



MARIPOSA COUNTY

Administration/Human Resources • 966-3222



RESOLUTION - ACTION REQUESTED 2021-228

MEETING: April 27, 2021

TO: The Board of Supervisors

FROM: Dallin Kimble, County Administrative Officer

RE: Amend the Victim/Witness Coordinator Job Description, Change Title, and Reassign to MCMCO

RECOMMENDATION AND JUSTIFICATION:

Approve amendments to the Victim/Witness Coordinator job description; change the title to Victim/Witness Services Supervisor; and designate the position as a Mariposa County Managerial and Confidential Organization (MCMCO) classification.

Based on a recent review of the Victim/Witness Coordinator job description, the Human Resources staff in concurrence with the District Attorney, has determined that revisions are necessary to accurately reflect the current functions and requirements of the classification. This review was consistent with the County's standard practice of periodically updating existing job descriptions for accuracy, completeness, and current practice, in accordance with the Board-approved County-wide Job Classification Plan.

Proposed changes include updating the Title, Definition, Supervision Received, and Essential Functions to correctly reflect the current duties of the position. This classification works directly under the District Attorney, leads the Victim/Witness division of the department and directly supervises its staff, and is heavily involved in grant writing, programs, and administration. Further changes include adding language to broaden the Minimum Qualifications to allow for a larger candidate pool when recruiting for this position in the future.

The Victim/Witness Coordinator position is currently assigned to the Service Employees International Union (SEIU), but with the recommended revisions to this classification, it is appropriate to reassign the Victim/Witness Coordinator to MCMCO. Both employee unions have been notified of this change and are in agreement.

No change in salary is requested at this time.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

From time to time the Board approves amendments to job descriptions.

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ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve, and continue with the current job description and union designation, which do not accurately reflect the current functions and needs of the classification.

ATTACHMENTS:

Victim-Witness Coordinator - Revised(PDF)

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Miles Menetrey, District V Supervisor

SECONDER: Wayne Forsythe, District IV Supervisor

AYES: Smallcombe, Sweeney, Long, Forsythe, Menetrey

VICTIM / WITNESS SERVICES SUPERVISOR

DEFINITION

Under general direction, plans, coordinates and supervises the Victim/Witness Program; administers special grant programs within the District Attorney's Office; develops program characteristics to ensure compliance with legislative requirements; prepares annual budget and account for expenditures; participates in client work when needed; and performs related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the District Attorney.

Exercises general supervision over Victim / Witness Advocates and office support staff as assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS

Plans and coordinates the Victim / Witness Services Program for the Mariposa County District Attorney's Office, ensuring compliance with all applicable laws, regulations, policies, procedures, and program requirements.

Develops, implements, and evaluates program services and service delivery methods; develops standards and procedures to ensure program effectiveness.

Prepares and manages the program budget; solicits and manages program donations and grant funds; manages program accounts.

Researches and prepares grant applications and proposals; administers grants and prepares related reports.

Participates in the selection of staff; trains, supervises, and evaluates the performance of Victim/Witness Advocates and office support staff as assigned; provides employee counseling on work issues; recommends disciplinary action to the District Attorney when warranted.

Reviews all documentation and correspondence completed by Victim Advocates for accuracy, compliance, and completion; ensures the maintenance of accurate and up-to-date program records.

Coordinates and participates in promoting awareness and support of the Victim/Witness Services Program, crime prevention and other topics throughout the community through public speaking engagements, media interviews, and distribution of printed materials to the public.

Identifies and informs crime victims of their legal rights and ensures their rights are protected; assists victims in completing victim impact statements.

Notifies family members when a person has been a victim of crime; notifies employers of the victimization of an employee or need for court appearance.

Arranges crisis counseling for victims of crime; assesses victims' immediate material needs such as shelter, food, transportation, clothing, and medical care.

Photographs victims' injuries as needed for case prosecution.

Provides emotional and moral support to victims of crimes; refers victims to other agencies in cases of physical, social and/or psychological injuries or anxieties.

Works with the Attorney General's Office as directed to make arrangements for witness and victim protection in potentially dangerous situations; assists with the preparation and filing of restraining orders as needed.

Serves as liaison between the victim, witnesses, law enforcement officers, investigators, court personnel and other government and community organizations; intervenes with creditors as necessary.

Keeps victims and witnesses informed of bond hearings, jail releases, court hearings, etc.; provides courtroom orientation to victims and witnesses, and accompanies them to court when support is requested.

Assists in preparing victims and witnesses for court testimony.

Attends all court proceedings from arraignment through sentencing and will read victims impact statements as necessary.

Assists victims of crime in re-claiming items that may have been retained by law enforcement personnel for evidence purposes.

Assists victims in filing applications with the State Board of Control for financial assistance with medical expenses, lost wages, counseling expenses, funeral expenses, etc.

Assists families with funeral arrangements as necessary.

Develops and implements programs to educate law enforcement officers and citizens about crime victimization and other crime-related issues; coordinates and conducts related training.

Plans and gives presentations to school, community and civic groups as requested to increase public awareness and support of the Victim-Witness Services Program.

Coordinates program activities with those of other social service and government agencies as appropriate to better serve victims and witnesses.

Receives and responds to citizens' inquiries, concerns and complaints concerning program activities.

Performs routine administrative and clerical work as required, including but not limited to preparing reports and correspondence, compiling data for reports, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the telephone, etc.

EMPLOYMENT STANDARDS

Knowledge of:

Pertinent federal, state, and local laws, codes, ordinances, and regulations.

County organization, policies, and procedures.

Budget development and financial record-keeping.

Grant writing and administration as directed.

Principles and practices of staff supervision, training and performance evaluation.

Legal rights of crime victims.

Structure, functions, and processes of the criminal justice system.

Crisis intervention and interviewing techniques.

Basic psychology and sociology as they relate to victims of crimes and their needs.

Related agencies, organizations, volunteer programs or individuals providing assistance to victims and/or witnesses of crime in Mariposa County.

Modern office practices and technology, including the use of computers for word processing and records management.

English usage, spelling, grammar, and punctuation.

Safe work practices.

Community relations and public speaking methods.

Ability to:

Understand, interpret, and apply pertinent federal, state and local laws, rules and regulations, policies and procedures.

Use initiative and sound, independent judgment within established guidelines.

Train, supervise and evaluate the performance of others.

Analyze problems, identify alternative solutions, determine consequences of proposed actions, and make and implement recommendations in support of goals.

Prepare and administer assigned budgets and maintain accurate financial records.

Effectively administer grant programs and funds.

Provides referrals for crisis intervention, trauma reduction and follow-up counseling assistance.

Work effectively in a calm and effective manner under conditions of limited supervision, high stress, and rapidly changing circumstances with emotionally distraught, traumatized and/or disorderly individuals or groups.

Deal tactfully and effectively with the public and with others contacted in the course of work.

Demonstrate sensitivity to the cultural and ethnic diversity of the population served, and to the special needs of victims and witnesses.

Plan and implement activities to educate and gain the support of the public for the Victim-Witness Services program.

Communicate clearly and concisely, both orally and in writing.

Understand and execute written and oral instructions.

Maintain the security and confidentiality of specified records, information and files.

Work with sensitive and graphic topics.

Use computers effectively for word and data processing and records management.

Safely operate office and special equipment.

Perform mathematical computations with accuracy.

Critical Response Team member: In the event of a Mass Victimization incident advocates/coordinates inside or outside the county to assist victims and their families as part of the mutual aid agreements with neighboring counties.

TYPICAL WORKING CONDITIONS

Most work is performed in a normal office environment; work involves some travel within the County to various locations. Incumbent may be exposed to adverse weather conditions and violence, and must be willing to work irregular hours as required.

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; to drive a motor vehicle; to 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 and camera 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

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of increasingly responsible para-professional or professional victim services social services or related experience, including at least one year in a lead or supervisory capacity and some experience working with grant preparation and administration.

Education:

Graduation from an accredited college or university with an Associates or a Bachelor's degree with a minimum of 15 units in behavioral science, psychology, sociology, criminal justice or a closely related field.

Additional Requirements:

Ability to obtain an Entry Level Advocate certificate issued under the appropriate Victim/Witness Services Program curriculum within one year of employment.

Ability to obtain a Coordinator certificate issued under the appropriate Victim/Witness Services Program curriculum within two years of employment.

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, Human Resources 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.