DEPARTMENT: District Attorney  BY: G. Griffith  PHONE: 966-3626

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No X )

That the Board designate the existing extra-help class specification of the Victim Witness Coordinator/Advocate as a permanent part-time class specification as authorized in the budget process, set the position at 80% based on sufficient funding in the current budget, and set the salary into Range 135-151, Step 3.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

On 10-20-92 the Board issued a policy statement providing for permanent part-time employment in certain cases as approved by the Board on a case-by-case basis. The Victim Witness Coordinator/Advocate position was approved for an 80% position based on available funding which has been provided by OCJP and private funding sources.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

This action was authorized in the final budget process.

COSTS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Budgeted current FY</td>
<td></td>
</tr>
<tr>
<td>B. Total anticipated costs</td>
<td></td>
</tr>
<tr>
<td>C. Required additional funding</td>
<td></td>
</tr>
<tr>
<td>D. Internal transfers</td>
<td></td>
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</tbody>
</table>

SOURCE:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Unanticipated revenues</td>
<td></td>
</tr>
<tr>
<td>B. Reserve for contingencies</td>
<td></td>
</tr>
<tr>
<td>C. Source description</td>
<td></td>
</tr>
<tr>
<td>Balance in Reserve for Contingencies, if approved</td>
<td>$</td>
</tr>
</tbody>
</table>

SPECIAL INSTRUCTIONS:

List the attachments and number the pages consecutively:

CLERK’S USE ONLY:

Res. No.: 13  Ord. No.  8

Vote: Ayes: 9  Noes: 4

Approved: 9  Abstained: 0

Minute Order Attached: 1  No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: 5-5-93

ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: Deputy

ADMINISTRATIVE OFFICER’S RECOMMENDATION:

This item on agenda as:

Recommended
Not Recommended
For Policy Determination
Submitted with Comment
Returned for Further Action

Comment: 

A.O. Initials:
TO: GEORGE GRIFFITH, DISTRICT ATTORNEY
FROM: MARGIE WILLIAMS, CLERK OF THE BOARD
RE: DISTRICT ATTORNEY/VICTIM WITNESS BUDGET APPEALS

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on September 24, 1992.

ACTION AND VOTE:

District Attorney/Victim Witness: George Griffith/District Attorney, provided input. Board approved making victim-witness coordinator position a permanent part-time position with figures to be worked out with the Auditor, based on the grant revenue received for this position.

cc: Auditor
    Personnel
    File
MARIPOSA COUNTY

JOB TITLE: VICTIM-WITNESS COORDINATOR/ADVOCATE

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under supervision, provides comprehensive services to crime victims and minimizes inconvenience to witnesses; assists in coordination of grants; conserves the time and expense associated with witness appearances; refers victims and members of their families to public and private agencies for assistance; maintains records, statistical data and files relevant to assigned work; participates in community outreach efforts to publicize the services of the program; and assists volunteers performing services for the victim/Witness Program.

SUPERVISOR: District Attorney

TYPICAL DUTIES

- Provide crisis intervention. Immediate attention to the emotional and physical needs of crime victims.

- Emergency assistance. Respond to the immediate material needs of victims, i.e., shelter, food, transportation, clothing and medical care.

- Resource and Referral Counselling. Timely response to victim/witness needs through referral to local agencies.

- Follow-up Counselling. Provide informal peer counselling to victims and witnesses.

- Property Return. Assist in obtaining return to victims/witnesses of property held by law enforcement.

- Orientations to Criminal Justice System. Provide information on the location, procedures, and functioning of the local criminal justice system.

- Court Assistance Support. Assist victims/witnesses in interviews and court appearances, as required.

- Case Disposition/Case Status. Keep victims/witnesses appraised of the status and disposition of their case.

- Notification of Friends/Relatives of a crime victim of the occurrence of a crime and the victim's condition.

- Employer Intervention. Upon request, intercede with victim's employer to minimize loss of pay or benefits.
VICTIM-WITNESS COORDINATOR/ADVOCATE

TYPICAL DUTIES (cont'd)

- Victim of Crime Claims. Assist in the preparation of necessary forms to allow victims to receive compensation from the State Board of control.

- Assists in the coordination of grants. Prepares and administers grants; maintains records and data as required.

The following services/duties may be required:

- Creditor intervention, child care restitution, witness call-off, funeral arrangements, crime prevention information, witness protection, temporary restraining order assistance, transportation, court-waiting area, and victim impact statements.

EMPLOYMENT STANDARDS:

Possession of:

- a valid California Driver's license.

Knowledge of:

- Office procedures, records management and equipment; codes regulations, and procedures related to the criminal justice process.

- Various agencies, organizations, or individuals which provide assistance to victims of crime in Mariposa County.

- Volunteer programs and effective supervision and training.

- Principles of interviewing and problem-solving methodology.

Ability to:

- Communicate effectively in person, by telephone, and in writing with the public, law enforcement, and the criminal justice system.

- Deal effectively and tactfully with the public, law enforcement, and criminal justice system.

- Interpret and apply laws, rules, and regulations.

- Analyze situations and be able to make sound decisions.
VICTIM-WITNESS COORDINATOR/ADVOCATE

Ability to: (cont'd)

- Make arithmetical calculations and maintain statistical information and complex records.

A typical way to gain the knowledge, skill and ability outlined:

- Completion of two years (60 units) of college with a major in criminology, sociology or a related area.

- One year of experience in a criminal justice, social service or public contact setting, preferably with experience in legal processes. (Additional related experience may be substituted for the required education on a year-for-year basis).

- Background in grant preparation and administration is desirable.

Creation date: 7/91
(91-356)
vicwtadv.frm
TO: George Griffith, District Attorney
FROM: Jeffrey G. Green, County Counsel
RE: Victim/Witness Coordinator

Dear George:

Thank you for your memo of December 17, 1992. Please be advised that the Administrative Officer is responsible for establishing salary ranges for new positions.

I am enclosing herewith a copy of a memorandum from John to Evelyn dated December 18, 1992 regarding the Victim/Witness Coordinator. As you can see, he set that range at 135-151 based upon his analysis with comparable work within the County government. I would have a very difficult time recommending to the Board of Supervisors an increase in the salary of this position simply because it is moving from extra-help to permanent part-time. Additionally, we do not have the information from the surrounding counties relative to the minimal qualifications for the job nor do we have information relative to whether or not that person supervises any other employees. I would suggest that we leave the range as suggested by John with a review at the appropriate time when other positions are reviewed.

I would be more than willing to discuss this matter with you further should you desire to do so.

Very truly yours,

Jeffrey G. Green
County Counsel

encl/as stated
December 17, 1992

MEMORANDUM

TO: Jeffrey G. Green, County Counsel

FROM: George W. Griffith, District Attorney

RE: Salary - Victim Witness Coordinator/Advocate

In a telephone survey today, the following hourly salaries were ascertained from the listed counties for the position in that county that corresponds with our Victim Witness Coordinator/Advocate position. Current funding available in the program through OCJP and additional funding sources would support the salary being set in Range 157-173, Step 1, $10.68 per hour, which is still far less than the prevailing salaries in the other counties. I would appreciate your consideration of this information.

Tuolumne County $11.59 - $14.15/hr.
Trinity County $14.40 - $17.51/hr.
San Benito County $16.46/hr.
Madera County $10.69 - $13.01/hr.
Merced County $12.26 - $14.89/hr.
Calaveras County $15.20
December 18, 1992

TO: Evelyn Billings, Auditor

FROM: John W. McCamman, Administrative Officer

RE: Salary Ranges, Permanent Part-Time

I have been asked to establish salary ranges for several positions which we have recently recruited on a permanent part-time basis. I have done so for the following:

1. **Transit System Bus Driver (Range 142-158.5)**

   As a matter of principle, permanent part-time positions should be just the same (in the same range) as full-time employees if there is full-time range established.

2. **Victim-Witness Coordinator/Advocate (Range 135-151)**

   This position requires some college coursework and some experience. This is similar to Eligibility Worker II (137-153.5) in that it completes state forms and advocates for their approval through the state. It is similar to Social Service Aide (135-149.5) in the client contact work. The advertised rate of $9.43/hour is 3rd step of this range (Step 3 is $9.46).

3. **Senior Nutrition Cook/Site Supervisor (Range 108-124.5)**

   This requires high school and one year of experience, at the bottom of our requirements level. In addition, comparison counties pay this position at a relatively low level. The range is between an Office Assistant I and an Account Clerk I. Step 5 of the range is $8.01; we advertised at $8.00 per hour, so they will be placed at the 5th step. This will fix it for the future.

Please let Jeff know if these need to go to the Board of Supervisors for approval. Thank you for your attention to these issues.

JWM:njk

cc: District Attorney
    Community Services Director
    Jeffrey G. Green, County Counsel