



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Dianne Dinsmore, Human Resources Director  
Date: March 19, 2019

Subject: Add one DA Asst Chief of Inspectors classification, add one DA Office Mgr pos, delete one DA Dir. of  
Fornsc & Tech Svcs and delete one Clerk-Exp pos

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22383 to establish the classification of District Attorney Assistant Chief of Inspectors-Exempt (6KD2) (unrepresented) at salary plan and grade B1Y 1001 (\$10,003 - \$12,463) and add one (1) District Attorney Assistant Chief of Inspectors-Exempt (6KD2) position; add one (1) District Attorney Office Manager (JJHG) (unrepresented) position at salary plan and grade B8X 1396 (\$4,881 - \$6,234); cancel one (1) District Attorney Director of Forensic and Technology Services (6KDC) (unrepresented) position #15883 at salary plan and grade B1X 2238 (\$11,443 - \$14,257), and cancel one (1) Clerk-Experienced Level (JWXB) (represented) position #17498 at salary plan and grade 3RH 0750 (\$3,082 - \$3,824) in the District Attorney's Office.

**FISCAL IMPACT:**

The requested position adjustments will result in a savings of approximately \$42,786 per year.

**BACKGROUND:**

For District Attorney Assistant Chief of Investigative Services:

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/19/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Federal D. Glover, District V Supervisor

ABSENT: Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 19, 2019

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Jami Napier, Deputy

Contact: Elizabeth Molera, (925)  
957-2205

cc: Beth Molera, Paul Mulligan

The District Attorney

## BACKGROUND: (CONT'D)

recognizes the need for a senior law enforcement manager to assist on many of the office's most sensitive investigations, and to develop a county-wide strategy to address violent crime. The District Attorney suggests expanding the current Director position's duties to address this need. The new duties would include assisting the District Attorney and the office on the management and oversight of investigations into Officer Involved Shootings and deaths involving law enforcement, wiretaps on homicides and other serious felonies, and assistance to the county's FBI Safe Streets Task Force. The duties of the position would include the provision of assistance and the coordination of resources to local law enforcement agencies on "Cold Case" investigations; the management of the county's Sexual Assault Kit Grant and coordination of DNA "Hits"; the management of the three lieutenants within the office, and to fill in for them during their absences; and to act as the Chief of Inspectors during his/her absence. The position would also be responsible for the development, coordination, and implementation of the policies of the District Attorney's Office on recordings captured by local law enforcement's Body and Police Car Cameras, and to act as a liaison for the District Attorney and her office within the community and within law enforcement.

For District Attorney Office Manager:

The District Attorney implemented a new case management system in September 2015, Prosecutor By Karpel (PBK). The system requires a full time District Attorney's Office employee to manage the day to day operation of the system and liaison with DoIT on a continuous basis. Since June 2017, an office manager has performed all duties with regard to PBK, and she was relieved of her routine office manager responsibilities. Other DA's Office employees were temporarily upgraded to cover the office manager duties. Based on the ongoing responsibilities of PBK and the need to have five office managers, the District Attorney's Office requests an additional office manager position.

## CONSEQUENCE OF NEGATIVE ACTION:

Failure to create the new position will result in a void in the ability of the District Attorney's Office to develop a county-wide strategy to address violent crime, particularly homicides and sexual assaults in Contra Costa County. Also, if this action is not approved this would result in the loss of management oversight of several essential functions of the Investigative Unit.

Failure to add a District Attorney Office Manager position will result in either: no one covering the new case management system, where there are daily demands of matters that need to be addressed immediately for cases and documents that need to be filed with the courts, which could cause some cases either not being filed prior to suspect being released from jail or cases being dismissed; or an office not having an Office Manager to deal with the essential functions of that office including work orders, clerical coverage, dealing with law and justice partners, and any other issues that arise. Either of these options is not acceptable and would cause many problems.

## ATTACHMENTS

P300 22383