RESOLUTION - ACTION REQUESTED 2017-343

MEETING: June 6, 2017

TO: The Board of Supervisors

FROM: Steve Johnson, Human Resources Director - Risk Manager

RE: Approve an Assistant District Attorney Job Description and Salary Range

RECOMMENDATION AND JUSTIFICATION:
Approve an Assistant District Attorney Job Description, at a monthly salary range of $8,106.47 to $9,853.46, effective July 1, 2017.

During recent county-wide budget deliberations, the Board of Supervisors approved a request by the County’s district attorney to create an assistant district attorney classification, and directed the district attorney to work with the Human Resources Department staff in doing so.

Over the past few weeks, staff from both the Human Resources and District Attorney’s Offices have followed up on this direction, and the attached draft assistant district attorney job description is the result of this joint departmental collaboration.

The month salary range for this new classification is recommended to be set at $8,106.47 to $9,853.46, which would appropriately slot this classification for internal salary equity purposes with other, equivalent County classifications.

With Board approval of this job description and corresponding salary range, and contingent upon the approval of this new classification in the district attorney’s requested budget for fiscal year 2017-18, the district attorney and human resources staff will move forward with filling this new classification beginning July 1st.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
As this is a new classification no prior Board action has been taken.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
The Board of Supervisors may decide to not approve this classification as presented.

ATTACHMENTS:
Assistant District Attorney Job Description May 2017  (DOC)
CAO RECOMMENDATION
Requested Action Recommended

Dallin Kimble
Dallin Kimble, County Administrative Officer  5/23/2017

RESULT:  ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVED:  Kevin Cann, District IV Supervisor
SECONDER:  Merlin Jones, District II Supervisor
AYES:  Smallcombe, Jones, Long, Cann, Menetrey
DEFINITION
To perform difficult professional legal work in the enforcement of criminal law; to assist in managing the functions, operations, programs, and staff in the District Attorney’s Office; to prosecute selected cases; to act as and represent the District Attorney in his/her absence; and to perform related duties and responsibilities as required.

DISTINGUISHING CHARACTERISTICS
The Assistant District Attorney is a single-position class serving as the assistant department head and expert-level classification in the series. The incumbent in this class performs the full range of legal duties and is expected to have a thorough knowledge of trial procedures and of departmental procedures and policies. Incumbent is expected to exercise independent judgment while investigating and prosecuting more complex criminal cases.

SUPERVISION RECEIVED AND EXERCISED
Receives general direction from the District Attorney.

Exercises direct and indirect supervision over professional, paraprofessional, and clerical/administrative support staff as assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS
Depending upon assignment, duties may include, but are not limited to, the following:

Assists in planning, directing, and overseeing the operations, functions, programs, and activities of the District Attorney’s Office.

Develops, establishes, and implements departmental policies and procedures.

Develops and administers assigned budgets, prepares budget requests, and controls expenditures.

Handles specialized legal assignments requiring a high level of expertise.

Directs additional investigation as required.

Oversees the proper preparation and maintenance of legal documents and department records and reports.

Coordinates and participates in the preparation, filing, and prosecution of juvenile and criminal cases handled by the District Attorney’s Office.

Receives, reviews, and evaluates complaints and sheriff’s reports of all types of criminal cases.
Interviews complainants, witnesses, criminals, and other individuals relevant to assigned cases; prepares and tries matters in court.

Conducts pleadings, arraignments, pretrial negotiations, agreements, and other aspects of criminal trial work.

Assists and advises County departments in cases involving potential criminal prosecution.

Responds to and resolves difficult and sensitive citizen inquiries and complaints.

Prepares and submits reports and special studies as required.

Conducts legal research.

 Represents the department in meetings with other individuals, agencies, and organizations.

Selects, directs, supervises, evaluates, and trains assigned staff.

Performs general administrative work as required, including conducting and attending meetings, preparing correspondence, reviewing mail and literature, etc.

Acts as or represents the District Attorney in his/her absence as required.

Performs related duties as assigned.

**EMPLOYMENT STANDARDS**

**Knowledge of:**
Pertinent federal, state, and county laws and regulations.

Legal principles and practices with an emphasis on rules of evidence and the Penal Code of the State of California.

Current principles and practices of family, criminal, statutory and constitutional law.

Courtroom/judicial procedures and processes; rules of evidence.

Methods and techniques of legal research.

Methods of conducting sensitive investigations.

Procedures for convening and conducting Grand Jury investigations.
Established precedents, case law, and sources of legal reference applicable to District Attorney's Office activities.

Functions and authorities of other criminal justice organizations.

Management of media relations in both routine and sensitive situations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Principles and practices of leadership and supervision.

Administrative principles involved in developing and supervising various programs, budgets, hiring, and related activities.

Proper English usage, spelling, grammar, and punctuation.

Safe work practices.

**Ability to:**

Prosecute complex criminal cases with minimal supervision.

Interpret and make decisions in accordance with laws, regulations, and policies.

Analyze federal and state legislation.

Supervise, train, evaluate, and lead assigned staff.

Organize, interpret, and apply legal principles and knowledge to complex legal problems.

Conduct research on complex legal problems and prepare sound legal opinions.

Evaluate investigative reports to determine appropriate charges, strategies for prosecution or settlement, and follow-up required.

Present statements of fact, law, and argument clearly and logically in written and oral form.

Analyze a variety of legal documents and instruments.

Interact with the news media while protecting prosecution interests.

Gain cooperation through discussion and persuasion.
Analyse problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Establish and maintain effective working relationships with those contacted in the course of the work.

React professionally at all times, dealing with sensitive, political, or controversial situations with tact and diplomacy.

Communicate clearly and concisely, both orally and in writing.

Represent the County effectively in meetings with others and make formal presentations to various groups.

Maintain records and prepare required reports.

Use computers and common software packages for word processing, data analysis, and records management.

**TYPICAL WORKING CONDITIONS**
Work is performed in a normal office environment.

**TYPICAL PHYSICAL REQUIREMENTS**
Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS**

**Experience:**
Five years of increasingly responsible professional legal work in family and/or criminal law, two of which must have been in a supervisory/leadership capacity; or two years as a Deputy District Attorney III in Mariposa County.

**Education:**
Graduation from an accredited law school with a Juris Doctorate degree.

**Additional Requirements:**
Possession of current membership in the State Bar of California.

Must have the ability to pass the California State Department of Justice fingerprinting clearance.
Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another state if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Creation date: 06/17 (B/S Res. 17-343)