

DEPARTMENT: Personnel By: Jeffrey G. Green PHONE: 209/966-3222

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

Resolution approving the proposed class specification of District Attorney Investigator at a salary range of 217 (\$2,784 - \$3,384) and allocating the position to the Criminal Division of the District Attorney's office. With the impending Sund/Pelosso murder trial, this position will be needed to assist and provide case follow-up and investigation. It will further assist staff in locating witnesses and serving criminal subpoenas during trial preparation.

At this time, this position is not being assigned to a bargaining unit. The District Attorney and Personnel are recommending that this position be designated as safety and categorized as such for PERS purposes. Once the Board makes a decision relative to the safety issue, the appropriate bargaining unit will be assigned.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

During the 1999/2000 final budget hearings, the Board of Supervisors approved the District Attorney's funding request of an Investigator position for the Sund/Pelosso case. Pursuant to 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.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- Approve the class specification, salary range, and PERS designation as proposed.
- Revise the proposed action as the Board desires and approve.

**COSTS:** ( ) 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:

Class specification.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CLERK'S USE ONLY:**

Res. No.: 00-370 Ord. No. \_\_\_\_\_

Vote - Ayes: 4 Noes: \_\_\_\_\_

Absent: \_\_\_\_\_ 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: MWP

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



# COUNTY of MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

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## MARIPOSA COUNTY BOARD OF SUPERVISORS

### MINUTE ORDER

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TO: JEFF GREEN, Interim Personnel Director  
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*  
SUBJECT: Approval of Proposed Class Specification for District Attorney Investigator  
Resolution 00-370

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THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on October 24, 2000

#### ACTION AND VOTE:

Jeff Green, Personnel;

Resolution Approving the Proposed Class Specification of District Attorney Investigator at a Salary Range of 217 (\$2,784 - \$3,384) and Allocating the Position to the Criminal Division Sund-Pelosso of the District Attorney's Office

**BOARD ACTION:** Discussion was held. Janet Bibby/DA-Paralegal, provided input relative to the request, and she advised that the District Attorney has been working to get reimbursement from the State for the costs for this position and that the Board will be kept apprised of the status – the position will not be filled until information is received from the State that the costs will be reimbursed. It was clarified that the bargaining unit still needs to be assigned for the position. (M)Reilly, (S)Pickard, Res. 00-370 adopted/Ayes: Reilly, Balmain, Stewart, Pickard; Excused: Parker.

cc: Ken Hawkins, Auditor  
Christine Johnson, District Attorney  
File

**MARIPOSA COUNTY**

**JOB TITLE:** District Attorney Investigator

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

Under general supervision, to conduct criminal investigations; to prepare criminal cases for hearings and trial; to locate and interview suspected persons and witnesses and analyze and evaluate their testimony; to examine a variety of public and private records to secure information concerning suspected violations; to interpret and explain the provisions of laws, rules and regulations related to the purpose of an investigation; analyze investigative findings, prepare case narratives, and submit findings of investigations to the District Attorney for the purpose of filing criminal complaints. This classification works with a high level of independence under a framework of standard policies and procedures and occasionally may be required to work irregular hours. This classification shall be assigned to the District Attorney criminal division.

**SUPERVISOR:** District Attorney or as assigned

**TYPICAL DUTIES:**

- Conducts investigations of persons charged with crimes
- Locates and interviews suspected persons and witnesses and analyzes and evaluates their testimony
- Examines a variety of public and private records to secure information concerning suspected violations
- Conducts surveillance
- Contacts and interviews individuals, employers, and representatives of business and governmental organizations
- Gathers, assembles, preserves and reports facts, statements or affidavits and other evidence for use in criminal actions

**TYPICAL DUTIES:** (cont'd)

- Works closely with other local and state agencies in locating suspects, witnesses, or other responsible relatives
- Prepares and serves criminal process, including search warrants and arrest warrants
- Interprets and explains the provisions of laws, rules or regulations related to purposes of the investigation
- Prepares case narratives, analysis of investigative findings and correspondence; submits findings of investigations for the purpose of filing criminal complaints
- Appears in court as required
- Performs other related duties similar to the above in scope and function as required

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- criminal investigative techniques and procedures
- principles of identification, preservation and presentation of evidence
- sources of information used in locating witnesses, etc.
- legal rights of citizens
- rules of evidence and of court procedures
- interviewing techniques, including effective methods of obtaining information from hostile or reluctant individuals
- resolving possible combative issues
- relevant federal, state and local laws, codes and regulations relating to criminal law

MARIPOSA: District Attorney Investigator

Knowledge of: (cont'd)

- modern office procedures, methods and equipment, including use of personal computers and software programs, including word processing and spreadsheets
- proper English usage, spelling, grammar and punctuation
- firearm safety and weapon qualification

Ability to:

- learn the organization, procedures and operating functions of the Criminal Division of the District Attorney's Office
- learn, interpret and apply provisions of the Code of Civil Procedures and Penal Code applicable to investigations of criminal cases
- work independently, analyze situations and make informed decisions based on established policies and procedures
- meet deadlines, perform under time demands
- obtain information and evidence by observation, record examinations and interviews; secure physical evidence
- analyze and evaluate the statements of witnesses or suspected violators
- maintain accurate records and files; prepare clear and concise reports
- communicate effectively in both oral and written forms
- deal with citizens and public officials under conditions requiring tact and good judgment
- maintain confidentiality of all information and materials

MARIPOSA: District Attorney Investigator

Ability to: (cont'd)

- establish and maintain positive work relationships with those contacted in the performance of required duties, including law enforcement agencies
- learn larger automated systems, e.g., JALAN and ability to operate personal computers
- operate automated systems and computers
- operate camera and video equipment
- carry a firearm
- physically conduct field work

MINIMUM QUALIFICATIONS

High school graduation or GED, a valid current Basic Peace Officers Standards and Training (P.O.S.T.) certificate and satisfactory completion of an 80-hour investigation and trial preparation course within 12 months of appointment as a District Attorney Investigator, three years of paid full-time law enforcement experience with at least one (1) year of investigative experience, and possession of a valid California driver's license.

Creation Date: 10/00 (B/S 00-370)