined by California Penal Code Section 830.1. Normal investigative activities while assigned to patrol or traffic-related functions do not qualify.

**LICENSES (ALL LEVELS):**

1) A valid driver=s license is required at the time of application. A valid CALIFORNIA driver=s license is required at the time of appointment and must be maintained throughout employment; 2) all applicants shall meet the minimum standards of employment required of a Peace Officer as set forth in Title II of the California Administrative Code.

**OTHER CONDITIONS OF EMPLOYMENT:**

**Character:** Good moral character as determined by a thorough background investigation including a fingerprint and record check. No conviction by any State, the Federal Government or a foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or a State prison.

**PHYSICAL/PSYCHOLOGICAL EXAM:**

In accordance with Government Code Section 1031, candidate=s physical, emotional and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential duties of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. This information will also be made available for review at the time of any recruitment for that position and at such other times as reasonably required.

Adopted: 05-17-76
Revised: 11-15-00
District Attorney Investigator I, II, III

Senior, SUPERVISING & CHIEF

(Class Series)

DEFINITION:

Classes in this series conduct a wide variety of investigations in criminal and civil cases, the prosecution of which come under the jurisdiction of the District Attorney, and do other related work as required. Peace officers in this class are authorized under California Penal Code 830.1(a). Normal investigative activities while assigned to patrol or traffic related functions do not qualify.

TYPICAL TASKS:

Investigates known and suspected violations of the law including failure to provide and consumer fraud; locates and interviews witnesses and suspected persons and analyzes and evaluates their testimony; reviews and evaluates a variety of records to secure information concerning suspected crimes; prepares detailed and comprehensive reports on all phases of investigations; may initiate criminal and civil complaints relating to child support matters; establishes and maintains effective working relationships with other law enforcement and governmental agencies; may assist other law enforcement agencies with investigations; establishes and maintains contact with informational sources; assists Deputy District Attorneys in preparation of cases by interviewing witnesses, complainants and suspects and obtaining necessary evidence including laboratory and polygraph tests; testifies in court; serves subpoenas and arrest warrants; prepares and executes search warrants; prepares appropriate post-judgment actions; develops and prepares necessary correspondence, reports, personnel and budgetary justifications; may conduct special investigations for the Grand Jury.

DISTINGUISHING CHARACTERISTICS:

District Attorney Investigator I: This is the entry level class of the series. Under close supervision, learns to conduct and conducts criminal and civil investigations; may be assigned routine investigations with a minimum of supervision; completes reports under close supervision, assists other law enforcement
agencies and departments in criminal investigations. Incumbents may operate at this level prior to completing the field training component of the Basic POST requirements.

District Attorney Investigator II: This is the journey worker level. Under general supervision, conducts a variety of criminal and civil investigations. Incumbents must be capable of conducting proper investigations with a minimum of supervision and guidance; assists other law enforcement agencies and departments in criminal investigations.

Senior District Attorney Investigator III: This is the advanced journey worker level. Under direction, conducts a variety of criminal and civil investigations. Acts as a lead worker, coordinating the activities of major or complex investigations; may be assigned supervision of specialized investigative areas such as consumer fraud, major crimes, narcotic task force, and family support; performs all duties with the highest level of independence and initiative; assists other law enforcement agencies and departments in criminal investigations.

Supervising District Attorney Investigator: Under general direction, supervises and administers the activities of an investigative unit requiring the regular and continued supervision of assigned subordinate investigators; conducts a variety of criminal and civil investigations. This is a working supervisor level and is not part of any career series allocation.

Chief District Attorney Investigator: Under general direction, plans, directs and supervises the activities of the Investigation Division in the District Attorney’s Office; directs and conducts the most difficult and important investigations and performs a variety of administrative tasks for the District Attorney. This level is not a part of any career series allocation.

REPRESENTATIVE DUTIES:

(Not in order of importance)

All Levels:

- Investigates known and suspected violations of the law, including failure to provide and consumer fraud.
• Locates and interviews witnesses and suspected persons and analyzes and evaluates their testimony.

• Reviews and evaluates a variety of records to secure information concerning suspected crimes.

• Prepares detailed and comprehensive reports on all phases of investigations.

• May initiate criminal and civil complaints relating to child support matters.

• Establishes and maintains effective working relationships with other law enforcement and governmental agencies; and assists other law enforcement agencies with investigations.

• May assist other law enforcement agencies with investigations.

• Establishes and maintains contact with informational sources.

• Assists Deputy District Attorneys in preparation of cases by interviewing witnesses, complainants, and suspects and obtaining necessary evidence including laboratory and polygraph tests.

• Testifies in court.

• Serves subpoenas and arrest warrants.

• Prepares and executes search warrants.

• Prepares appropriate post-judgment actions.

• Develops and prepares necessary correspondence and reports, personnel and budgetary justifications.

• May conduct special investigations for the Grand Jury.

Senior District Attorney Investigator:

In addition to the above:

• Conducts special investigations for the Grand Jury.

• Conducts specialized investigations in areas of public integrity and personnel matters.

• May train or mentor incumbents within the District Attorney Investigator I/II classifications.

• Performs other related work as required.
EMPLOYMENT STANDARDS:

Knowledge of:

District Attorney Investigator I:
- The laws pertaining to arrest and search and seizure
- Principles, methods, and techniques of investigation, including the gathering and presentation of evidence
- De-escalation tactics

District Attorney Investigator II, III, Supervising & Chief:

In addition to the above:
- Principles, methods, and techniques of investigation including the gathering and presentation of evidence
- Criminal and civil law pertaining to cases in the jurisdiction of the District Attorney, including the laws of arrest, search and seizure, failure to provide and consumer fraud, rules of evidence, courtroom procedure, and administration of justice

Senior District Attorney Investigator:

In addition to the above:
- Search warrant writing standards
- Techniques of effective training and evaluation of training progress

Ability to:

District Attorney Investigator I:
- Learn and enforce the law firmly, tactfully and impartially
  - Deal courteously with the public
- Establish and maintain effective working relationships
- Analyze situations and people accurately
- Learn about, care for and use firearms
- Demonstrate safe and proper use of firearms
- Gather, analyze and evaluate facts and evidence and to draw sound conclusions
- Maintain records
 Obtain information through interview, interrogation, and observation
 Enforce the law firmly, impartially and tactfully
 Analyze situations and people accurately and adopt an effective course of action
 Carry out special and general assignments requiring an organization of materials and
development of procedures without direct supervision
 Care for and use firearms;
 Prepare and review comprehensive reports
 Supervise assigned subordinate personnel
 Establish and maintain effective working relationships
 Prepare correspondence and maintain records

 Provide field training and support for new staff
 Work independently under limited supervision
 Instruct safe and proper use of firearms
 Assist with coordination of major criminal enforcement actions between the Bureau of
Investigation and other agencies

EDUCATION AND EXPERIENCE:

District Attorney Investigator I:
 Graduation from high school or possession of a GED certificate. No experience required. Must
satisfactorily complete the POST Basic Course within 12 months of appointment. Must successfully
complete the 80-hour POST-certified District Attorney Investigator course within 12 months of
appointment.

District Attorney Investigator II, III, Supervising & Chief:
Graduation from an accredited two-year college with a degree or successful completion of a minimum of sixty (60) semester units of college course work in Criminal Justice, Police Science, or a closely related field. Completion of two years of college level coursework which include at least 60 semester units in Criminal Justice, Administration of Justice, or a closely related field. (Job-related District Attorney Investigator experience or its equivalent may be substituted on a year-for-year basis for the required education). In addition, two years of District Attorney Investigator experience or its equivalent, and possession of a State of California Regular Basic P.O.S.T. (Peace Officer’s Standards and Training) certificate. The Regular Basic P.O.S.T. certificate must be valid and current at the time of application. The Regular Basic P.O.S.T. certificate requires graduation from a P.O.S.T. certified academy and completion of one-year probation as a peace officer pursuant to California Penal Code Section 830.1 for any P.O.S.T. participatory law enforcement agency. Prior to July 1995, a P.O.S.T. basic academy was a minimum of 560 hours. After July 1995, the minimum P.O.S.T. basic academy is 664 hours.

Senior District Attorney Investigator:
Completion of two years of college level coursework which includes at least 60 semester units in Criminal Justice, Administration of Justice, or a closely related field. Graduation from an accredited two-year college with a degree or successful completion of a minimum of sixty (60) semester units of college course work in Criminal Justice, Police Science, or a closely related field. (Job-related District Attorney Investigator experience or its equivalent may be substituted on a year-for-year basis for the required education). In addition, three years of District Attorney Investigator experience or its equivalent, and possession of the POST Intermediate Certificate within 12 months from the date of hire.

District Attorney Investigator II-II: Two years of District Attorney Investigator experience or its equivalent and possession of a State of California Regular Basic P.O.S.T. (Peace Officer’s Standards and Training) certificate. The Regular Basic P.O.S.T. certificate must be valid and current at the time of application. The Regular Basic P.O.S.T. certificate requires graduation from a P.O.S.T. certified academy and completion of one-year probation as a peace officer pursuant to California Penal Code Section 830.1 for any P.O.S.T. participatory law enforcement agency. Prior to July 1995, a P.O.S.T. basic academy was a minimum of 560 hours. After July 1995, the minimum P.O.S.T. basic academy is 664 hours.

District Attorney Investigator III: Three years of District Attorney Investigator experience or its equivalent and possession of the POST Intermediate Certificate within 12 months from the date of hire.
**Supervising District Attorney Investigator:** Four years of District Attorney Investigator experience or its equivalent and possession of a POST Advanced Certificate. In addition, must obtain a POST Supervisory Certificate within 24 months from the date of hire. (Note: POST requirements for the Supervisory Certificate include having no less than 60 semester units of college credits.)

**Chief District Attorney Investigator:** Five years of District Attorney Investigator experience or its equivalent and possession of a POST Advanced Certificate. In addition, must obtain a POST Middle Management Certificate within 24 months from the date of hire.

Note: Equivalent experience for the position of District Attorney Investigator means an assignment to a specific investigative or detective unit as a peace officer defined by California Penal Code Section 830.1. Normal investigative activities while assigned to patrol or traffic-related functions do not qualify.

**LICENSES AND CERTIFICATES:**

Certain positions within this classification may require driving. When driving is an essential function of the position, a valid CALIFORNIA driver license will be required at the time of appointment and must be maintained throughout employment.

A valid driver license is required at the time of application. A valid CALIFORNIA driver license is required at the time of appointment and must be maintained throughout employment.

**District Attorney Investigator I:** Must satisfactorily complete the POST Basic Course within 12 months of appointment. Must successfully complete the 40-hour POST-certified District Attorney Investigator course within 12 months of appointment.

**District Attorney Investigator II:** Possession of a State of California Regular Basic P.O.S.T. (Peace Officer's Standards and Training) certificate. The Regular Basic P.O.S.T. certificate must be valid and current at the time of application. The Regular Basic P.O.S.T. certificate requires graduation from a P.O.S.T. certified academy and completion of one-year probation as a peace officer pursuant to California Penal Code Section 830.1 for any P.O.S.T. participatory law enforcement agency. The minimum P.O.S.T. basic academy is 664 hours.
Senior District Attorney Investigator: Possession of the POST Intermediate Certificate within 12 months from the date of hire.

All applicants shall meet the minimum standards of employment required of a Peace Officer as set forth in Title II of the California Administrative Code.

OTHER CONDITIONS OF EMPLOYMENT:

Citizenship: All applicants must be a United States citizen or permanent resident alien who is eligible for and has applied for citizenship at least one year before application for employment. Written proof of the foregoing will be required.

Character: Good moral character as determined by a thorough background investigation. No conviction by any State, the Federal Government or a foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or a State prison.

General: Must meet the minimum peace officer standards as specified in California Government Code sections 1029 and 1031.

Good moral character as determined by a thorough background investigation including a fingerprint and record check. No conviction by any State, the Federal Government or a foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or a State prison.

PHYSICAL/PSYCHOLOGICAL EXAM:

In accordance with Government Code Section 1031, candidate's physical, emotional and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. This information will also be made available for review at the time of any recruitment for that position and at such other times as reasonably required.
questions regarding the employment standards, duties, or working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted: 05-17-76

BOS Approved: 00-00-00

Revised: 11-15-00
HUMAN RESOURCES DEPARTMENT

County of San Luis Obispo

District Attorney Investigator I, II, Senior
(Class Series)

DEFINITION:
Classes in this series conduct a wide variety of investigations in criminal and civil cases, the prosecution of which come under the jurisdiction of the District Attorney. Peace officers in this class are authorized under California Penal Code 830.1(a). Normal investigative activities while assigned to patrol or traffic related functions do not qualify.

DISTINGUISHING CHARACTERISTICS:
District Attorney Investigator I- This is the entry level class of the series. Under close supervision, learns to conduct and conducts criminal and civil investigations; may be assigned routine investigations with a minimum of supervision; completes reports under close supervision, assists other law enforcement agencies and departments in criminal investigations. Incumbents may operate at this level prior to completing the field training component of the Basic POST requirements.

District Attorney Investigator II- This is the journey worker level. Under general supervision, conducts a variety of criminal and civil investigations. Incumbents must be capable of conducting proper investigations with a minimum of supervision and guidance; assists other law enforcement agencies and departments in criminal investigations.

Senior District Attorney Investigator- This is the advanced journey worker level. Under direction, conducts a variety of criminal and civil investigations. Coordinates the activities of major or complex investigations; may be assigned supervision of specialized investigative areas such as consumer fraud, major crimes, narcotic task force, and family support; performs all duties with the highest level of independence and initiative; assists other law enforcement agencies and departments in criminal investigations.
REPRESENTATIVE DUTIES:

(Not in order of importance)

All Levels:

- Investigates known and suspected violations of the law.
- Locates and interviews witnesses and suspected persons and analyzes and evaluates their testimony.
- Reviews and evaluates a variety of records to secure information concerning suspected crimes.
- Prepares detailed and comprehensive reports on all phases of investigations.
- Establishes and maintains effective working relationships with other law enforcement and governmental agencies; assists other law enforcement agencies with investigations.
- Establishes and maintains contact with informational sources.
- Assists Deputy District Attorneys in preparation of cases by interviewing witnesses, complainants and suspects and obtaining necessary evidence including laboratory and polygraph tests.
- Testifies in court.
- Serves subpoenas and arrest warrants.
- Prepares and executes search warrants.
- Prepares appropriate post-judgment actions.
- Develops and prepares necessary correspondence and reports.

Senior District Attorney Investigator:

In addition to the above:

- Conducts special investigations for the Grand Jury.
- Conducts specialized investigations in areas of public integrity and personnel matters.
- May train or mentor incumbents within the District Attorney Investigator I/II classifications.
- Performs other related work as required.

EMPLOYMENT STANDARDS:
Knowledge of:

District Attorney Investigator I:
- The laws pertaining to arrest and search and seizure
- Principles, methods and techniques of investigation, including the collecting of evidence
- De-escalation tactics

District Attorney Investigator II:
In addition to the above:
- Principles, methods and techniques of investigation including the gathering and presentation of evidence
- Criminal and civil law pertaining to cases in the jurisdiction of the District Attorney, including the laws of arrest, search and seizure, failure to provide and consumer fraud, rules of evidence, courtroom procedure, and administration of justice

Senior District Attorney Investigator:
In addition to the above:
- Search warrant writing standards
- Techniques of effective training and evaluation of training progress

Ability to:

District Attorney Investigator I:
- Learn and enforce the law firmly, tactfully and impartially
- Establish and maintain effective working relationships
- Analyze situations and people accurately
- Demonstrate safe and proper use of firearms
- Gather, analyze and evaluate facts and evidence and draw sound conclusions
- Prepare correspondence and reports

District Attorney Investigator II:
In addition to the above:
- Obtain information through interview, interrogation and observation
• Enforce the law firmly, impartially and tactfully
• Analyze situations and people accurately and adopt an effective course of action
• Carry out special and general assignments requiring an organization of materials and
development of procedures without direct supervision
• Care for and use firearms
• Prepare and review comprehensive reports
• Supervise assigned subordinate personnel
• Establish and maintain effective working relationships

Senior District Attorney Investigator:
In addition to the above:
• Provide field training and support for new staff
• Work independently under limited supervision
• Instruct safe and proper use of firearms
• Assist with coordination of major criminal enforcement actions between the Bureau of
  Investigation and other agencies

EDUCATION AND EXPERIENCE:
District Attorney Investigator I:
Graduation from high school or possession of a GED certificate. No experience required.

District Attorney Investigator II:
Completion of two years of college level coursework which include at least 60 semester units in Criminal
Justice, Administration of Justice, or a closely related field. (Job-related District Attorney Investigator
experience or its equivalent may be substituted on a year-for-year basis for the required education). In
addition, two years of District Attorney Investigator experience or its equivalent.

Senior District Attorney Investigator:
Completion of two years of college level coursework which include at least 60 semester units in Criminal
Justice, Administration of Justice, or a closely related field. (Job-related District Attorney Investigator
experience or its equivalent may be substituted on a year-for-year basis for the required education). In addition, three years of District Attorney Investigator experience or its equivalent.

**LICENSES AND CERTIFICATES:**

Certain positions within this classification may require driving. When driving is an essential function of the position, a valid CALIFORNIA driver license will be required at the time of appointment and must be maintained throughout employment.

**District Attorney Investigator I:** Must satisfactorily complete the POST Basic Course within 12 months of appointment. Must successfully complete the 40-hour POST-certified District Attorney Investigator course within 12 months of appointment.

**District Attorney Investigator II:** Possession of a State of California Regular Basic P.O.S.T. (Peace Officer's Standards and Training) certificate. The Regular Basic P.O.S.T. certificate must be valid and current at the time of application. The Regular Basic P.O.S.T. certificate requires graduation from a P.O.S.T. certified academy and completion of one-year probation as a peace officer pursuant to California Penal Code Section 830.1 for any P.O.S.T. participatory law enforcement agency. The minimum P.O.S.T. basic academy is 664 hours.

**Senior District Attorney Investigator:** Possession of the POST Intermediate Certificate within 12 months from the date of hire.

**OTHER CONDITIONS OF EMPLOYMENT:**

**Citizenship:** All applicants must be a United States citizen or permanent resident alien who is eligible for and has applied for citizenship at least one year before application for employment. Written proof of the foregoing will be required.

**Character:** Good moral character as determined by a thorough background investigation. No conviction by any State, the Federal Government or a foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or a State prison.
General: Must meet the minimum peace officer standards as specified in California Government Code sections 1029 and 1031.

PHYSICAL/PSYCHOLOGICAL EXAM:
In accordance with Government Code Section 1031, candidate's physical, emotional and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the employment standards, duties, or working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted: 05-17-76
BOS Approved: 00-00-00
Revised: 11-15-00
HUMAN RESOURCES DEPARTMENT

County of San Luis Obispo

District Attorney Assistant Chief Investigator

DEFINITION:

Under general direction of the District Attorney Chief Investigator, supervises and administers the activities of an unit within the Bureau of Investigations requiring the regular and continued supervision of assigned District Attorney I, II & Senior Investigators; conducts a variety of criminal and civil investigations; and completes administrative assignments at the direction of the Chief Investigator. Peace officers in this class are authorized under California Penal Code 830.1(a). Classes in this series conduct a wide variety of investigations in criminal and civil cases, the prosecution of which come under the jurisdiction of the District Attorney.

DISTINGUISHING CHARACTERISTICS:

Under general direction, supervises and administers the activities of an investigative unit requiring the regular and continued supervision of assigned subordinate investigators; conducts a variety of criminal and civil investigations. Completes administrative assignments at the direction of the Chief Investigator. This is a working supervisor level and is not part of any career series allocation.

REPRESENTATIVE DUTIES:

(Not in order of importance)

• Assumes command in the absence of the Chief Investigator.

• Evaluates employee performance; counsels employees and recommends initial disciplinary action and other personnel decisions; assists in preparation and monitoring of performance measures; assigns cases; and oversees work performed to ensure quality and effectiveness.

• Assists with interviews and completes background checks on candidates.

• Monitors and analyzes goals, objectives, policy and procedures to ensure unit goals are achieved.
- Confers with the Chief Investigator on managing or supervising attorneys regarding coordination of investigations with trial preparation and prosecutions.
- Develops, implements and manages methods and standards for training of investigative staff in accordance with California Peace Officer Standards and Training (POST).
- Prepares oral and written reports, correspondence, and memoranda.
- May review and evaluate case files and investigation reports for trial readiness.
- Directs and may participate in conducting more complex and sensitive criminal and civil investigations.
- Performs other related work as required.

EMPLOYMENT STANDARDS:

Knowledge of:
- Planning, organization, and direction of assigned division operations and activities
- Principles and practices of administration, supervision, and training
- Principles, methods, and techniques of investigation including the gathering and presentation of evidence
- Criminal and civil law pertaining to cases in the jurisdiction of the District Attorney, including the laws of arrest, search and seizure, failure to provide and consumer fraud, rules of evidence, courtroom procedure, and administration of justice
- De-escalation tactics

Ability to:
- Obtain information through interview, interrogation, and observation
- Enforce the law firmly, impartially and tactfully
- Analyze situations and people accurately and adopt an effective course of action
- Carry out special and general assignments requiring an organization of materials and development of procedures without direct supervision
- Care for and use firearms
- Work independently with limited direction
• Coordinate and direct personnel, communications and resources to assure smooth and efficient Bureau activities

• Direct the maintenance of a variety of reports, records, and files related to Bureau activities

• Prepare and review comprehensive reports

• Supervise assigned personnel

• Establish and maintain effective working relationships

• Prepare correspondence and maintain records

EDUCATION AND EXPERIENCE:

Completion of two years of college level coursework which includes at least 60 semester units in Criminal Justice, Police Science Administration of Justice, or a closely related field. Graduation from an accredited two-year college with a degree or successful completion of a minimum of sixty (60) semester units of college course work in Criminal Justice, Police Science, or a closely related field. (Job-related District Attorney Investigator experience or its equivalent may be substituted on a year-for-year basis for the required education). In addition, four years of District Attorney Investigator experience or its equivalent, and possession of a POST Advanced Certificate. In addition, must obtain a POST Supervisory Certificate within 24 months from the date of hire. (Note: POST requirements for the Supervisory Certificate include having no less than 60 semester units of college credits).

Note: Equivalent experience for the position of District Attorney Investigator means an assignment to a specific investigative or detective unit as a peace officer defined by California Penal Code Section 830.1. Normal investigative activities while assigned to patrol or traffic-related functions do not qualify.

LICENSES AND CERTIFICATES:

Certain positions within this classification may require driving. When driving is an essential function of the position, a valid CALIFORNIA driver license will be required at the time of appointment and must be maintained throughout employment.

Must possess of a POST Advanced Certificate. In addition, must obtain a POST Supervisory Certificate within 24 months from the date of hire. (Note: POST requirements for the Supervisory Certificate include having no less than 60 semester units of college credits).
A valid driver license is required at the time of application. A valid CALIFORNIA driver license is required at the time of appointment and must be maintained throughout employment.

All applicants shall meet the minimum standards of employment required of a Peace Officer as set forth in Title II of the California Administrative Code.

OTHER CONDITIONS OF EMPLOYMENT:

Citizenship: All applicants must be a United States citizen or permanent resident alien who is eligible for and has applied for citizenship at least one year before application for employment. Written proof of the foregoing will be required.

- Character: Good moral character as determined by a thorough background investigation. No conviction by any State, the Federal Government or a foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or a State prison.

- General: Must meet the minimum peace officer standards as specified in California Government Code sections 1029 and 1031.

Good moral character as determined by a thorough background investigation including a fingerprint and record check. No conviction by any State, the Federal Government or a foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or a State prison.

PHYSICAL/PSYCHOLOGICAL EXAM:

In accordance with Government Code Section 1031, candidate's physical, emotional and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the employment
standards, duties, or working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted: 00-00-00
BOS Approved: 00-00-00
Revised: 00-00-00
HUMAN RESOURCES DEPARTMENT

County of San Luis Obispo

District Attorney Assistant Chief Investigator

DEFINITION:
Under general direction of the District Attorney Chief Investigator, supervises and administers the activities of a unit within the Bureau of Investigations requiring the regular and continued supervision of assigned District Attorney I, II & Senior Investigators; conducts a variety of criminal and civil investigations; and completes administrative assignments at the direction of the Chief Investigator. Peace officers in this class are authorized under California Penal Code 830.1(a).

REPRESENTATIVE DUTIES:
(Not in order of importance)

- Assumes command in the absence of the Chief Investigator.
- Evaluates employee performance; counsels employees and recommends initial disciplinary action and other personnel decisions; assists in preparation and monitoring of performance measures; assigns cases; and oversees work performed to ensure quality and effectiveness.
- Assists with interviews and completes background checks on candidates.
- Monitors and analyzes goals, objectives, policy and procedures to ensure unit goals are achieved.
- Confers with the Chief Investigator on managing or supervising attorneys regarding coordination of investigations with trial preparation and prosecutions.
- Develops, implements and manages methods and standards for training of investigative staff in accordance with California Peace Officer Standards and Training (POST).
- Prepares oral and written reports, correspondence, and memoranda.
- May review and evaluate case files and investigation reports for trial readiness.
- Directs and may participate in conducting more complex and sensitive criminal and civil investigations.
• Performs other related work as required.

EMPLOYMENT STANDARDS:

Knowledge of:

• Planning, organization, and direction of assigned division operations and activities
• Principles and practices of administration, supervision and training
• Principles, methods and techniques of investigation including the gathering and presentation of evidence
• Criminal and civil law pertaining to cases in the jurisdiction of the District Attorney, including the laws of arrest, search and seizure, failure to provide and consumer fraud, rules of evidence, courtroom procedure, and administration of justice
• De-escalation tactics

Ability to:

• Obtain information through interview, interrogation and observation
• Enforce the law firmly, impartially and tactfully
• Analyze situations and people accurately and adopt an effective course of action
• Carry out special and general assignments requiring an organization of materials and development of procedures without direct supervision
• Care for and use firearms
• Work independently with limited direction
• Coordinate and direct personnel, communications and resources to assure smooth and efficient Bureau activities
• Direct the maintenance of a variety of reports, records and files related to Bureau activities
• Supervise assigned personnel
• Establish and maintain effective working relationships
• Prepare correspondence and maintain records

EDUCATION AND EXPERIENCE:

Completion of two years of college level coursework which include at least 60 semester units in Criminal Justice, Administration of Justice, or a closely related field. (Job-related District Attorney Investigator
experience or its equivalent may be substituted on a year-for-year basis for the required education); AND, four years of District Attorney Investigator experience or its equivalent.

LICENSSES AND CERTIFICATES:
Certain positions within this classification may require driving. When driving is an essential function of the position, a valid CALIFORNIA driver license will be required at the time of appointment and must be maintained throughout employment.

Must possess a POST Advanced Certificate. In addition, must obtain a POST Supervisory Certificate within 24 months from the date of hire. (Note: POST requirements for the Supervisory Certificate include having no less than 60 semester units of college credits).

OTHER CONDITIONS OF EMPLOYMENT:
Citizenship: All applicants must be a United States citizen or permanent resident alien who is eligible for and has applied for citizenship at least one year before application for employment. Written proof of the foregoing will be required.

Character: Good moral character as determined by a thorough background investigation. No conviction by any State, the Federal Government or a foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or a State prison.

General: Must meet the minimum peace officer standards as specified in California Government Code sections 1029 and 1031.

PHYSICAL/PSYCHOLOGICAL EXAM:
In accordance with Government Code Section 1031, candidate's physical, emotional and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties
of other positions within the class. Accordingly, the essential functions of a particular position (whether it
be a multi-position class or a single-position class) will be identified and used by medical examiners and
hiring authorities in the selection process. If you have any questions regarding the employment
standards, duties, or working conditions of the position, please contact the Human Resources
Department at 805.781.5959.

Adopted: 00-00-00
BOS Approved: 00-00-00
Revised: 00-00-00
Chief District Attorney Investigator

DEFINITION:
Classes in this series conduct a wide variety of investigations in criminal and civil cases, the prosecution of which come under the jurisdiction of the District Attorney; and do other related work as required.

Under general direction from the District Attorney, plans, organizes, controls and directs the activities of the Bureau of Investigations in the District Attorney's Office; ensures smooth and efficient Bureau operations; assists in the formulation of office policy; directs the most difficult and important investigations; and performs a variety of administrative tasks for the District Attorney. Peace officers in this class are authorized under California Penal Code 830.1(a).

DISTINGUISHING CHARACTERISTICS:
Under general direction from the District Attorney, plans, directs and supervises the activities of the Investigation Division in the District Attorney's Office; directs and conducts the most difficult and important investigations and performs a variety of administrative tasks for the District Attorney. This level is not a part of any career series allocation.

REPRESENTATIVE DUTIES:
(Not in order of importance)

• Plans, organizes and directs the operations of the District Attorney's investigative staff and establishes and maintains timelines and priorities; ensures related functions and activities comply with established laws, regulations, and ordinances.

• Works with the District Attorney in the development and implementation of programs, policies, goals, objectives, and procedures to enhance the services of the Bureau.

• Assists the District Attorney in the development and preparation of the annual budget for the Bureau.
Supervises and evaluates the performance of assigned personnel; interviews and selects employees; assigns cases; recommends reassignment and disciplinary actions.

Ensures the division maintains compliance with California Peace Officer Standards and Training Commission (POST) regulations and oversees all investigator training and office safety issues.

Discretely investigates complex and sensitive administrative and criminal cases involving the District Attorney’s office and law enforcement employees as well as elected or appointed public officials.

Assists local, state, and federal law enforcement agencies in their investigations; oversees the coordination of multi-agency investigations for an alleged or suspected violation of civil or criminal laws.

Examines correspondence and reports for accuracy; pertinence and consistency with laws and regulations; prepares written and verbal reports containing facts and findings of investigation and recommendations regarding the disposition of criminal and/or civil cases.

Establishes tactical direction, allocates resources, and determines priorities and requirements for major cases.

Performs other related work as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles, methods, and techniques of investigation including the gathering and presentation of evidence including computer and internet evidence collection and analysis
- Criminal and civil law pertaining to cases in the jurisdiction of the District Attorney, including the laws of arrest, search and seizure, failure to provide and consumer fraud, rules of evidence, courtroom procedure, and administration of justice
- Practices, procedures, and techniques involved in the development and implementation of division programs, projects, functions, services, goals, objectives, systems, and activities
- Principles and practices of administration, supervision, and training
- Principles of budget preparation and financial controls
Ability to:

- Plan, organize and direct the Bureau of Investigations' operations and activities
- Obtain information through interview, interrogation, and observation
- Enforce the law firmly, impartially and tactfully
- Analyze situations and people accurately and adopt an effective course of action
- Carry out special and general assignments requiring an organization of materials and development of procedures without direct supervision
- Care for and use firearms; prepare and review comprehensive reports
- Coordinate and direct personnel, communications and resources to assure smooth and efficient Bureau activities
- Supervise assigned subordinate personnel
- Assure adequate resources, equipment, and personnel to meet the Bureau's needs
- Establish and maintain effective working relationships
- Direct the maintenance of a variety of reports, records and files related to Bureau activities

EDUCATION AND EXPERIENCE:

Completion of two years of college level coursework which includes at least 60 semester units in Criminal Justice, Administration of Justice, or a closely related field. A Bachelor's Degree is desirable. Graduation from an accredited two-year college with a degree or successful completion of a minimum of sixty (60) semester units of college course work in Criminal Justice, Police Science, or a closely related field. (Job-related District Attorney Investigator experience or its equivalent may be substituted on a year-for-year basis for the required education). AND: Five years of District Attorney Investigator experience or its equivalent, a POST Advanced Certificate. In addition, must obtain a POST Middle Management Certificate within 24 months from the date of hire.

Note: Equivalent experience for the position of District Attorney Investigator means an assignment to a specific investigative or detective unit as a peace officer defined by California Penal Code Section 830.1. Normal investigative activities while assigned to patrol or traffic-related functions do not qualify.

LICENSES AND CERTIFICATES:
Certain positions within this classification may require driving. When driving is an essential function of the position, a valid CALIFORNIA driver license will be required at the time of appointment and must be maintained throughout employment.

A valid driver license is required at the time of application. A valid CALIFORNIA driver license is required at the time of appointment and must be maintained throughout employment. Must possess a POST Advanced Certificate. In addition, must obtain a POST Middle Management Certificate within 12 months from the date of hire.

All applicants shall meet the minimum standards of employment required of a Peace Officer as set forth in Title II of the California Administrative Code.

OTHER CONDITIONS OF EMPLOYMENT:

Citizenship: All applicants must be a United States citizen or permanent resident alien who is eligible for and has applied for citizenship at least one year before application for employment. Written proof of the foregoing will be required.

- Character: Good moral character as determined by a thorough background investigation. No conviction by any State, the Federal Government or a foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or a State prison.

- General: Must meet the minimum peace officer standards as specified in California Government Code sections 1029 and 1031. Good moral character as determined by a thorough background investigation including a fingerprint and record check. No conviction by any State, the Federal Government or a foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or a State prison.

PHYSICAL/PSYCHOLOGICAL EXAM:

In accordance with Government Code Section 1031, candidate’s physical, emotional and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.

5a.035
This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the employment standards, duties, or working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted: 00-00-00
BOS Approved: 00-00-00
Revised: 00-00-00
DEFINITION:
Under general direction from the District Attorney, plans, organizes, controls and directs the activities of the Bureau of Investigations in the District Attorney's Office; ensures smooth and efficient Bureau operations; assists in the formulation of office policy; directs the most difficult and important investigations; and performs a variety of administrative tasks for the District Attorney. Peace officers in this class are authorized under California Penal Code 830.1(a).

REPRESENTATIVE DUTIES:
(Not in order of importance)
- Plans, organizes, and directs the operations of the District Attorney's investigative staff and establishes and maintains timelines and priorities; ensures related functions and activities comply with established laws, regulations, and ordinances.
- Works with the District Attorney in the development and implementation of programs, policies, goals, objectives, and procedures to enhance the services of the Bureau.
- Assists the District Attorney in the development and preparation of the annual budget for the Bureau.
- Supervises and evaluates the performance of assigned personnel; interviews and selects employees; assigns cases; recommends reassignment and disciplinary actions.
- Ensures the division maintains compliance with California Peace Officer Standards and Training Commission (POST) regulations and oversees all investigator training and office safety issues.
- Discretely investigates complex and sensitive administrative and criminal cases involving the District Attorney's office and law enforcement employees as well as elected or appointed public officials.
• Assists local, state, and federal law enforcement agencies in their investigations; oversees the coordination of multi-agency investigations for an alleged or suspected violation of civil or criminal laws.

• Examines correspondence and reports for accuracy; pertinence and consistency with laws and regulations; prepares written and verbal reports containing facts and findings of investigation and recommendations regarding the disposition of criminal and/or civil cases.

• Establishes tactical direction, allocates resources, and determines priorities and requirements for major cases.

• Performs other related work as required.

EMPLOYMENT STANDARDS:

Knowledge of:

• Principles, methods, and techniques of investigation including the gathering and presentation of evidence including computer and internet evidence collection and analysis

• Criminal and civil law pertaining to cases in the jurisdiction of the District Attorney, including the laws of arrest, search and seizure, failure to provide and consumer fraud, rules of evidence, courtroom procedure, and administration of justice

• Practices, procedures, and techniques involved in the development and implementation of division programs, projects, functions, services, goals, objectives, systems, and activities

• Principles and practices of administration, supervision, and training

• Principles of budget preparation and financial controls

Ability to:

• Plan, organize, and direct the Bureau of Investigations’ operations and activities

• Obtain information through interview, interrogation, and observation

• Enforce the law firmly, impartially and tactfully

• Analyze situations and people accurately and adopt an effective course of action

• Carry out special and general assignments requiring an organization of materials and development of procedures

• Care for and use firearms
Coordinate and direct personnel, communications, and resources to assure smooth and efficient Bureau activities

Supervise assigned subordinate personnel

Assure adequate resources, equipment, and personnel to meet the Bureau's needs

Establish and maintain effective working relationships

Direct the maintenance of a variety of reports, records, and files related to Bureau activities

EDUCATION AND EXPERIENCE:
Completion of two years of college level coursework which includes at least 60 semester units in Criminal Justice, Administration of Justice, or a closely related field. A Bachelor's Degree is desirable. (Job-related District Attorney Investigator experience or its equivalent may be substituted on a year-for-year basis for the required education). In addition, five years of District Attorney Investigator experience or its equivalent.

LICENSES AND CERTIFICATES:
Certain positions within this classification may require driving. When driving is an essential function of the position, a valid CALIFORNIA driver license will be required at the time of appointment and must be maintained throughout employment.

Must possess a POST Advanced Certificate. In addition, must obtain a POST Middle Management Certificate within 12 months from the date of hire.

OTHER CONDITIONS OF EMPLOYMENT:
Citizenship: All applicants must be a United States citizen or permanent resident alien who is eligible for and has applied for citizenship at least one year before application for employment. Written proof of the foregoing will be required.

Character: Good moral character as determined by a thorough background investigation. No conviction by any State, the Federal Government or a foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or a State prison.
General: Must meet the minimum peace officer standards as specified in California Government Code sections 1029 and 1031.

PHYSICAL/PSYCHOLOGICAL EXAM:
In accordance with Government Code Section 1031, candidate's physical, emotional and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the employment standards, duties, or working conditions of the position, please contact the Human Resources Department at 805.781.5959.

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