

RESOLUTION NO. 2017- 8248

RESOLUTION TO AMEND PLUMAS COUNTY JOB CLASSIFICATION PLAN WAGE RANGES FOR DEPUTY DISTRICT ATTORNEY I RANGE 3038, DEPUTY DISTRICT ATTORNEY II RANGE 3190, DEPUTY DISTRICT ATTORNEY III RANGE 3694, ASSISTANT DISTRICT ATTORNEY RANGE 4277 AND AMEND FISCAL YEAR 2016/2017 POSITION ALLOCATION FOR DISTRICT ATTORNEY DEPARTMENT #70301

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

WHEREAS, this position is necessary in the daily operational needs of the District Attorney's Department; and

WHEREAS, the Human Resources Director has amended the job classification plan and wage ranges for Deputy District Attorney I range 3038, Deputy District Attorney II range 3190, Deputy District Attorney III range 3694, Assistant District Attorney range 4277; and

WHEREAS, this request was brought to the attention of the Human Resources Director who is now requesting approval of this resolution to amend the 2016-2017 Position Allocation for fund #70301; and

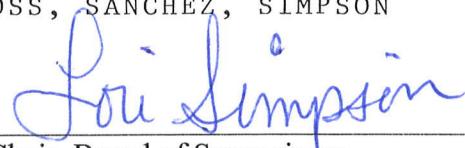
NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

1. Approve amended job classifications for Deputy District Attorney I range 3038, Deputy District Attorney II range 3190, Deputy District Attorney III range 3694, Assistant District Attorney range 4277.
2. Approve the amendments to the Fiscal Year 2016/2017 Position Allocation to flexibly allocate the following positions:

District Attorney #70301	Current FTE	Proposed FTE
Senior District Attorney Investigator, or District Attorney Investigator, or Investigative Specialist, or Investigative Assistant	1.84	1.84

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the 18th day of April, 2017 by the following vote:

AYES: Supervisors: ENGEL, THRALL, GOSS, SANCHEZ, SIMPSON
NOES: Supervisors: NONE
ABSENT: Supervisors: NONE



Chair, Board of Supervisors



Clerk, Board of Supervisors

Exhibit A

Updated Classification Wage Survey: Assistant District Attorney / Deputy District Attorney Series

Position Title:	Assistant District Attorney	Deputy District Attorney (DDA) I	DDA II	DDA III	DDA IV
County					
Amador	\$ 43.80	\$ 36.13	\$ 39.68	\$ 43.71	\$ 48.00
Calaveras	\$ 43.09	\$ 30.64	N/A	\$ 40.21	
Colusa	\$ 45.52	\$ 28.93	\$ 31.95	\$ 35.27	
Del Norte	\$ 39.40	\$ 28.62	\$ 33.13	\$ 36.53	
Glenn	\$ 54.94	\$ 29.21	\$ 32.28	\$ 35.66	
Inyo	\$ 36.86	\$ 32.84	\$ 34.52	\$ 37.13	
Lassen		\$ 29.42	N/A	N/A	
San Benito	\$ 43.06	\$ 28.15	\$ 32.59	\$ 37.74	
Tehama	\$ 42.86	\$ 30.21	\$ 33.35	\$ 36.83	\$ 40.64
Tuolumne	\$ 51.48	\$ 29.60	\$ 34.03	\$ 38.36	\$ 42.81
<i>Sum</i>	<i>\$ 401.01</i>	<i>\$ 303.75</i>	<i>\$ 271.53</i>	<i>\$ 341.44</i>	<i>\$ 131.45</i>
Average	\$ 44.56	\$ 30.38	\$ 33.94	\$ 37.94	
Plumas	\$ 33.62	\$ 25.15	\$ 27.74	\$ 30.56	
Proposed	\$42.77	\$30.38	\$ 31.90	\$ 36.94	N/A
<i>Plumas 2% 7/1/2017</i>	<i>\$ 34.60</i>	<i>\$ 25.64</i>	<i>\$ 28.29</i>	<i>\$ 31.17</i>	

Prepare on April 10, 2017
Plumas County

Plumas County District Attorney's Office Organizational Chart

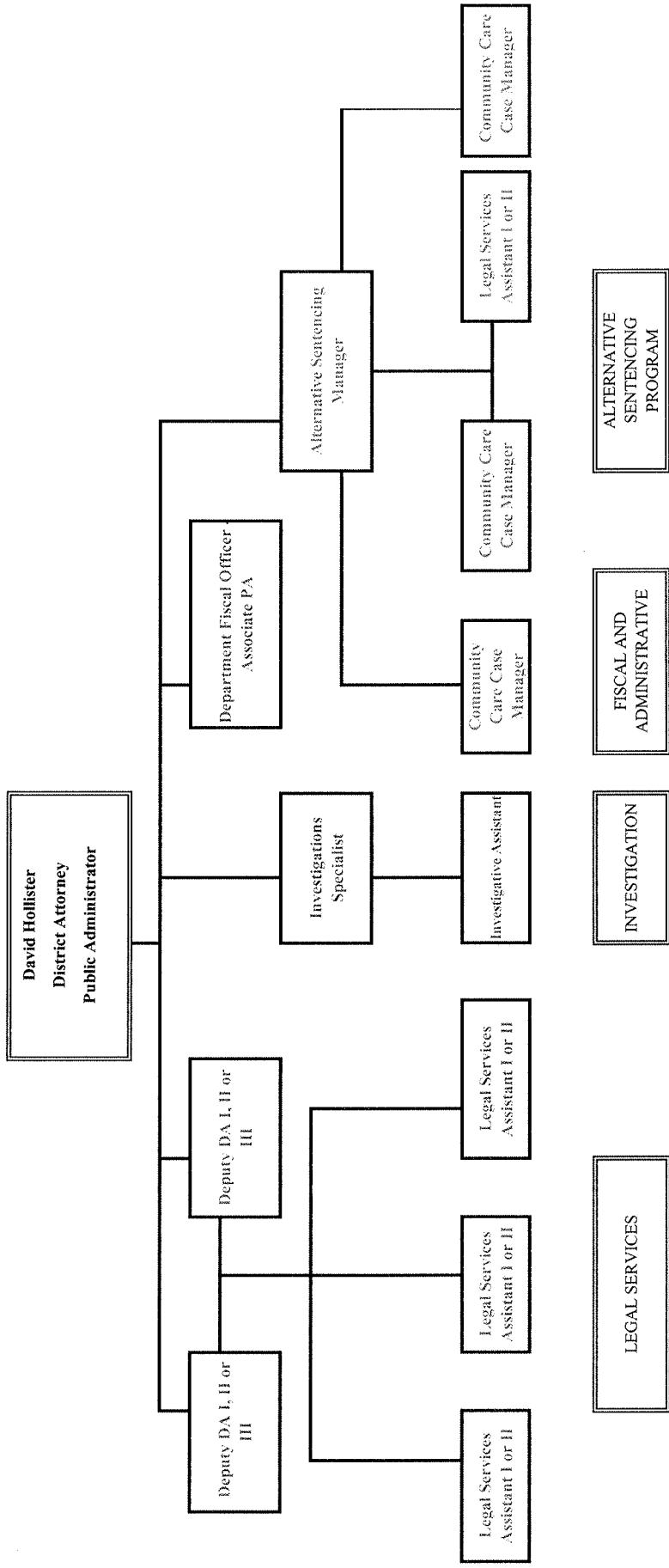


Exhibit B

DEPUTY DISTRICT ATTORNEY I

DEFINITION

Under direction, to perform the less difficult professional legal work in the District Attorney's Office; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level in the Deputy District Attorney class series. Incumbents are typically assigned the less difficult and less controversial criminal and family support matters. Incumbents may expect to qualify for the next higher level of Deputy District Attorney II when they are regularly assigned more difficult and complex legal work and have completed one (1) year as a Deputy District Attorney I.

REPORTS TO

District Attorney.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

DEPUTY DISTRICT ATTORNEY I - 2

EXAMPLES OF DUTIES

- Receives and reviews complaints for misdemeanor and felony cases.
- Examines evidence, interviews witnesses, and investigates the scenes of crimes.
- Determines whether or not a crime has been committed and if evidence justifies prosecution.
- Conducts pleading, arraignments, pretrial agreements, and other aspects of criminal trial work.
- Requests investigative assistance to secure evidence or makes personal investigations as necessary.
- Appears in court with complaints and tries cases.
- Presents evidence.
- Confers with judges and/or defense attorneys regarding modification, withdrawal, or changing of charges.
- Performs criminal trial work in the selection of jurors, prosecution of cases, sentences, and disposition of cases.
- Prepares trial briefs.
- Researches questions of law.
- Anticipates and prepares for legal reasoning of defense attorneys.
- Drafts jury instructions.
- Presents opening statements.
- Interrogates and cross examines witnesses.
- Argues points of law.
- Presents final arguments and summations.
- Researches legal precedents and previous cases to determine the basis of prosecuting cases.
- Prepares and reviews correspondence.
- Advises the public on legal problems as directed.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, outdoor, and courtroom environments; continuous contact with staff and the public.

DEPUTY DISTRICT ATTORNEY I - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- The Penal Code and other California statutes and their application to criminal and family support law.
- Judicial procedures and the rules of evidence.
- The principles of Criminal, Constitutional, and Administrative Law.
- Legal research methods.

Ability to:

- Analyze facts and apply legal principles and precedents to specific criminal and family support cases.
- Develop legal issues and present clear and logical arguments and statements of fact and law.
- Perform legal research.
- Prepare and present criminal and family support cases at all levels of the court system.
- Effectively represent the District Attorney Office in contacts with the public, community organizations, law enforcement agencies, and other government jurisdictions.
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

Special Requirements: Active membership in the State Bar of California.

DEPUTY DISTRICT ATTORNEY II

DEFINITION

Under direction, to perform a variety of professional legal work in the District Attorney's Office; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the experienced level in the Deputy District Attorney class series. Incumbents are typically assigned the full scope of criminal and family support matters. This class differs from Deputy District Attorney I in that assignments are performed with more independence and delegation of responsibility.

REPORTS TO

District Attorney.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

DEPUTY DISTRICT ATTORNEY II - 2

EXAMPLES OF DUTIES

- Receives and reviews complaints for misdemeanor and felony cases.
- Examines evidence, interviews witnesses, and investigates the scenes of crimes.
- Determines whether or not a crime has been committed and if evidence justifies prosecution.
- Conducts pleading, arraignments, pretrial agreements, and other aspects of criminal trial work.
- Requests investigative assistance to secure evidence or makes personal investigations as necessary.
- Appears in court with complaints and tries cases.
- Presents evidence.
- Confers with judges and/or defense attorneys regarding modification, withdrawal, or changing of charges.
- Performs criminal trial work in the selection of jurors, prosecution of cases, sentences, and disposition of cases; prepares trial briefs.
- Researches questions of law.
- Anticipates and prepares for legal reasoning of defense attorneys.
- Drafts jury instructions.
- Presents opening statements.
- Interrogates and cross examines witnesses.
- Argues points of law.
- Presents final arguments and summations.
- Researches legal precedents and previous cases to determine the basis of prosecuting cases.
- Develops requisite information and presents family support cases.
- Prepares and reviews correspondence.
- Handles appeals as delegated.
- Advises the public on legal problems as directed.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, outdoor, and courtroom environments; continuous contact with staff and the public.

DEPUTY DISTRICT ATTORNEY II - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- The Penal Code and other California statutes and their application to criminal and family support law.
- Judicial procedures and the rules of evidence.
- The principles of Criminal, Constitutional, and Administrative Law.
- Legal research methods.

Ability to:

- Analyze facts and apply legal principles and precedents to specific criminal and family support cases.
- Develop legal issues and present clear and logical arguments and statements of fact and law.
- Perform legal research.
- Prepare and present criminal and family support cases at all levels of the court system.
- Effectively represent the District Attorney Office in contacts with the public, community organizations, law enforcement agencies, and other government jurisdictions.
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

One (1) year of professional legal experience comparable to that of a Deputy District Attorney I with Plumas County.

Special Requirements: Active membership in the State Bar of California.

DEPUTY DISTRICT ATTORNEY III

DEFINITION

Under direction, to perform the more difficult and complex professional legal work in the District Attorney's Office; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Deputy District Attorney class series. Incumbents are assigned the more difficult and complex legal cases, as well as the full scope of criminal and family support matters. This class differs from Deputy District Attorney II in that incumbents are assigned more complex legal work. They may also perform lead responsibilities.

REPORTS TO

District Attorney.

CLASSIFICATIONS DIRECTLY SUPERVISED

May provide lead direction for other professional legal staff.

DEPUTY DISTRICT ATTORNEY III - 2

EXAMPLES OF DUTIES

- Performs specialized and complex legal cases and research.
- Provides lead direction for other professional staff.
- Receives and reviews complaints for misdemeanor and felony cases.
- Examines evidence, interviews witnesses, and investigates the scenes of crimes.
- Determines whether or not a crime has been committed and if evidence justifies prosecution.
- Conducts pleading, arraignments, pretrial agreements, and other aspects of criminal trial work.
- Requests investigative assistance to secure evidence or makes personal investigations as necessary.
- Appears in court with complaints and tries cases.
- Presents evidence.
- Confers with judges and/or defense attorneys regarding modification, withdrawal, or changing of charges.
- Performs criminal trial work in the selection of jurors, prosecution of cases, sentences, and disposition of cases.
- Prepares trial briefs.
- Researches questions of law.
- Anticipates and prepares for legal reasoning of defense attorneys.
- Drafts jury instructions.
- Presents opening statements.
- Interrogates and cross examines witnesses.
- Argues points of law.
- Presents final arguments and summations.
- Researches legal precedents and previous cases to determine the basis of prosecuting cases.
- Develops requisite information and presents family support cases.
- Prepares and reviews correspondence.
- Handles appeals as delegated.
- Advises the public on legal problems as directed.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, outdoor, and courtroom environments; continuous contact with staff and the public.

DEPUTY DISTRICT ATTORNEY III - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- The Penal Code and other California statutes and their application to criminal and family support law.
- Judicial procedures and the rules of evidence.
- The principles of Criminal, Constitutional, and Administrative Law.
- Legal research methods.

Ability to:

- Analyze facts and apply legal principles and precedents to specific criminal and family support cases.
- Develop legal issues and present clear and logical arguments and statements of fact and law.
- Perform legal research.
- Provide lead direction for other staff.
- Prepare and present criminal and family support cases at all levels of the court system.
- Effectively represent the District Attorney Office in contacts with the public, community organizations, law enforcement agencies, and other government jurisdictions.
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

Four (4) years of professional legal experience comparable to that of a Deputy District Attorney II with Plumas County.

Special Requirements: Active membership in the State Bar of California.

ASSISTANT DISTRICT ATTORNEY

DEFINITION

Under minimal administrative direction performs the more difficult and complex legal work in the District Attorney's office; provides lead direction to subordinate staff and performs supervisory and decision making functions in the District Attorney's absence; provides legal services in civil and/or criminal law.

DISTINGUISHING CHARACTERISTICS

This class is distinguished as the assistant department head in the office of the District Attorney. The incumbent performs the more difficult and complex legal cases, as well as the full scope of responsibility for the lead direction of subordinate staff involved in criminal legal work, and performs supervisory and decision-making functions in the absence of the District Attorney.

REPORTS TO

District Attorney

CLASSIFICATIONS DIRECTLY SUPERVISED

Exercises lead direction over all legal, supervisory and clerical staff in the coordination of daily office operations in the absence of the District Attorney.

ASSISTANT DISTRICT ATTORNEY - 2

EXAMPLES OF DUTIES

- Represents the District Attorney in his/her absence as required.
- Recommends and assists in the implementation of goals and objectives for the division.
- Establishes schedules and methods for daily operations.
- Implements division policies and procedures.
- Plans, prioritizes, assigns, supervises and reviews the work of legal, supervisory and clerical staff as assigned.
- Receives complaints filed by arresting officers or complainants and reviews and analyzes the evidence.
- Interviews witnesses.
- Determines whether or not a crime has been committed, the nature of the crime and whether or not the evidence justifies prosecution.
- Orders investigations and subpoenas.
- Reviews search warrants.
- Supervises and assists with case investigations.
- Prepares briefs and legal opinions.
- Appears in court to arraign cases.
- Participates in pre-trial conferences, motion, preliminary hearing and trials.
- Meets and negotiates with defense attorneys on cases as needed.
- Researches and reviews laws as they impact cases pending.
- Prepares pleadings and other papers in connection with suits, trials, hearings and similar legal proceedings.
- Makes decisions, subject to the review of the District Attorney, concerning advisability to pursue, compromise or dismiss criminal prosecution.
- Determines and makes appropriate legal motions and institutes other legal actions on behalf of the County.
- Prepares and presents cases for trial.
- Review cases for appeal.
- Reviews and prepares asset forfeiture cases.
- Coordinates activities with departments and outside agencies and organizations as appropriate.
- Attends and participates in meetings and activities of professional groups and committees.
- Maintains on-call availability at all hours of the day and night for law enforcement inquiries, but not limited to search warrant review, probable cause questions, crime identification questions, etc.
- Performs general office/administrative work as required, including preparing reports, legal documents and correspondence, attending meetings, etc.
- Performs related duties as required.

ASSISTANT DISTRICT ATTORNEY - 3

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, outdoor, and courtroom environments; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Pertinent federal, state and county laws and regulations.
- Legal principles and practices with an emphasis on the Rules of Evidence and the Penal Code of the State of California.
- Legal research, terminology and procedures.
- Principles of training, supervision and performance evaluation.
- Organizational and management practices as applied to the analysis and evaluation of programs policies and operational needs.
- English usage, spelling, grammar and punctuation.
- Modern office practices and technology, including the use of computers for data and word processing.

Ability to:

- Plan, organize, interpret and apply legal principles and knowledge to complex legal problems.
- Independently prepare and present difficult felony cases, including capital offense cases.
- Investigate and prosecute criminal complaints.
- Interpret and apply federal, state and local policies, procedures, laws, codes and regulations.
- Effectively apply legal knowledge and principles in court.
- Present statements of law, fact and argument clearly and logically.
- Interpret and make decision in accordance with laws, regulations and policies.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Select, supervise, train and evaluate the work of staff.

ASSISTANT DISTRICT ATTORNEY – 4

Ability to continued:

- Establish and maintain cooperative working relationships with those contacted during the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Maintain records and prepare required reports.

Training and Experience:

Seven (7) years of professional legal experience comparable to that of a Deputy District Attorney III with Plumas County. Significant experience in all types of felony crimes, including but not limited to, homicide, sexual assault, domestic violation, controlled substance trafficking, property crimes, etc.

Should include the preparation and presentation of said felony crimes at all stages of the proceedings including, but not limited to, charging, pre-trial motions, preliminary hearings, and trials.

Special Requirements:

Candidates must be an active member of the State Bar Association.

Must possess a valid driver's license at the time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

Exhibit C

Deputy District Attorney I
Current wage range -2515

		FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
	Current					
Regular wages		\$ 52,312.00	\$ 54,933.00	\$ 60,590.00	\$ 60,590.00	\$ 63,627.00
Deputy District Attorney I		\$ -				
Retirement (Classic Rate)		\$ 10,116.09	\$ 10,622.94	\$ 11,716.89	\$ 11,716.89	\$ 12,304.19
FICA / Medicare		\$ 4,001.87	\$ 4,202.37	\$ 4,635.14	\$ 4,635.14	\$ 4,867.47
Total		\$ 66,429.96	\$ 69,758.32	\$ 76,942.03	\$ 76,942.03	\$ 80,798.65
Deputy District Attorney I						
Proposed wage range 3038		\$ 63,190.00	\$ 66,352.00	\$ 69,680.00	\$ 73,174.00	\$ 76,835.00
Retirement (Classic Rate)		\$ 12,219.68	\$ 12,831.15	\$ 13,474.72	\$ 14,150.39	\$ 14,858.35
FICA/Medicare		\$ 4,834.04	\$ 5,075.93	\$ 5,330.52	\$ 5,597.81	\$ 5,597.81
Total		\$ 80,243.72	\$ 84,259.08	\$ 88,485.24	\$ 92,922.20	\$ 97,291.16
Five Year Differential	Difference	\$ (13,813.75)				
			\$ (14,500.76)	\$ (11,543.21)	\$ (15,980.17)	\$ (16,492.51)
Five year increase to Personnel Budget		\$ (72,330.40)				

Prepared on April 9, 2017

Deputy District Attorney II
Current wage range -2774

	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
Regular wages	\$ 57,699.00	\$ 60,590.00	\$ 63,627.00	\$ 66,810.00	\$ 70,158.00
Deputy District Attorney II	\$ -				
Retirement (Classic Rate)	\$ 11,157.83	\$ 11,716.89	\$ 12,304.19	\$ 12,919.72	\$ 13,567.15
FICA / Medicare	\$ 4,413.97	\$ 4,635.14	\$ 4,867.47	\$ 5,110.97	\$ 5,367.09
<i>Total</i>	\$ 73,270.81	\$ 76,942.03	\$ 80,798.65	\$ 84,840.68	\$ 89,092.24
Deputy District Attorney II					
Proposed wage 3190	\$ 66,352.00	\$ 69,680.00	\$ 73,174.00	\$ 76,835.00	\$ 80,683.00
Retirement (Classic Rate)	\$ 12,831.15	\$ 13,474.72	\$ 14,150.39	\$ 14,858.35	\$ 15,602.48
FICA/Medicare	\$ 5,075.93	\$ 5,330.52	\$ 5,597.81	\$ 5,877.88	\$ 5,877.88
<i>Total</i>	\$ 84,259.08	\$ 88,485.24	\$ 92,922.20	\$ 97,571.23	\$ 102,163.36
Five Year Differential	Difference	\$ (10,988.27)			
		\$ (11,543.21)	\$ (12,123.54)	\$ (12,730.55)	\$ (13,071.12)
Five year increase to Personnel Budget		\$ (60,456.69)			

Prepared on April 9, 2017

Deputy District Attorney III

Current wage range -3056

Prepared on April 9, 2017

Assistant District Attorney

Current wage range -33362

Prepared on April 9, 2017