

M. S. C.

AGENDA COVER MEMORANDUM

AGENDA DATE: August 24, 2005
PRESENTED TO: Board of County Commissioners
PRESENTED BY: Jan Wilbur, Personnel Program Manager
AGENDA TITLE: **IN THE MATTER OF CREATING THE CLASSIFICATION AND SALARY RANGE FOR SENIOR PROSECUTOR 4**

I. MOTION

MOVE APPROVAL OF ORDER 05 -- _____/IN THE MATTER OF CREATING THE CLASSIFICATION AND SALARY RANGE FOR SENIOR PROSECUTOR 4

II. ISSUE

The District Attorney has requested that Human Resources establish the new classification of Senior Prosecutor 4.

III. DISCUSSION

A. Background

The District Attorney implemented a reorganization in February 1998 which included several position changes and additions. Then in December of 2002 the Chief Deputy District Attorney position was established. Since the District Attorney has returned from his sabbatical the attorney who served as interim District Attorney has been assigned important management/administrative work and therefore had to be designated as a non-represented employee in the Senior Prosecutor 3 classification. In short, the District Attorney, Chief Deputy, and former interim District Attorney all share management/administrative work as well as handling criminal investigations/cases. This structure has worked well for the management and operation of the District Attorney's office.

D. Recommendation

It is recommended that the Board of County Commissioners adopt option # 1 above and establish the proposed classification and salary range for the Senior Prosecutor 4.

Senior Prosecutor 4

Grade 60 (\$82,264-\$114,067)

IV. IMPLEMENTATION/FOLLOW-UP

Following Board action, Human Resources staff will update the classification and compensation plans by inserting the new classification, and reclassify the non-represented Senior Prosecutor 3 incumbent into it.

V. ATTACHMENT

Board Order

Senior Prosecutor 4 classification specifications

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

*)IN THE MATTER OF CREATING A
)CLASSIFICATION AND SALARY
)RANGE FOR SENIOR PROSECUTOR 4*

WHEREAS, Human Resources has completed a review and point factor of the proposed Senior Prosecutor 4 classification

WHEREAS, it is the intent of Lane County to properly classify positions with regard to duties and compensation; and

WHEREAS, changes to the classification and compensation plans require board approval; and


IT IS NOW HEREBY ORDERED that there be created the new classification of Senior Prosecutor 4:

Senior Prosecutor 4

Range 60 (\$82,264-\$114,067)

DATED this 24th day of August 2005.

Anna Morrison, Chair
Lane County Board of Commissioners

APPROVED AS TO FORM
Date 8/9/05 Lane County

OFFICE OF LEGAL COUNSEL

SENIOR PROSECUTOR 4

DEFINITION

This is the highest prosecutor level in the Senior Prosecutor series in the District Attorney's office. The Senior Prosecutor 4 serves at the will of the District Attorney. Incumbents of the position are responsible for performing the most difficult and responsible types of complex legal duties, including death penalty and capital cases, providing counsel to the District Attorney and operational direction to professional staff on the most complex and sensitive issues and projects.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the District Attorney or Chief Deputy District Attorney.

May exercise direct supervision over staff, as delegated by the District Attorney or Chief Deputy District Attorney.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Presents complex cases to the Grand Jury.

Prepares, evaluates, and prosecutes a variety of complex, highly publicized cases on behalf of the state.

May assist the District Attorney in the preparation of the department budget. As directed, represents the District Attorney before boards and committees in matters pertaining to revenue enhancement for public safety, and department budget matters.

May represent the District Attorney in matters pertaining to contract negotiation activities and other relevant labor relations issues.

May review and update criminal case evaluation and prosecution practices and procedures. Maintains standards for providing legal advice to law enforcement agencies.

May monitor and evaluate current procedures to formulate proposals for policy revisions. Assists in the development, recommendation and implementation of new policies, procedures and programs.

Provides guidance to attorneys regarding legal strategies. Assists the courts, deputies, defense attorneys, police agencies, and citizens with resolution of issues or problems.

May represent the District Attorney or Chief Deputy District Attorney in matters relating to hiring, evaluation, termination and discipline of staff, subject to their direction. Plans, prioritizes, assigns, supervises, and reviews the work of the trial team staff.

EXAMPLES OF DUTIES (con't)

May represent the District Attorney in meetings within Lane County management, and local law enforcement agencies. Participates on relevant committees.

Researches and drafts legal opinions and memoranda in response to defense motions. Initiates motions on behalf of the state.

In the absence of the Chief Deputy District Attorney, may serve in this capacity.

Other duties as assigned by the District Attorney or Chief Deputy District Attorney.

MINIMUM QUALIFICATIONS

Knowledge of:

Applicable laws, ordinances, basic supervisory practices, and departmental policies and procedures.

Principles and practices of investigation and criminal law.

Principles and practices of negotiation and conflict resolution.

Judicial procedure and rules of evidence.

Statutes, rules and case law relating to grand jury proceedings.

Basic principles and practices of budget administration.

Modern office procedures, methods and computer equipment.

Principles and practices of supervision, training and personnel management and performance evaluation.

Ability to:

Provide leadership and coordination in developing solutions and recommending strategies on complex issues.

Plan, organize and complete a variety of projects.

Organize, interpret and apply complex legal principles.

Analyze and understand applicable facts, evidence and precedents.

LANE COUNTY
Senior Prosecutor 4 (Continued)

Ability to: (con't)

Properly interpret, evaluate and make decisions in accordance with the law.

Conduct research on complex legal problems.

Write complex legal papers and reports, and set forth findings of facts and decisions in concise written form.

Present cases in the courtroom skillfully.

Establish and maintain effective working relationships with those contacted in the course of the work.

Experience and Training:

Training:

A Juris Doctorate from an accredited law school.

Experience:

Ten years of legal experience as a prosecuting attorney working in a court of general jurisdiction including at least two years of experience prosecuting complex criminal cases and previous supervisory experience.

Special Requirements:

Member of the Oregon State Bar at the time of appointment. Must possess a valid Oregon Driver's License while employed by Lane County.