

MAY 15 2014

CLASSIFICATION REVIEW REQUEST

PERSONNEL DEPT.

This form is intended for use in routine audits such as requests for additional allocated positions to existing job classifications. Please send the completed form and an organizational chart showing new positions to Personnel prior to the effective date of the new allocation. This form is to be submitted two-sided.

NOTE: This form should not be used for audits of existing positions or new job classifications.

Department: District Attorney Date: 5/14/14

Division/Unit/Location of new position: CAST - 1100 211

Name of contact person: Kevin Furtado

Position status (check one) Regular Grant Other

If position is in a new grant or program, explain the general purpose or function of the program:

Grant program through the Office of Violence Against Women (OVW)

focus on sexual assault / child abuse in rural communities through multiagency response.

Anticipated start date: 7/1/14 Duration of grant: 10/1/13 - 9/30/16

FTE of new position: 1.0 FTE Budget unit: 1100 - 211

Name and title of person supervising this position: Joyce Moser, Program Coordinator

Name and title of anyone currently in your department performing the same or similar duties:

Nikki Miranda - Victim Witness ^(VW) Program Specialist, Holly Henser VW Program Specialist

Please list the primary duties of this position on the reverse side. Kim Scheiter VW program specialist (extra help)

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RECOMMENDATION: Victim Witness Program Specialist DATE: 5/23/14

NAME OF ANALYST: Ron Halverson

Personnel notes: Based upon the information provided on this form and my communications with Kevin Furtado, HR recommends the appropriate classification for this position is Victim Witness Program Specialist. Your office will need to prepare a report to the Board with the following recommendation:

List the primary duties of the proposed position: _____

- provide assistance to and coordinate support for victims and witnesses of violent crimes focusing specifically on child victim/witnesses in rural areas of the County especially Native Country/reservations.
- Crisis intervention to victims/witnesses
- arrange interviews with law enforcement + attorney staff
- provide referrals to other support organizations for counseling, medical attention, protective services/psychiatric services
- assist victims with restitution claims for their losses
- explain court procedures/notify victims of court hearings
- arrange for transportation to court dates for victims/witnesses
- assist law enforcement at crime scene + when contacting victim/witnesses
- prepare correspondence/assessment reports/case records/impact statements

Indicate any required licenses: CA Drivers License

Add any additional information, which might be useful for this review: _____

Scope of duties is identical to the current 1.0 FTE allocation for a Victim/Witness ^{Program} Specialist in budget unit 1100-211. The difference being the focus on native Country + rural communities within the County.

Department head signature Kelly Reed

Date 5/14/14

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"That the Board of Supervisors approve the allocation of one 1.0 FTE Victim Witness Program Specialist (class 0689, salary range 330) position in budget unit 211, effective (DATE)." Please include a copy of this form with your report to the Board.