



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: October 19, 2021

Title: Classification and Compensation Matters - New Job Classification

Introduction/Background:

A new job classification was requested by the Pima County Attorney's Office. This new job classification was requested to provide a supervisor level job classification for the Victim Services Division to improve operations and address the increased need for victim services provided by the Pima County Attorney's Office.

Discussion:

The addition of the new job classification will provide the Pima County Attorney's Office with increased ability to provide oversight and supervision of the Victim Advocate positions. The new job classification will also allow the department to recruit for candidates with the appropriate education and experience to perform the required duties and responsibilities.

Conclusion:

This proposed new Victim Advocate Specialist job classification will provide a more accurate description of work assigned to the position within the office and the requisite qualifications necessary to be successful in the position.

Recommendation:

It is recommended that the following job classification be approved for use within the County's Classification System: Class Code: 3152, Class Title: Victim Advocate Specialist, Salary Grade 51, Salary Range: \$48,464 - \$72,821, EEO Code 2 (Professional), FLSA Exempt (not paid overtime).

Fiscal Impact:

The creation of this new job classification has no immediate cost impact to the County as any additional costs incurred in hiring positions allocated to this job classification will be borne by the department from within its current budget. Cost impact in future budget years will be planned for by the department through the County's normal budget process.

Board of Supervisor District:

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ All

Department: Human Resources

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Contact: Cathy Bohland

Telephone: 724-8672

Department Director Signature/Date:

[Signature] 10/6/2021

Deputy County Administrator Signature/Date:

[Signature] 10/6/2021

County Administrator Signature/Date:

C. Duckert 10/6/21

Code: 3152

Title: VICTIM ADVOCATE SPECIALIST-COUNTY ATTORNEY'S OFFICE

SUMMARY: Supervises and participates in the work of Victim Advocates in daily operational activities involved with providing professional crisis intervention services to crime victims and witnesses for the Pima County Attorney's Office.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Participates in, and supervises staff and volunteers, providing crisis intervention services to victims and witnesses;

Provides information and advises victims of their statutory rights and protections within the criminal justice system according to Arizona Victims' Rights Laws;

Interprets, recommends, drafts, and implements policies or procedures related to crime victim advocacy;

Researches, determines and refers appropriate community resources to assist victims and witnesses;

Provides analysis and reporting on related topics and creates periodical reports based on statistical information as appropriate;

Develops and delivers training to volunteers, law enforcement, social service agencies and the public regarding crisis intervention and crime victim issues;

Performs community outreach by attending meetings and seminars to address community organizations and educates the community on the mission and work of the Victim Services Program;

Supervises, trains and evaluates Victim Advocates and volunteers;

Organizes and coordinates special projects, events or trainings;

Maintains appropriate security and confidentiality for information created or encountered in the performance of assigned duties;

Develops and maintains sound working relationships with county attorney staff as well as personnel from law enforcement, medical and social services agencies;

Carries a felony and/or misdemeanor case load;

Participates in staff meetings and ongoing training.

KNOWLEDGE & SKILLS:

Knowledge of:

- criminal law and procedure and its application to crime victims;
- criminal justice and case management systems operations and functions;
- relevant federal and state laws, rules, policies and procedures;
- writing procedures and work instructions;
- crime victims' rights and crisis intervention;
- available community resources for social, medical and economic purposes.

Skill in:

- supervising and evaluating assigned staff;
- utilizing the current crisis intervention model with victims;
- dealing with the public in highly stressful situations;
- working with clients and relaying empathy while providing information and support;
- maintaining the confidentiality of clients;
- preparing and delivering training to staff, volunteers and other personnel;

- working quickly and calmly in emergencies;
- working independently and applying good judgment, problem solving and resolution techniques in crisis situations;
- working with individuals from diverse backgrounds;
- communicating effectively both verbally and in writing;
- establishing and maintaining effective working relationships with internal divisions and various organizations and agencies.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in social or behavioral science or a closely related field as determined by the appointing authority at the time of recruitment and three years of experience as a Victim Advocate.

(One calendar year of experience in the Pima County Victim Witness Volunteer Program encompassing a minimum of 240 volunteer hours, will satisfy one of year experience as a Victim Advocate.)

(Additional relevant education from an accredited college or university or experience may be substituted for any or all of the aforementioned education or experience.)

OTHER REQUIREMENTS:

Licenses and Certificates: All positions require a valid Arizona Class D driver license at the time of application. Failure to maintain the required licensure shall be grounds for termination.

Special Notice Items: All applicants must pass a criminal history background investigation prior to appointment. Some positions may require bilingual incumbents (English/Spanish) as determined by the appointing authority at the time of recruitment.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.