

DEPARTMENT: County Counsel BY: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No_X_)

Adopt this resolution approving the attached revised class specification for the position of Victim/Witness Coordinator-Advocate; new class specification for the extra-help position of Victim/Witness Advocate at a salary of \$8.41 per hour; and approving recruitment for both positions with authority to fill the Coordinator position on a temporary contract basis.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

During FY94-95 budget hearings, the Board authorized the District Attorney's Office to apply for additional grant funding for the Victim/Witness program; upon receipt of this funding, the Board approved moving the position of Victim/Witness Coordinator-Advocate from 80% Permanent Part-Time to Full-Time status and also authorized the department to fill an additional extra-help requirement for a Victim/Witness Advocate. The revision to the existing class specification is requested to identify work necessary due to coordination of grant funds, revise the minimum qualifications to ensure that OCJP standards are met, and to include lead supervision over the Advocate position. The typical duties for both positions are those mandated by the Office of Criminal Justice Planning, State of California. No salary revision is requested for the position of the V/W Coordinator-Advocate.

We are advised that the new grant funds have been approved and are requesting approval to recruit and hire a Victim/Witness Coordinator-Advocate on a contract basis only until the status of the current Victim/Witness Coordinator-Advocate as a County employee is resolved.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this proposed revision and new class specification. This would preclude the ability to adequately staff the Victim/Witness Program in Mariposa County.

Make any change to the class specifications and proposed extra-help salary as deemed necessary.

COSTS: (X) Not Applicable

- A. Budgeted current FY \$ _____
- B. Total anticipated costs \$ _____
- C. Required additional funding \$ _____
- D. Internal transfers \$ _____

SOURCE: () 4/5ths Vote Required

- A. Unanticipated revenues \$ _____
- B. Reserve for contingencies \$ _____
- C. Source description: _____

Balance in Reserve for Contingencies, if approved: \$ _____

SPECIAL INSTRUCTIONS:

List the attachments and number the pages consecutively:

CLERK'S USE ONLY:

Res. No.: 94-562 Ord. No. _____

Vote - Ayes: _____ Noes: _____

Absent: None Abstained: _____

() Approved () Denied

() Minute Order Attached () No Action Necessary

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: [Signature]

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

Date: _____
ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: _____
Deputy

MARIPOSA COUNTY

JOB TITLE: VICTIM/WITNESS COORDINATOR-ADVOCATE

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under general 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; supervises extra-help Victim/Witness Advocates in a lead capacity; and assists volunteers performing services for the Victim/Witness Program.

SUPERVISOR: District Attorney

TYPICAL DUTIES:

- Assists in the preparation, submission and coordination of federal and state grant applications; maintains records and data as required; and tracks operating budgets.

The following duties are mandated by State law:

- Crisis Intervention: Provide 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 Counseling: Timely response to victim/witness needs through referral to appropriate individuals or agencies.
- Direct Follow-up Counseling: Provide informal peer counseling to victims and witnesses.
- Property Return: Assist in obtaining return to victims/witnesses of property held by law enforcement.
- Orientation to the Criminal Justice System: Provide information on the location, procedures, and functioning of the local criminal justice system.

MARIPOSA: VICTIM/WITNESS COORDINATOR-ADVOCATE

TYPICAL DUTIES: (Cont'd)

- Court Escort/Court Support: Assist victims/witnesses in preparation interviews and court appearances, as required.
- Case Status/Case Disposition: Keep victims/witnesses appraised of the status and disposition of their case.
- Notification of Family/Friends: Upon request of a victim, notify relatives and friends of the occurrence of a crime and the victim's condition.
- Employer Notification: Upon request of a victim or witness, notify and intercede with employer to minimize loss of pay or benefits.
- Victim of Crime Claims: Assist in the preparation of necessary forms to allow victims to receive compensation from the State Board of Control.

The following duties or services may be required:

- Creditor intervention, child care assistance, restitution, witness notification, funeral arrangements, crime prevention information, witness protection, temporary restraining order assistance, transportation, court-waiting area, and victim impact statements.
- Perform other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Possession of:

- a valid California Driver's license.

Knowledge of:

- crisis intervention and counseling techniques
- basic psychology and sociology as it relates to victims of crimes and their needs
- structure and functions of the criminal justice system

MARIPOSA: VICTIM/WITNESS COORDINATOR-ADVOCATE

Knowledge of: (Cont'd)

- various agencies, organizations, or individuals providing assistance to victims and/or witnesses of crime in Mariposa County
- principles of interviewing and problem-solving methodology
- volunteer programs and effective supervision and training
- general office procedures including operation of office equipment, records management, code regulations, and procedures related to the criminal justice process

Ability to:

- assist in preparation, submission and coordination of federal and state grants
- promote program objectives by preparing informational articles, brochures and reports, and by making verbal presentations to a variety of groups to publicize the services of the program
- provide crisis intervention, trauma reduction, and follow-up counseling assistance
- communicate effectively in person, by telephone, and in writing with public and private individuals and groups, particularly members of law enforcement and criminal justice agencies
- deal effectively with individuals and groups in stressful situations
- analyze situations and legal case materials and be able to make sound decisions
- work under conditions of limited supervision, high stress, and rapidly changing situations and circumstances with emotionally distraught, traumatized and/or disorderly individuals in a calm and effective manner
- learn, understand, interpret and apply County, State and Federal laws and administrative regulations pertaining to victim/witness and victims rights programs

MARIPOSA: VICTIM/WITNESS COORDINATOR-ADVOCATE

Ability to: (Cont'd)

- maintain confidentiality and demonstrate sensitivity to the cultural/ethnic diversity of the service populations, and to be sensitive to the needs of special populations - e.g., differently-abled young children, the elderly, et cetera
- demonstrate interpersonal, problem-solving and organizational skills
- use a computer and other equipment to perform various office support and clerical duties such as receiving and logging calls, type written reports and other correspondence, process program forms, track and compile data including expenditures, and maintain contact files
- make arithmetical calculations and maintain statistical information and complex records
- pass a background investigation intended to identify factors which may limit effective performance on the job, and other areas consistent with local practices and policies

MINIMUM QUALIFICATIONS:

- High School graduation or equivalent and a minimum of 60 units of successfully completed college-level courses in behavioral science, criminal justice, psychology, sociology, or closely-related curricula, **and** three (3) years of experience in a position involving the provision of victim services, peer counseling, or equivalent social service delivery skills.

A Bachelor's degree in the above fields and background in grant preparation and administration is desirable.

Creation date: 7/91
Revision date: 12/94

MARIPOSA COUNTY

JOB TITLE: VICTIM/WITNESS ADVOCATE

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under close supervision, provides comprehensive services to crime victims and minimizes inconvenience to witnesses; 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: Victim/Witness Coordinator-Advocate or District Attorney

TYPICAL DUTIES:

The following duties are mandated by State law:

- Crisis Intervention: Provide 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 Counseling: Timely response to victim/witness needs through referral to appropriate individuals or agencies.
- Direct Follow-up Counseling: Provide informal peer counseling to victims and witnesses.
- Property Return: Assist in obtaining return to victims/witnesses of property held by law enforcement.
- Orientation to the Criminal Justice System: Provide information on the location, procedures, and functioning of the local criminal justice system.
- Court Escort/Court Support: Assist victims/witnesses in preparation interviews and court appearances, as required.

MARIPOSA: VICTIM/WITNESS ADVOCATE

TYPICAL DUTIES: (Cont'd)

- Case Status/Case Disposition: Keep victims/witnesses appraised of the status and disposition of their case.
- Notification of Family/Friends: Upon request of a victim, notify relatives and friends of the occurrence of a crime and the victim's condition.
- Employer Notification: Upon request of a victim or witness, notify and intercede with employer to minimize loss of pay or benefits.
- Victim of Crime Claims: Assist in the preparation of necessary forms to allow victims to receive compensation from the State Board of Control.

The following duties or services may be required:

- Creditor intervention, child care assistance, restitution, witness notification, funeral arrangements, crime prevention information, witness protection, temporary restraining order assistance, transportation, court-waiting area, and victim impact statements.
- Perform other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Possession of:

- a valid California Driver's license.
- the skills to successfully complete the required minimum 40 hours of entry-level advocate training curriculum (16 hours of Systems Component and 24 hours of Services Component) as detailed in the O.C.J.P. California Victim/Witness Assistant Program - Program Guidelines July 1, 1994 through June 30, 1995 within 12 months from date of hire.

Knowledge of:

- crisis intervention and counseling techniques
- basic psychology and sociology as it relates to victims of crimes and their needs

MARIPOSA: VICTIM/WITNESS ADVOCATE

Knowledge of: (Cont'd)

- structure and functions of the criminal justice system
- various agencies, organizations, or individuals providing assistance to victims and/or witnesses of crime in Mariposa County
- principles of interviewing and problem-solving methodology
- general office procedures including operation of office equipment, records management, code regulations, and procedures related to the criminal justice process

Ability to:

- provide crisis intervention, trauma reduction, and follow-up counseling assistance
- communicate effectively in person, by telephone, and in writing with public and private individuals and groups, particularly members of law enforcement and criminal justice agencies
- deal effectively with individuals and groups in stressful situations
- analyze situations and legal case materials and be able to make sound decisions
- work under conditions of limited supervision, high stress, and rapidly changing situations and circumstances with emotionally distraught, traumatized and/or disorderly individuals in a calm and effective manner
- learn, understand, interpret and apply County, State and Federal laws and administrative regulations pertaining to victim/witness and victims rights programs
- maintain confidentiality and demonstrate sensitivity to the cultural/ethnic diversity of the service populations, and to be sensitive to the needs of special populations - e.g., differently-abled young children, the elderly, et cetera
- demonstrate interpersonal, problem-solving and organizational skills

MARIPOSA: VICTIM/WITNESS ADVOCATE

Ability to: (Cont'd)

- use a computer and other equipment to perform various office support and clerical duties such as receiving and logging calls, type written reports and other correspondence, process program forms, track and compile data including expenditures, and maintain contact files
- make arithmetical calculations and maintain statistical information and complex records
- pass a background investigation intended to identify factors which may limit effective performance on the job, and other areas consistent with local practices and policies

MINIMUM QUALIFICATIONS:

- High School graduation or equivalent and a minimum of 60 units of successfully completed college-level courses in behavioral science, criminal justice, psychology, sociology, or closely-related curricula, **and** one (1) year of experience in a position involving the provision of victim services, peer counseling, or equivalent social service delivery skills. One or more additional years of experience may be substituted for up to 30 units of the required education.

VWAdv.frm

Creation date: 12/94