

City and County of San Francisco



Department of Human Resources

Edwin Lee
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: October 24, 2013

Re: **Notice of Proposed Classification Actions –Final Notice No. 10 FY 13/14 (copy attached).**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective October 24, 2013.

Micki Callahan
Human Resources Director

by: _____

A handwritten signature in black ink, appearing to read "Steve Ponder", written over a horizontal line.

Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Support Services
Micki Callahan, DHR
Jennifer Johnston, CSC
Sandra Eng, CSC
Linda Cosico, DHR
Maria Newport, SFERS
Risa Sandler, Controller/Budget Division
Devin Macaulay, Controller/ Budget Division
Theresa Kao, Controller/ Budget Division
Chris Trenchel, Controller/ Budget Division
E-File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 10
Fiscal Year: 2013/2014
Posted Date: 10/11/2013
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

Item #	Job Code	Title
1	8142	Public Defender's Investigator

For additional information regarding this proposed classification action, please contact Cathy Abela, Senior Classification and Compensation Analyst, at (415) 557-4926 or by email at Cathy.Abela@sfgov.org.

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the effected parties.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Public Defender's Investigator
Job Code: 8142**

INTRODUCTION

Under general supervision, performs responsible investigative work in connection with criminal and juvenile complaints and offenses under the jurisdiction of the Public Defender's Office; and assists in the preparation and defense of criminal cases in the Superior Court.

Requires responsibility for interpreting and carrying out existing methods and procedures relating to investigative activities of the public defender's office; making responsible contacts with law enforcement officials, outside agencies and organizations; other departmental officials and the general public in connection with investigative activities; gathering, preparing and maintaining important investigation records.

DISTINGUISHING FEATURES

This is the journey level code in the series. Job code 8142 is distinguished from job code 8143 Senior Public Investigator in that the latter may supervise and review the work of the former.

SUPERVISION EXERCISED

None

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Conducts investigations of a wide variety of criminal cases to provide support for legal defense in fraud, homicide, other felonies and misdemeanor charges; reviews documents in criminal and juvenile cases and identifies, evaluates and collects information, data and evidence. Visits scenes, develops leads, contacts and sources of information, interviews witnesses, victims, law enforcement officials, representatives of agencies and other particulars to gather statements and information on events surrounding cases; this includes visiting and interviewing patients, mentally ill clients, doctors and members of the family; and serves subpoenas.
2. Collects and evaluates physical and material evidence and discusses findings with attorneys to determine crime connection and admissibility in trial; takes photographs and measurements, locates witnesses, conducts background investigations and uncovers inconsistencies during the course of the investigation; testifies in court on matters regarding evidence and investigative findings.
3. Maintains complete records of investigative activities; this includes the contacts made, findings of evidence, collected statements, description of scenes, analysis of cases and other information relevant to the defense; and prepares investigative reports.
4. Performs related duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: applicable laws and legal techniques, principles and procedures used in conducting criminal defense investigations, and understanding and working with attorneys to understand the

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elements of and defenses to crimes as they relate to each particular case;

Ability to: review and analyze discovery in criminal and juvenile cases; identify, evaluate and collect information, data and evidence in the course of investigations; exercise discretion, independent judgment, critical thinking and problem solve in a timely and efficient manner;; detect and uncover discrepancies and inconsistencies; prioritize work by planning and organizing multiple work assignment; work effectively and reliably in teams with attorneys, paralegals, other investigators, experts, and department support staff; establish rapport, and interact professionally; verbally communicate clearly and accurately with diverse groups of people, including clients, clients' families, attorneys, department support staff, field contacts, institutional contacts, court personnel, law enforcement personnel, witnesses and the general public; communicate and express ideas in writing ; use a working knowledge of vocabulary and grammar; prepare correspondence and reports in a clear understandable manner; promote, establish and maintain a cooperative relationship with individuals, groups, officials, representative and general public; interact tactfully, courteously and diplomatically with others; work effectively in an objective and impartial manner; with cultural sensitivity to various groups of people.

Skill to: operate a motor vehicle and operate/ learn to operate computer equipment, electronic devices and investigation related equipment.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

1. Two (2) years of verifiable experience as a public defender's investigator, district attorney's investigator or licensed administrative and/or law enforcement investigator, or licensed private investigator. Experience must include performing investigative work in connection with administrative, juvenile petitions, criminal and/or civil crimes, complaints and offenses; OR
2. Two (2) years of comparable and verifiable experience as a professional investigator in criminal matters involving cases of crimes, complaints, or offenses, including interviewing witnesses, examining crime scenes, and investigating circumstances of alleged criminal conduct; OR
3. Possession of a baccalaureate degree from an accredited college or university in Criminal Justice, Forensics or related field, such as Sociology, Political Science, Psychology or Journalism AND one (1) year of verifiable investigator training or verifiable experience performing investigative work in a professional field, such as law, media/journalism, public health/welfare, human/civil rights, business (ie. finance, insurance), education, social sciences, public policy, government, non-profit or related field.

Substitution:

Applicants may substitute up to 2 years of the required education with additional qualifying experience as described in section #3 above. One year (2000 hours) of additional qualifying experience will be considered equivalent to 30 semester units/45 quarter units.

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LICENSE AND CERTIFICATION

Possession of a valid driver's license

PROMOTIVE LINES

ORIGINATION DATE: 5/10/62

AMENDED DATE: 8/2/76; 8/29/01; 10/24/13

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN SFCCD SFMTA SFUSD