



Agenda Submittal

Agenda #: **Status:** Agenda Ready
Type: CSC-Document **Department:** Civil Service Commission
File #: CSC 19-0006 **Contact:** Marc Fox, 784-2552
Agenda date: 2/6/2019 **Final action:**
Title: Amend and retitle the classification of Investigative Assistant - District Attorney

Governing body: Civil Service Commission

District:

Attachments: 1. A - Investigative Assistant Final, 2. B - Investigative Assistant Add_Delete

Date	Ver.	Action By	Action	Result
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HUMAN RESOURCES' RECOMMENDATION

The Director of Human Resources recommends the Civil Service Commission amend and retitle the classification of Investigative Assistant - District Attorney to Investigative Assistant.

SUMMARY

The classification of Investigative Assistant - District Attorney is a classification which, until this point, has been limited to performing those duties in support of District Attorney Investigators. The proposed amendments to the classification specification retitle the specification, and make other, non-substantive changes, that would enable other departments the ability to utilize the classification.

DISCUSSION

The classification of Investigative Assistant - District Attorney is a classification was created in June 1994 and revised in November 2002. Due to the classification title and duties limiting its use, the Investigative Assistant - District Attorney classification could only be used to support investigators in the District Attorney's Office.

Within Solano County, there are presently investigator classes in the Health and Social Services Department and the Public Defender's Office. The proposed changes would provide the County greater flexibility in utilizing this classification to support investigators in other Departments. The primary changes to the classification specification include removing reference to the District Attorney, and adding in the administrative hearing processes which are found in the Welfare Fraud Division within Health and Social Services.

Copies of the proposed classification description showing the amended text ("add/delete version") and a final proposed version are attached.

ALTERNATIVES

The Civil Service Commission could opt to not approve the proposed amended classification specification; however, this is not recommended as the updated classification will provide greater flexibility to the County in accomplishing its objectives.

OTHER AGENCY INVOLVEMENT

The Investigative Assistant - District Attorney is a represented classification of Bargaining Unit 7, SEIU. The Union was provided the opportunity but did not request to meet and confer. Human Resources also received comment from both the Public Defender's Office as well as the Special Investigations Bureau of the Department of Health and Social Services.