

City and County of San Francisco
Carol Isen
Human Resources Director



Department of Human Resources
Connecting People with Purpose
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**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: January 25, 2023

Re: **Notice of Proposed Classification Actions – Final Notice No. 10 FY 2022/2023
(copy attached).**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective January 25, 2023.

Carol Isen
Human Resources Director

by: _____

Claire McCaleb
Acting Classification and Compensation Director
Human Resources

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
Carol Isen, DHR
Sandra Eng, CSC
Erik Rapoport, SFERS
Theresa Kao, Controller/ Budget Division
E-File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Public Defender's Investigator
Job Code: 8142**

DEFINITION

Under general supervision, performs responsible investigative work in connection with criminal and juvenile complaints and offenses under the jurisdiction of the Public Defender's Office; and assists in the preparation and defense of criminal cases in the Superior Court.

Requires responsibility for interpreting and carrying out existing methods and procedures relating to investigative activities of the public defender's office; making responsible contacts with law enforcement officials, outside agencies and organizations; other departmental officials and the general public in connection with investigative activities; gathering, preparing and maintaining important investigation records.

DISTINGUISHING FEATURES

This is the journey level code in the series. Job code 8142 is distinguished from job code 8143 Senior Public Investigator in that the latter may supervise and review the work of the former.

SUPERVISION EXERCISED

None

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. Conducts investigations of a wide variety of criminal cases to provide support for legal defense in fraud, homicide, other felonies and misdemeanor charges; reviews documents in criminal and juvenile cases and identifies, evaluates and collects information, data and evidence. Visits scenes, develops leads, contacts and sources of information, interviews witnesses, victims, law enforcement officials, representatives of agencies and other particulars to gather statements and information on events surrounding cases; this includes visiting and interviewing patients, mentally ill clients, doctors and members of the family; and serves subpoenas.
2. Collects and evaluates physical and material evidence and discusses findings with attorneys to determine crime connection and admissibility in trial; takes photographs and measurements, locates witnesses, conducts background investigations and uncovers inconsistencies during the course of the investigation; testifies in court on matters regarding evidence and investigative findings.
3. Maintains complete records of investigative activities; this includes the contacts made, findings of evidence, collected statements, description of scenes, analysis of cases and other information relevant to the defense; and prepares investigative reports.
4. Performs related duties as required.

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Public Defender's Investigator
Job Code: 8142**

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: applicable laws and legal techniques, principles and procedures used in conducting criminal defense investigations, and understanding and working with attorneys to understand the elements of and defenses to crimes as they relate to each particular case;

Ability or Skill to: review and analyze discovery in criminal and juvenile cases; identify, evaluate and collect information, data and evidence in the course of investigations; exercise discretion, independent judgment, critical thinking and problem solve in a timely and efficient manner; detect and uncover discrepancies and inconsistencies; prioritize work by planning and organizing multiple work assignment; work effectively and reliably in teams with attorneys, paralegals, other investigators, experts, and department support staff; establish rapport, and interact professionally; verbally communicate clearly and accurately with diverse groups of people, including clients, clients' families, attorneys, department support staff, field contacts, institutional contacts, court personnel, law enforcement personnel, witnesses and the general public; communicate and express ideas in writing; use a working knowledge of vocabulary and grammar; prepare correspondence and reports in a clear understandable manner; promote, establish and maintain a cooperative relationship with individuals, groups, officials, representatives and general public; interact tactfully, courteously and diplomatically with others; work effectively in an objective and impartial manner; with cultural sensitivity to various groups of people.

Skill to: operate a motor vehicle and operate/ learn to operate computer equipment, electronic devices and investigation related equipment.

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.

One (1) year (2,000 hours) of verifiable experience as a public defender's investigator, a licensed private investigator, or experience performing investigative work in a professional field, such as law, social justice, media/journalism, public health/welfare, human/civil rights, education, social sciences, public policy, or non-profit work; OR

Possession of a baccalaureate degree from an accredited college or university.

License and Certification:

Possession of a valid CA driver's license.

Substitution:

One (1) year (2,000 hours) of verifiable investigator training may substitute for the one (1) year of required experience.

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Job Code: 8142**

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 5/10/62

AMENDED DATE: 8/2/76; 8/29/01; 10/24/13; 1/25/23

REASON FOR AMENDMENT: *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN SFCCD SFMTA SFUSD

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Senior Public Defender's Investigator
Job Code: 8143**

DEFINITION

Under direction, performs highly confidential and responsible investigative work in connection with criminal complaints and offenses under the jurisdiction of the Public Defender's Office; supervises and reviews the work of subordinate investigators. In absence of unit supervisor, performs administrative work, including the assigning of cases.

DISTINGUISHING FEATURES

This is the supervisory level code in the series. Job code 8143 is distinguished from job code 8142 Public Investigator in that the latter performs journey level investigative work and receives supervision from the former.

SUPERVISION EXERCISED

First level supervision of investigators.

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. Supervises investigators performing investigative work on criminal cases under the jurisdiction of the Public Defender's Office; advises and assists investigators with difficult and complex investigative assignments.
2. Assists defense attorneys by participating in special investigations connected with serious criminal cases before the superior and municipal courts; gathers and preserves evidence.
3. Reviews policies and procedures with the public defender and informs members of the investigative staff of any changes in policies and procedures..
4. Participates in investigations involving mental health and juvenile division; may visit medical personnel, members of families and witnesses connected with a case, as needed.
5. Serves subpoenas when required.
6. May prepare diagrams and photographs of the scene of the crime; obtains medical records from the Coroner, hospitals and other sources, and business records as necessary.
7. Maintains records on all investigations; this includes the contacts made, findings of evidence, collected statements, description of scenes, analysis of cases and other information relevant to the defense; prepares investigative reports.
8. In absence of unit supervisor, performs administrative work in the unit; assigns cases.
9. Performs related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Knowledge of penal codes, welfare and institutional codes, and court procedures in order to ascertain investigative needs; conducting investigations for the most serious

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offenses including homicide, three-strike law, and other life term sentences; computer skills such as Word.

Ability or Skill to: analyze and evaluate data collected in the course of investigations; interact and communicate orally in a courteous and effective manner with law enforcement officials and members of the public;; communicate effectively in writing, including preparation of records and reports; plan, organize, assign and review the work of other investigative personnel including the preparation of records and reports.

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.

1. Three (3) years (6,000 hours) of verifiable experience as a public defender's investigator, a licensed private investigator, or experience performing investigative work in a professional field, such as law, social justice, media/journalism, public health/welfare, human/civil rights, education, social sciences, public policy, or non-profit work; AND possession of a baccalaureate degree from an accredited college or university;

OR

2. Four (4) years (8,000 hours) of verifiable experience as a public defender's investigator, a licensed private investigator, or experience performing investigative work in a professional field, such as law, social justice, media/journalism, public health/welfare, human/civil rights, education, social sciences, public policy, or non-profit work.

License and Certification:

Possession of a valid CA driver's license

Substitution:

One (1) year (2,000 hours) of verifiable investigator training may substitute for one (1) year of the required experience.

SUPPLEMENTAL INFORMATION

Essential duties require the following physical skills and work environment: requires considerable amount of climbing stairs and walking.

PROMOTIVE LINES

ORIGINATION DATE: 9/11/72

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Senior Public Defender's Investigator
Job Code: 8143**

AMENDED DATE: 8/2/76; 8/29/01; 1/25/23

REASON FOR AMENDMENT: *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN