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: 42
Fiscal Year: 2016/2017
Posted Date: 04/04/2017
Reposted Date: N/A

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

Item #	Job Code	Title
1	8132	District Attorney Investigative Assistant

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 affected parties.

For additional information regarding this proposed classification action, please contact Stephen Fu, Management Assistant, at (415) 701-5680 or by email at **Stephen.Fu@sfgov.org**.

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**.

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 Operations
       Micki Callahan, DHR
       Michael Brown, CSC
       Sandra Eng, CSC
       Christopher Colandene, SFERS
       Theresa Kao, Controller/ Budget Division
       E-File

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: District Attorney Investigative Assistant
Job Code: 8132

DEFINITION

Under supervision, performs a wide variety of paraprofessional investigative and legal support activities in connection with alleged or suspected violations of criminal law.: interviews witnesses; assists in fact finding in the preparation of legal documents and instruments: and performs related duties as required.

DISTINGUISHING FEATURES

Positions in this class perform routine paraprofessional field and office investigative and legal research assignments not requiring the expertise of a professional investigator or attorney. This class is distinguished from that of District Attorney's Investigator in that the latter is the full journey level in the Investigator series with responsibility for a broad range of investigative activities requiring a considerable degree of independent judgement.

SUPERVISION EXERCISED

EXAMPLES OF 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. Investigates, collects and compiles case materials and documentary evidence in criminal prosecution under the jurisdiction of the District Attorney.

2. Interviews witnesses and assists the attorney at criminal prosecution.

3. Prepares reports on investigations; assists attorneys in the evaluation of cases for prosecution; prepares items of evidence.

4. As assigned, may serve **Prepares** subpoenas; **and** executes search warrants and warrants of arrest: assists in arranging, for the appearance of witnesses to present evidence; testifies in court.

5. As assigned, participates in i**I**nvestigat**es,**ive **collects and compiles case materials** work involving various types of criminal fraud including consumer fraud and embezzlement.

6. As assigned, a**A**nalyzes exhibits, witness statements and pleadings pertinent to criminal prosecution; may assemble exhibits and performs such other duties as are necessary during the course of criminal prosecution.

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7. Communicates with attorneys, representatives of other governmental agencies and the general public.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: existing, criminal law, legal procedures, modern investigative techniques and methods: presenting and preserving, evidence.

Ability and Skill to: speak and write effectively; analyze criminal legal problems: accept written and oral instruction; deal effectively with attorneys, office personnel, court personnel, representatives of other governmental entities and the general public relating to criminal justice system activities.

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.

Education:

Possession of an **Associate** ~~AA~~ degree **from an accredited college or university** ~~or higher~~

Experience:

Two (2) years of experience within the criminal justice prosecution system~~, or an equivalent combination of training and experience.~~

License and Certification:

~~Appointee must possess a valid California Driver's License.~~

Substitution:

Additional experience as described above may substitute for the required education on a year-for-year basis.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

Title: District Attorney Investigative Assistant
Job Code: 8132

ORIGINATION DATE:	01/14/1985
AMENDED DATE:	<u>04/XX/17</u>
REASON FOR AMENDMENT	*To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*
BUSINESS UNIT(S):	COMMN SFMTA SFCCD SFUSD