

CLASS SPECIFICATION



CLASS: Chief DA Investigator
ALLOCATION: District Attorney's Office
FLSA STATUS: Exempt
UNION AFFILIATION: Management Non-Represented

ESTABLISHED: June 2016
REVISED: July 2022

JOB SUMMARY:

Under the general direction of the District Attorney, plans, organizes, coordinates, supervises, and evaluates the work of the Investigative and Legal Services Division of the District Attorney's Office; assists the District Attorney with the management and administration of the Office; 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:

Within broad parameters of legal and departmental policy and procedural guidelines, the incumbent is held accountable for exercising substantial initiative, judgment, and expertise in administering and managing the investigative and legal services functions of the Office. This position reports directly to the District Attorney. 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.

EXAMPLES OF DUTIES:

Essential:

- Plan, organize, coordinate, administer, oversee, review and evaluate the functions, staff, and activities of a major division of the District Attorney's Office.
- Plan, delegate, monitor, and supervise execution of division programs and activities by both sworn and non-sworn staff.
- Respond to and investigate complaints regarding law enforcement response or activities; investigate the validity of such complaints; investigate Officer Involved Shooting (OIS); respond to emergencies and fill a command role; may oversee and coordinate the work of multi-agency task forces or committees, such as the OIS Investigation Team.
- Work with outside agencies to coordinate response plans, resources and operational issues; assist in the development and implementation of community relations and public education programs.
- Recommend selection of staff; oversee staff training and professional development; recommend and administer discipline of staff.
- Prepare, direct the preparation of and/or review a variety of narrative, studies 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 require; recommendations related to long- and short- range issues; develop specific proposals to address them.
- 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.
- Assist in the development and implementation of goals, objectives, policies, procedures and work standards for the division; develop systems and standards for program evaluation.
- Interpret laws, codes, policies, regulations and procedures to staff; ensure legality and consistency of application.
- Monitor developments in the field of law enforcement and division activities, including changes in the law and court decisions; evaluate their effect upon County operations and recommend and implement policy and procedure improvements.
- Make recommendations for budgetary needs of division.
- Oversee and conduct background investigations and certifies the background of prospective department staff.
- Assist attorneys with 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
- Administrative principles and practices, including goal setting, program development, implementation and evaluation and the supervision of employees.
- 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:

- Administering programs and staff through subordinate supervision.
- Selecting, motivating, and evaluating staff; providing for their training and professional development.
- Project Management.
- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Developing division policy and procedures; training others in policies and procedures related to the work.
- 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 policy guidelines.
- Representing the division, the District Attorney, and County effectively in meetings with other agencies and organizations.

Ability to:

- Plan, organize, instruct and supervise the investigative and legal services 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.
- Enforce departmental rules, policies, and procedures; instruct and manage supervisors and staff engaged in public safety and/or legal services work.
- 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.
- Analyze situations accurately and make effective decisions
- Exercise good judgment and make sound decisions in a variety of conditions, including emergency or crisis situations.
- Provide appropriate first aid.
- Restrain individuals without causing physical harm.
- Remain alert at all times and react quickly and calmly in emergency situations, and deal with situations requiring diplomacy, understanding, fairness and sound judgment.
- Administers division budget.

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.
- On a regular basis will be exposed to and work with content depicting and describing extremely graphic violence, sex, sexual assault and other prurient conduct.

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; Advanced P.O.S.T Certificate desirable
- 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: A Bachelor's Degree from an accredited college or university in a related field, and four years of professional sworn law enforcement work experience, including at least two years in a lead capacity (e.g. FTO, CIO).

Candidates with strong experience who lack the degree and can demonstrated they possess the required knowledge, skills, and abilities are encouraged to apply. Relevant experience as defined above may be substituted for up to three years of the required education on a year-for-year basis.

PREFERRED: In addition to the minimum, a Master's Degree from an accredited college or university, an Advanced P.O.S.T. Certificate, and additional supervisory or managerial experience.

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:

Human Resources Approval: Analyst

Date:

Date:

Signature: _____

Signature: _____

EEOC: B
WC: 7720

Established: June 2016
Revised: July 2022