COUNTY OF GLENN
AGENDA ITEM TRANSMITTAL

MEETING DATE: May 20, 2014
Submitting Department(s): Personnel Department and District Attorney
Contact: Jamie Cannon, Director of Personnel
Phone: 530-934-6005

Brief Subject/Issue Description:
Recommendation to adopt resolution amending the County Classification Plan; also amending the Position Allocation List for the District Attorney’s Office.

AGENDA PLACEMENT

APPOINTMENT – Appearances by: (Specify Name & Title)
Robert Maloney, District Attorney
Jamie Cannon, Director of Personnel

Required ___ Minutes
☐ Business – No ☐ Consent
☐ Correspondence ☐ Reports & Notices

AFFECTED DEPARTMENT(S)
☐ Receive Concurrence

ATTACHMENTS
☐ Board Report
☐ Letter
☐ Minute Order
☐ Contract
☐ Transfer
☐ Grant App.
☒ Resolution
☐ Ordinance
☐ Proclamation
☐ Policy Update
☐ Code Update
☐ Other

LEGAL/PERSONNEL/FISCAL
☐ County Counsel
☐ Personnel
☐ Finance

CLERK INSTRUCTIONS
☐ Return Minute Order
☐ Return Certified Copy Of:
☐ Other:

PUBLIC HEARINGS & COMMITTEE VACANCIES

☐ Published
☐ Affidavit on File w/Clerk
☐ Affected Parties Notified

Committees:
☐ Vacancy Posted
☐ Application Attached

State ☐ Federal

LEGISLATION
☐ Bill #:
☐ Latest Version of Bill
☐ Draft Letter Attached
☐ List of Supporters/Opposers
☐ Statement of Relevance to County Interests
☐ Description Attached

FUNDING SOURCE/IMPACT
☐ General Fund Impact
☐ Other: _____
☐ Budgeted
☐ Transfer Attached
☐ 4/5ths Vote Required
☐ Contingency Request

CONTRACTS, LEASES & AGREEMENTS
☐ New
☐ Renewal
☐ Amendment
☐ Insurance Certificate
☐ Contract Report
Date of Original Contract:
Contract No.:
Fiscal Year:

RECOMMENDED ACTION/MOTION:
Recommendation to adopt resolution amending the County Classification Plan to reclassify the existing position of Deputy District Attorney to the new classification series: Deputy District Attorney I, II, III; also, amending the Position Allocation List for the District Attorney’s Office to include 2.0 FTE Unfunded Deputy District Attorney III (with room to be underfilled) positions.

Reviewed By (if applicable):
Personnel Director
Department of Finance
COUNTY OF GLENN
BOARD REPORT

Submitted by Department of Personnel
(Department)

EXECUTIVE SUMMARY:
The attached resolution amends the Classification Plan for the County of Glenn, adding a new classification series: Deputy District Attorney I, II, III.

RECOMMENDATION(S):
It is recommended that the attached resolution be approved to amend the county-wide Classification plan and to amend the District Attorney Position Allocation List, adding in 2.0 FTE UNFUNDED Deputy District Attorney III (to be underfilled) positions. These positions will be represented by the Glenn County Mid Managers' Association.

HISTORY AND BACKGROUND:
The District Attorney’s Office has seen a variety of structures relating to its prosecution staff. Currently, aside from the District Attorney, there is one prosecutor classification: Assistant District Attorney.

Somewhere around 2012, my predecessor began work on a reorganization of the District Attorney’s Office. From that reorganization came draft job specifications for a Deputy District Attorney I, II, III class series. The draft specs were never placed in front of the Board of Supervisors for action.

In late 2013, the District Attorney again approached the Personnel Department regarding a possible restructuring of the prosecutor classification.

FISCAL/PERSOENNEL IMPACT(S):
In 2013, the Board of Supervisors took action to amend the salary ranges for all non-represented employees. The Deputy District Attorney I, II, III series was included on the resolution. Unfortunately, the specified salary was erroneous and the series had yet to be approved by the Board of Supervisors. With the approval of the attached resolution, the Deputy District Attorney I, III, III series positions will be placed in line with the remainder of the District Attorney Prosecution staff.

District Attorney Range 496
Assistant District Attorney Range 470
Deputy District Attorney III Range 450
Deputy District Attorney III Range 430
Deputy District Attorney III Range 410

ANALYSIS/DISCUSSION:
Please see above
BOARD OF SUPERVISORS, GLENN COUNTY, CALIFORNIA
RESOLUTION NO. 2014-____

A RESOLUTION AMENDING THE CLASSIFICATION PLAN AND THE DISTRICT ATTORNEY POSITION ALLOCATION LIST

WHEREAS, the appointing authority of the District Attorney’s office has requested a classification analysis on the “prosecutor” series which includes the Deputy District Attorney classification;

WHEREAS, the Personnel Director completed a classification study and determined that a new class series should be developed: Deputy District Attorney I, II, III;

WHEREAS, the creation of this new classification series is in compliance with Section 12.02.06 of the Glenn County Administration Manual, as they were developed in the broadest terms feasible;

WHEREAS, it is requested that that Deputy District Attorney classification be reclassified to Deputy District Attorney I, II, III;

WHEREAS, the Personnel Director has reviewed these changes; and

WHEREAS, there is no effect to the general fund, as it is requested that this classification be allocated to the District Attorney Position Allocation List as UNFUNDED,

NOW, THEREFORE BE IT RESOLVED pursuant to the requirements of Section 03.040.050 and 3.040.060 of the Glenn County Code, the Board of Supervisors of the County of Glenn does hereby resolve and order the Position Allocation list for the District Attorney is amended as shown in Exhibit A.

THIS RESOLUTION was passed by the Board of Supervisors of the County of Glenn at a regular meeting there of held on ____________, 2014, by the following vote:

AYES:

NOES:

ABSENT OR ABSTAIN:

______________________________
MICHAEL H. MURRAY, Chairman
Board of Supervisors, Glenn County California

JAMIE CANNON, Clerk of the Board
Board of Supervisors, Glenn County, California
APPROVED AS TO FORM:

HUSTON CARLYLE, County Counsel
Glenn County, California
DEFINITION
Under general direction, performs legal work in the enforcement of laws; prosecutes criminal cases as assigned by the District Attorney or Assistant District Attorney; advises the general public and law enforcement officers on criminal matters; and does related work as required.

DISTINGUISHING CHARACTERISTICS

DEPUTY DISTRICT ATTORNEY I: Incumbents in this class are characteristically assigned responsibility for routine misdemeanor cases, for assisting in the preparation or trial of felony cases. Incumbents may normally expect to qualify for the next higher class of Deputy District Attorney II when they are able to perform, as a regular assignment, the more difficult and responsible legal work.

DEPUTY DISTRICT ATTORNEY II: This is the journey-level position in the occupational series. Incumbents at this level are assigned criminal or family support cases of a more difficult or responsible nature than those assigned to the entry level Deputy District Attorney I class. Incumbents, when assigned to a case or problem of law, are expected to complete regular assignments with limited direction or assistance.

DEPUTY DISTRICT ATTORNEY III: This class is characterized as the fully qualified level in the occupational series. Incumbents are assigned to the full range of legal activities involving the investigations, prosecution or defense of complex criminal cases and the preparation of legal opinions on problems which are complex and have far-reaching implications. Supervision is usually received only on the more difficult matters or at the request of the employee.

EXAMPLES OF DUTIES – Duties may include, but are not limited to the following:

- Receives complaints filed by arresting officers or complainants, reviews and examines the evidence; interrogates witnesses, conducts an investigation at the scene of the crime and determines the nature of the crime and whether or not the evidence justifies prosecution; obtains required evidence and prepares cases for court; conducts legal research; issues subpoenas; attends court pretrial conferences outside of court; represents the County in criminal calendar proceedings, including the scheduling of cases, pleas, negotiations, probation revocation hearings, motions, and sentencings; prepares legal briefs for motions and appeals; prepares affidavits for search and arrest warrants; prepares trial briefs, checks questions of law, anticipates legal reasoning of defense attorneys and drafts jury instructions; presents opening statements, interrogates and cross-examines witnesses, argues points of law and makes final arguments or summations; provides legal and investigative analysis to police agencies; prepares briefs or opinions concerning law as applied to the jurisdiction of the District Attorney; prepares correspondence and reports; responds to citizen complaints and requests for information.

KNOWLEDGE OF:
Legal principles and practices including civil, criminal, constitutional and administrative laws and procedures; Trial procedures; Legal research methods; Rules of evidence, and

ABILITY TO:
Analyze and apply legal principles, facts, evidence and precedents to legal problems. Perform legal research. Prepare legal instruments. Interpret and make decisions in accordance with laws, regulations and policies. Present laws, facts, and arguments clearly and logically in written and oral form. Deal effectively and tactfully with those contacted in the course of work.
SPECIAL REQUIREMENTS

Active membership in the California State Bar.
Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of training or experience that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and abilities would be:

Deputy District Attorney I: Graduation from an accredited law school. Must be licensed by the Bar to practice law in the State of California, remain active with all California Bar annual requirements.

Deputy District Attorney II: Graduation from an accredited law school and one year of responsible civil and/or criminal litigation experience in a public agency or two years of outside experience, or an equivalent combination of education and experience. Must be licensed by the Bar to practice law in the State of California, remain active with all California Bar annual requirements.

Deputy District Attorney III: Graduation from an accredited law school and two years responsible criminal litigation experience in a public agency or three years of outside experience, or an equivalent combination of education and experience. Must be licensed by the Bar to practice law in the State of California, remain active with all California Bar annual requirements.

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# Elected