

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Chief DA Investigator
ALLOCATION: District Attorney's Office
FLSA STATUS: Non-Exempt
UNION AFFILIATION: MSA

ESTABLISHED: June 2016

JOB SUMMARY:

Under general direction, organizes, coordinates, supervises and evaluates the work of the investigative functions of the District Attorney's Office; assists the District Attorney with the management and administration of the Office, as assigned; performs a variety of complex professional District Attorney investigative case management work; represents the District Attorney's Office with criminal justice agencies and performs related work as assigned.

CLASS CHARACTERISTICS:

This position reports directly to the Chief Deputy District Attorney. This is the working supervisory level in the DA investigative series. This class is distinguished from Chief Deputy District Attorney in that the latter serves as an Assistant Department Head and has management responsibility for all departmental activities and functions, establishes department vision, goals, policies, practices and procedures as acts for the District Attorney as required.

EXAMPLES OF DUTIES:

Essential:

- Organize, coordinate and direct the investigative functions of the District Attorney's Office.
- Supervise, assign, plan, review and evaluate the work of sworn staff; monitor, oversee and direct assigned staff; evaluate staffs' job performance; provide direction and coaching, through regular feedback sessions; create individual development plans with employees; discuss job performance problems to identify causes and issues, and to work on resolving problems; recommend selection of staff; recommend discipline and implement discipline procedures as needed/directed.
- Direct the planning of work, setting of schedules and development of controls to ensure that short and long-range goals of the department are accomplished.
- Provide input into the development and implementation of goals, objectives, policies, procedures and budget for investigative functions.
- Participate in assigned budget preparations; manage assigned budget and provide budget status reports; make recommendations for assigned budget.
- Work closely with legal staff in the preparation of cases; may be required to testify in court.
- Prepare or review a variety of narrative and/or statistical reports, correspondence, policy papers, presentations and other written materials; prepare or direct preparation and distribution of written and verbal information to external/internal department/agencies; make presentations as required.
- Monitor changes in legislation that may affect program operations; evaluate their effect upon program activities and recommend appropriate policy and procedure modifications.
- Maintain or direct the maintenance of accurate records and files; ensure the security of confidential records.
- Represent the District Attorney's Office in contacts with the public, community organizations and internal and external governmental agencies; assist other law enforcement agencies as needed.
- Oversee and conduct background investigations and certifies the background of prospective department staff; may conduct internal administrative investigations as required.
- Review and approve investigative reports prepared by assigned sworn staff; oversee the service of subpoenas, summons, complaints and other criminal and civil processes; oversee and perform the gathering, organization and preservation of evidence for criminal cases.
- Perform full scope of investigative work, including but not limited to, the more complex investigations; interviews complainants, suspects and witnesses, analyzing and evaluating their statements; prepare final investigative reports, presenting significant data in summary form; prepare and execute warrants and related affidavits for search or arrest; use and maintain electronic devices and equipment.
- Provide DA attorneys with assistance in evidence review and evaluation, as well as preparation of cases for trial.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use variety of standard office equipment in the course of the work, including a variety of computerized databases and operate electronic recording equipment.
- Act as department representative in emergency or disaster response activities.

EMPLOYMENT STANDARDS:**Knowledge of:**

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, employee coaching and development and corrective action.
- Criminal and civil law, rules and evidence, and court procedures.
- Laws, codes and regulations related to the work (e.g. search and seizure, preservation of evidence, apprehension, arrest, and custody of person accused of felonies and misdemeanors).
- Principles and practices related to sworn criminal, civil and administrative investigations.
- Principles and techniques of effective interviewing and interrogation.
- Principles and practices of budget administration.
- Record keeping and report preparation practices.
- Safety principles, practices and equipment related to the work.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, often where relations may be confrontational or strained.

Skill in:

- Project Management.
- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Administering a unit budget.
- Conducting criminal investigations independently and effectively.
- Interpreting, applying and explaining federal, state and local laws related to the investigation of criminal offenses, and the service and enforcement of civil process.
- Making rapid, sound independent judgments within legal and procedural guidelines.
- Preparing clear and concise written reports, correspondence and other written materials.
- Presenting investigative findings or testimony in a clear, logical and concise manner.
- Exercising sound independent judgment within general procedural guidelines.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Ability to:

- Plan, organize, instruct and supervise the investigative functions of the District Attorney's Office.
- Develop and implement investigative policies and procedures.
- Gather and analyze investigative, financial and statistical data.
- Analyze situations accurately and make effective decisions.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain laws, codes and regulations to a variety of individuals.
- Collaborate on topics that are sensitive in nature, involving many stakeholders with competing interests.
- Communicate information and ideas in a manner others will understand.
- Make rational judgments and decisions in a timely manner particularly in situations involving potential risks.
- Work within a team framework, both as a leader and a member.
- Organize own work, manage multiple projects/programs and meet multiple critical and sometimes conflicting deadlines.
- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Maintain accurate records and files.
- Operate a computer and use appropriate software and electronic devices in the performance of

investigations and department administrative work.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Stamina to stand and/or walk for an extended period of time, and strength to restrain, arrest and/or eject individuals.
- Mobility/ability to drive a motor vehicle to conduct field investigations, visit sites under investigation, attend meetings and transport witnesses and others.
- On an intermittent basis, work with physical skill and/or strength sufficient to handle emergency situations; defend oneself, and pursue, disarm, subdue and/or restrain individuals.
- Physical and psychological characteristics to meet and maintain appropriate State standards.
- Occasionally lift, carry, push, pull or otherwise move objects weighing up to 50 pounds, and with or without assistance 100 pounds or more.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Work is performed in office, outdoor, driving and courtroom environments.
- Occasional evening or weekend work is required; may be required to respond to investigative requests, search warrant activities or crimes scenes outside of regular business hours.
- Involves the potential for high stress levels and exposure to loud noises and hostile situations.
- Must work with a highly manipulative and psychologically challenging client population; must be able to maintain professional composure and effectiveness.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- Possess and maintain a valid California Class C driver's license.
- Possess a valid P.O.S.T. Intermediate Certificate.
- Possess and maintain firearm certification.
- Ability to successfully complete P.O.S.T. Supervisory Course within first 12 months of employment.
- Ability to successfully complete P.O.S.T. Management Course.

Special Requirements:

- Must meet the State of California requirements for peace officer status (830.1 CA Penal Code), prior to hire including: passing a detailed background investigation with a fingerprint check, having no felony convictions, passing a medical and psychological evaluation, being at least eighteen (18) years of age, being a US citizen or a permanent resident alien who is eligible for and has applied for citizenship.
- DMV printout prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Equivalent to completion of 60 semester units from an accredited college or university in administration of justice, criminal justice or a closely related field and four years of professional sworn criminal investigation work experience.

Candidates with strong experience who lack the degree are encouraged to apply.

PREFERRED: In addition to the minimum, a Bachelor's Degree from an accredited college or university in administration of justice, criminal justice or a closely related field and two years in a sworn management or supervisory capacity.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept. Approval:
Date:

EEOC: B
WC: 7720

Human Resources Approval: Analyst
Date:

Signature: _____

Signature: _____