



**Dallas County**  
Office of Budget and Evaluation

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April 23, 2015

**To:** Commissioners Court

**Through:** Ryan Brown, Budget Officer

**From:** Alejandro Moreno, Budget and Policy Analyst

**Subject:** Alternative Dispute Resolution FY2016 Budget Recommendations

**BACKGROUND**

During the FY2016 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2016 Budget. As such, the Alternative Dispute Resolution office submitted the following requests:

1. New Space to house the ADR office/Mediation Space
  - a. The ADR office is requesting a new administrative and mediation space. The use of the rooms was not a permanent solution, but only a temporary one when the center was established. The mediators need a separate space to draft mediation settlement agreements, review case information, and ask staff questions without disturbing everyone in the office.
2. Workstation for Grade 8 position
  - a. The ADR office is requesting new furniture for one Grade 8 position due to crowding and less efficient use of workspace. The new furniture will reduce overcrowding in the office with a better layout. The workstation includes various pieces of furniture. One Return 36x24, one Return 48x24, one Ext corner back panel, one storage cabinet, one pedestal, one chair, two flat brackets, and one 360-degree swivel CPU holder.

**FINANCIAL IMPACT**

1. The estimated cost of new office space is currently not available.
2. The estimated one time cost of one Return 36x24 is \$157.  
The estimated one time cost of one Return 48x24 is \$202.  
The estimated one time cost of one Ext corner back panel is \$332.  
The estimated one time cost of one storage cabinet is \$291.  
The estimated one time cost of one pedestal is \$287.  
The estimated one time cost of one chair is \$292.  
The estimated cost of two flat brackets is \$21 each for a total of \$42.  
The estimated cost of one 360-degree swivel CPU holder is \$86.



### **RECOMMENDATION**

The Office of Budget and Evaluation recommends:

1. The request for new Office Space/Mediation Space has been sent to the Open Space Committee for review.
2. Purchasing the workstation for the Grade 8 position.

These recommendations from the Budget Office (does not include anything that was sent to another department for review) come with a one-time cost of \$1,689.

# PROGRAM IMPROVEMENT REQUEST

## CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

<b>Department</b>	Alternative Dispute Resolution	<b>Budget No</b>
<b>Brief Title of PIR</b>	New Office/Mediation Space	
<b>Estimated Cost</b>	Not known	<b>Department Priority</b>

**Brief Summary of Request**

Requesting new space to house the ADR Office/Dallas County Dispute Resolution Center (DCDRC).

**Discussion of Need**

The Dallas County Dispute Resolution Center (DCDRC) is currently in need of new administrative and mediation space. The current space was donated by two District Judges and two Associate Judges with the goal of having space built out for the program. The use of these rooms was not a permanent solution, but only a temporary one when the Center was established in 2012. Also, the number of mediations being conducted at times will supersede the DCDRC's current accommodations of two large mediation rooms and 2 caucus rooms. The lack of space for a new employee and a workspace for the volunteer mediators only compound our space issues. The mediators need a separate space to draft mediated settlement agreements, review case information, and ask staff questions without disturbing everyone in the office.

**Staff Review and Comment**

**Form G**
**FY2016**

# PROGRAM IMPROVEMENT REQUEST

## CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

<b>Department</b>	Alternative Dispute Resolution	<b>Budget No</b>
<b>Brief Title of PIR</b>	New Office Furniture For Grade 8	
<b>Estimated Cost</b>	\$1,684.31	<b>Department Priority</b>

**Brief Summary of Request**

Requesting new office furniture for the Grade 8 position in the ADR Office/Dallas County Dispute Resolution Center (DCDRC).

**Discussion of Need**

The Dallas County Dispute Resolution Center (DCDRC) is currently in need of new office furniture for the Grade 8 position. New furniture was never purchased for the position and now that another staff person has been hired, there is crowding and a less efficient use of the workspace. The purchase of a new workstation and furniture will reduce overcrowding in the office with a better layout. It will also enhance productivity due to a more efficient use of space and increase employee satisfaction.

**Staff Review and Comment**

**Form G**
**FY2016**



**Dallas County**  
Office of Budget and Evaluation

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April 23, 2015

**To:** Commissioners Court

**Through:** Ryan Brown, Budget Officer

**From:** Alejandro Moreno, Budget and Policy Analyst

**Subject:** Civil District Courts FY2016 Budget Recommendations

**BACKGROUND**

During the FY2016 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2016 Budget. As such, the Civil District Courts submitted the following requests:

1. Court Reporting/Dictation Equipment
  - a. The 101<sup>st</sup> Civil District Court is requesting Dictation equipment for the Court Reporter. Equipment includes the Court Reporter package, lanier advocate V recorder, lanier advocate V transcriber, MP510 Headset, LX-055 Foot Control, and the Omni/Uni-directional Microphone.
2. Conference table
  - a. The 101<sup>st</sup> Civil District Court is requesting one conference table.
3. Filing Cabinet
  - a. The 101<sup>st</sup> Civil District Court is requesting one filing cabinet.
4. Bookcase
  - a. The 101<sup>st</sup> Civil District Court is requesting 4 bookcases.
5. Printer
  - a. The 101<sup>st</sup> Civil District Court is requesting 2 printers. One printer belonging to the Court Coordinator needs to be replaced due to the printer not working properly. The printer being requested is an HP AIO LaserJet 4250N. One printer belonging to the Judge needs to be replaced due to continuous jamming issues.
6. Shredder
  - a. The 101<sup>st</sup> Civil District Court is requesting one shredder due to necessity of shredding sensitive documents.

**FINANCIAL IMPACT**

1. The estimated one time cost of one Court Reporter package is \$3,600, one lanier advocate V recorder is \$2,400, one lanier advocate V transcriber is \$1,600, one MP510 Headset is \$80, one LX-055 Foot Control is \$120, and one Omni/Uni-directional Microphone is \$120. The total cost of the Court Reporting/Dictation Equipment comes to \$7,920.

2. The estimated one time cost of one conference table is \$525.
3. The estimated one time cost of one filing cabinet is \$200.
4. The estimated one time cost of 4 bookcases at \$304 each is \$1,216.
5. The estimated one time cost of 2 printers at \$300 each is \$600.
6. The estimated one time cost of one shredder is \$607.

### **RECOMMENDATION**

The Office of Budget and Evaluation recommends:

1. Purchasing the Court Reporting/Dictation Equipment as outlined in 1.a.
2. Purchasing one conference table
3. Purchasing one filing cabinet
4. Purchasing 2 bookcases
5. The request for two printers has been sent to the I.T. department for review.
6. The request for one shredder was reviewed and recommended by Records Management during the 2015 Fiscal Year.

These recommendations from the Budget Office (does not include anything that was sent to another department for review) come with a one-time cost of \$9,253.

# PROGRAM IMPROVEMENT REQUEST

## CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	4130	Budget No	
Brief Title of PIR			
Estimated Cost		Department Priority	
<b>Brief Summary of Request</b> <p>             Court reporting/dictation equipment #1, page 35 \$7920.<sup>00</sup>              \$1500.<sup>00</sup> → office supplies &gt; please see attached Dec-FY-15 used in 3 months              Standard Desktop Computer → \$1025.<sup>00</sup> pg 39 Local &amp; Network medium              use → \$500.<sup>00</sup>              Reimbursements for Notary/Bonds Fees \$73.<sup>00</sup> → current Court              Coordinator is notary fun used for the last one that is no longer              here. \$200.<sup>00</sup> for spendable budget              Court Reporters Substitution → \$4186.<sup>80</sup> currently at end of              Dec '15 deficit.           </p>			
<b>Discussion of Need</b> <p style="font-size: 1.2em;">             Requesting reimbursement for funds used              to the majority of the budget within the              first three months causing insufficient              funds for the remaining 9 months.           </p>			
<b>Staff Review and Comment</b>			

Form G

FY2016



## PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

<b>Department</b>	<u>4130</u>	<b>Budget No.</b>	
<b>Title of PIR</b>		<b>Request Type</b>	
<b>PIR #</b>	(assigned by Data Services)	<b>Possible Funding Source</b>	
<b>Description of Need and Justification</b> <p><del>\$30000</del> → additional sub-courtouse/clinics.          We are planning to implement a Citizens Civil Academy, set to inform the public and raise awareness of what processes take place on the civil side of the courthouse</p>			
<b>Expected Benefits</b>			
<b>Department Head Signature</b>		<b>Priority</b>	
<b>Department Contact Person</b>		<b>Phone</b>	
<b>Received by Office of Budget and Evaluation</b>		<b>Rec'd by Data Services</b>	
<b>Scoring</b>			
Cost Savings		Improved Management Controls	
Cost Avoidance		Multi-Use Systems	
Legal Requirements		Cost Recapture	
Service to the Public		Critical System Upgrade	
<b>Form H</b>		<b>FY2016</b>	

## DALLAS COUNTY

## Monthly Analysis of Budgeted Operations

Current Period: DEC-FY-15

Fund=00120 (General Fund), Department=4130 (101st Civil District Court)

Account	Current Expenditures	Encumbrance	YTD Actual		PCT of Budget	YTD Budget	Remainder of Budget
			Plus Encumbrance				
SALARIES AND BENEFITS							
01010 Salaries - Official	\$1,384.62	\$0.00	\$3,669.24	0.20	\$18,000.00	\$14,330.76	
01020 Salaries - Assistant	5,082.94	0.00	13,433.48	0.26	52,136.00	38,702.52	
01040 Salaries - Court Reporters	7,571.08	0.00	20,009.28	0.20	98,425.00	78,415.72	
01111 FICA	849.34	0.00	2,245.17	0.21	10,451.00	8,205.83	
01112 Medicare	198.63	0.00	525.08	0.21	2,444.00	1,918.92	
01140 Insurance -Employer	1,324.46	0.00	3,509.82	0.14	25,500.00	21,990.18	
01150 Fringe Benefits Retirement-Emplo	1,614.44	0.00	4,267.87	0.22	19,384.00	15,116.13	
01190 Workers Compensation- County	19.66	0.00	51.97	n/m	0.00	(51.97)	
Total Salaries and Benefits	18,045.17	0.00	47,711.91	0.21	226,340.00	178,628.09	
OPERATING EXPENSES							
02155 Notary /Bonds Fees	\$73.00	\$0.00	\$73.00	1.00	\$73.00	\$0.00	
02160 Office Supplies	198.27	413.63	864.45	0.71	1,222.10	357.65	
02230 DDA - Spendable Balance	192.99	0.00	192.99	0.06	3,145.87	2,952.88	
02410 Substitute Court Reporters	0.00	0.00	4,986.80	2.49	2,000.00	(2,986.80)	
02640 Maintenance/Labor on Building/Of	0.00	0.00	44.88	n/m	0.00	(44.88)	
02950 Books & Supplements	0.00	0.54	172.52	0.05	3,659.52	3,487.00	
06180 Expenses -Visiting Judges & CT R	0.00	0.00	189.23	n/m	0.00	(189.23)	
Total Operating	464.26	414.17	6,523.87	0.65	10,100.49	3,576.62	
Grand Total	18,509.43	414.17	54,235.78	0.23	236,440.49	182,204.71	



## DALLAS COUNTY

## Monthly Analysis of Budgeted Operations

Current Period: NOV-FY-15

Fund=00120 (General Fund), Department=4130 (101st Civil District Court)

Account	Current Expenditures	Encumbrance	YTD Actual Plus Encumbrance	PCT of Budget	YTD Budget	Remainder of Budget
<b>SALARIES AND BENEFITS</b>						
01010 Salaries - Official	\$1,384.62	\$0.00	\$2,284.62	0.13	\$18,000.00	\$15,715.38
01020 Salaries - Assistant	5,082.94	0.00	8,350.54	0.16	52,136.00	43,785.46
01040 Salaries - Court Reporters	7,571.08	0.00	12,438.20	0.13	98,425.00	85,986.80
01111 FICA	849.36	0.00	1,395.83	0.13	10,451.00	9,055.17
01112 Medicare	198.64	0.00	326.45	0.13	2,444.00	2,117.55
01140 Insurance -Employer	1,324.46	0.00	2,185.36	0.09	25,500.00	23,314.64
01150 Fringe Benefits Retirement-Emplo	1,614.44	0.00	2,653.43	0.14	19,384.00	16,730.57
01190 Workers Compensation- County	19.66	0.00	32.31	n/m	0.00	(32.31)
Total Salaries and Benefits	18,045.20	0.00	29,666.74	0.13	226,340.00	196,673.26
<b>OPERATING EXPENSES</b>						
02155 Notary /Bonds Fees	\$0.00	\$73.00	\$73.00	1.00	\$73.00	\$0.00
02160 Office Supplies	252.55	569.40	821.95	0.67	1,222.10	400.15
02230 DDA - Spendable Balance	0.00	0.00	0.00		3,145.87	3,145.87
02410 Substitute Court Reporters	0.00	0.00	4,986.80	2.49	2,000.00	(2,986.80)
02640 Maintenance/Labor on Building/Of	44.88	0.00	44.88	n/m	0.00	(44.88)
02950 Books & Supplements	171.98	0.52	172.50	0.05	3,659.52	3,487.02
06180 Expenses -Visiting Judges & CT R	189.23	0.00	189.23	n/m	0.00	(189.23)
Total Operating	658.64	642.92	6,288.36	0.62	10,100.49	3,812.13
Grand Total	18,703.84	642.92	35,955.10	0.15	236,440.49	200,485.39

What Books?

## DALLAS COUNTY

## Monthly Analysis of Budgeted Operations

Current Period: OCT-FY-15

Fund=00120 (General Fund), Department=4130 (101st Civil District Court)

Account	Current Expenditures	Encumbrance	YTD Actual Plus Encumbrance	PCT of Budget	YTD Budget	Remainder of Budget
<b>SALARIES AND BENEFITS</b>						
01010 Salaries - Official	\$900.00	\$0.00	\$900.00	0.05	\$18,000.00	\$17,100.00
01020 Salaries - Assistant	3,267.60	0.00	3,267.60	0.06	52,136.00	48,868.40
01040 Salaries - Court Reporters	4,867.12	0.00	4,867.12	0.05	98,425.00	93,557.88
01111 FICA	546.47	0.00	546.47	0.05	10,451.00	9,904.53
01112 Medicare	127.81	0.00	127.81	0.05	2,444.00	2,316.19
01140 Insurance -Employer	860.90	0.00	860.90	0.03	25,500.00	24,639.10
01150 Fringe Benefits Retirement-Emplo	1,038.99	0.00	1,038.99	0.05	19,384.00	18,345.01
01190 Workers Compensation- County	12.65	0.00	12.65	n/m	0.00	(12.65)
Total Salaries and Benefits	11,621.54	0.00	11,621.54	0.05	226,340.00	214,718.46
<b>OPERATING EXPENSES</b>						
02155 Notary /Bonds Fees	\$0.00	\$73.00	\$73.00	1.00	\$73.00	\$0.00
02160 Office Supplies	0.00	752.55	752.55	0.62	1,222.10	469.55
02230 DDA - Spendable Balance	0.00	0.00	0.00		1,200.00	1,200.00
02410 Substitute Court Reporters	4,986.80	0.00	4,986.80	2.49	2,000.00	(2,986.80)
02640 Maintenance/Labor on Building/Of	0.00	44.88	44.88	n/m	0.00	(44.88)
02950 Books & Supplements	0.00	172.52	172.52	0.05	3,659.52	3,487.00
Total Operating	4,986.80	1,042.95	6,029.75	0.74	8,154.62	2,124.87
Grand Total	16,608.34	1,042.95	17,651.29	0.08	234,494.62	216,843.33

## DALLAS COUNTY

## Monthly Analysis of Budgeted Operations

Current Period: OCT-FY-14

Fund=00120 (General Fund), Department=4130 (101st Civil District Court)

Account	Current		YTD Actual	PCT of		Remainder of
	Expenditures	Encumbrance	Plus Encumbrance	Budget	YTD Budget	Budget
SALARIES AND BENEFITS						
01010 Salaries - Official	\$969.23	\$0.00	\$969.23	0.05	\$18,000.00	\$17,030.77
01020 Salaries - Assistant	2,658.60	0.00	2,658.60	0.05	49,652.00	46,993.40
01040 Salaries - Court Reporters	5,019.11	0.00	5,019.11	0.05	93,737.00	88,717.89
01111 FICA	518.17	0.00	518.17	0.05	10,006.00	9,487.83
01112 Medicare	121.18	0.00	121.18	0.05	2,340.00	2,218.82
01140 Insurance -Employer	808.16	0.00	808.16	0.03	25,500.00	24,691.84
01150 Fringe Benefits Retirement-Emplo	933.87	0.00	933.87	0.05	18,398.00	17,464.13
01190 Workers Compensation- County	12.11	0.00	12.11	n/m	0.00	(12.11)
Total Salaries and Benefits	11,040.43	0.00	11,040.43	0.05	217,633.00	206,592.57
OPERATING EXPENSES						
02160 Office Supplies	\$401.77	\$558.14	\$959.91	0.58	\$1,659.91	\$700.00
02230 DDA - Spendable Balance	0.00	0.00	0.00		1,200.00	1,200.00
02410 Substitute Court Reporters	3,878.20	0.00	3,878.20	1.55	2,500.00	(1,378.20)
02640 Maintenance/Labor on Building/Of	0.00	44.88	44.88	n/m	0.00	(44.88)
02950 Books & Supplements	0.00	519.06	519.06	0.16	3,286.06	2,767.00
Total Operating	4,279.97	1,122.08	5,402.05	0.62	8,645.97	3,243.92
Grand Total	15,320.40	1,122.08	16,442.48	0.07	226,278.97	209,836.49

# PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

<b>Department</b>	<u>4130</u>	<b>Budget No.</b>	
<b>Title of PIR</b>		<b>Request Type</b>	
<b>PIR #</b>		(assigned by Data Services)	<b>Possible Funding Source</b>

**Description of Need and Justification**

**Expected Benefits** ~~\$1500.00~~ + ~~1500.00~~ = ~~3000.00~~

we would like to request these funds to equipt the bench, chambers, and offices w/ the necessary hard/software needs to speed up our systems and programs we are implementing in our court at this point we are bout 25% operational of where we would like to be.

<b>Department Head Signature</b>	<b>Priority</b>
<b>Department Contact Person</b>	<b>Phone</b>
<b>Received by Office of Budget and Evaluation</b>	<b>Rec'd by Data Services</b>

**Scoring**

<b>Cost Savings</b> _____  <b>Cost Avoidance</b> _____ <b>Legal Requirements</b> _____ <b>Service to the Public</b> _____	<b>Improved Management Controls</b> _____ <b>Multi-Use Systems</b> _____ <b>Cost Recapture</b> _____ <b>Critical System Upgrade</b> _____
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**Form H**
**FY2016**



# PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	4130	Budget No	
Brief Title of PIR			
Estimated Cost		Department Priority	
<b>Brief Summary of Request</b> <p>Our court <del>needs</del> would like to request \$5000<sup>00</sup> for furniture and fixtures for our chambers. This money will be used for desk and shelving things of that nature. We have the bare minimum as everything was take from the offices.</p>			
<b>Discussion of Need</b> <p>Our Chambers is in need for fixtures and furniture to use in daily operations. We have not had enough furniture for our offices to even work as for the basic staff. We also have nothing for interns / law clerks to work from. This also affects of daily operations as we don't have enough equipment / furniture for workspace.</p>			
<b>Staff Review and Comment</b> <div style="height: 150px; border: 1px solid black; margin-top: 10px;"></div>			

Form G

FY2016

# REQUEST FOR PROFESSIONAL SERVICES

Department

4130

Budget No.

expense code  
05590

Pay To	Description of Services	FY2015 Budget	FY2016 Amount Requested
	We are requesting budgeting for this service because of the lack there of of cleaning with the current contract. Since having a professional service come to clean our office space upon moving in countless number of D.C. employees and the cleaning service have requested information on materials used by the cleaners we use. The head of the department also inquired. We believe this is a necessity.	<del>\$1800</del> <sup>00</sup>	<del>\$1800</del> <sup>00</sup>

Process Improvement Consulting Request

FORM C

FY 2016

# REPLACEMENT EQUIPMENT REQUEST

Department <u>4130</u>			Budget No. _____		
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	Hp laser Jet 4250n	8+		\$300 <sup>00</sup>	had numerous calls to helpdesk for repairs cycle power to get it to work
2	Sudges printer	8+		\$300 <sup>00</sup>	had numerous calls to helpdesk for repairs constantly jams
3	gray filing cabinet	8+		\$200 <sup>00</sup>	very old used for storage 2 Sudges ago filled w/ files broken
4	Bookcase	8+		\$304	shelves broken
5	Book case	8+		\$304	shelves broken
6	Book case	8+		\$304	shelves broken
7	Bookcase	8+		\$304	shelves broken
8	conference Table	none existing		<del>\$2000</del> \$525	missing.
9	Shredder	none existing		\$607	missing
10					

**Form D**

## LONG TERM CAPITAL NEEDS PREVIEW

<b>Department</b>	<u>4/30</u>	<b>Budget No.</b>
<b>Brief Title</b>	<u>Civilian Budget</u>	
<b>Estimated Cost</b>	<u></u>	

**Discussion of Need and Time Constraint**

We have two gift and tokens we are implementing in our court to supplement the Civil Academy to Judge is instituting at the end of this year. We would like to request and the very minimum a \$800<sup>00</sup>/per year subsidy to add value to the jurors are marriages we perform in our court. We are trying to implement these procedures as a way to peak the interest of our civil servants and change the outlook on the courts as they are now. By doing this we are fully assured of the recognition to the civil courts in Dallas County will be noticed and knowledge of what we do and stand for will be known.

**Estimated Impact on Future Operating Budgets**

\$800<sup>00</sup>/year





## DALLAS COUNTY OFFICE OF BUDGET AND EVALUATION

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June 4, 2015

TO: Commissioners Court

THROUGH: Ryan Brown, Budget Officer

FROM: Erica Terrazas, Budget and Policy Analyst

SUBJECT: Constables PIR Analysis – FY2016

### **BACKGROUND**

During the FY2016 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2016 Budget. The following Constable Offices have submitted the following requests:

1. Constable Precinct 1 – no requests
2. Constable Precinct 2
  - a. Three (3) new vests for new employees @ \$475, total \$1,425
  - b. Replacement of 27 bulletproof vest covers @ \$54, total \$1,458
  - c. Replacement of five (5) vehicles for 2-wheel drive SUV @ \$32,595, total \$162,975
  - d. Replacement of 11 vehicle cameras @ \$4,800, total \$52,800
  - e. Replacement of one (1) Lidar @ \$2,595
  - f. Replacement of one (1) 2404CC Shredder @ \$859
  - g. Replacement of one (1) 2260CC Shredder @ \$380
  - h. Replacement of 12 Deputy Chairs @ \$245, total \$2,940
  - i. Replacement of 3 Executive Chairs @ \$628, total 1,884
  - j. Replacement of three (3) credenzas @ \$642, total \$1,926
  - k. Replacement of one (1) Administrative Double Pedestal Desk @ \$745
  - l. Replacement of two (2) Executive High Back chairs @ \$245, total \$490
  - m. Replacement of two (2) Bookcases @ \$362, total \$724
  - n. Twelve (12) Tasers and holsters @ \$600, total \$7,200
  - o. Twelve (12) Body Cameras @ \$900, total \$10,800
3. Constable Precinct 3
  - a. Replacement of one printer used by Clerks – Price to be determined
4. Constable Precinct 4 – no requests
5. Constable Precinct 5
  - a. One (1) Clerk II, Grade 6 dedicated to Warrants, \$45,173 salary and benefits plus \$4,000 in equipment and additional security measures
  - b. Replacement of one (1) Fax Machine, @ \$1,117
  - c. Replacement of one (1) Printer @ \$1,500
  - d. Capital Request – addition of a security window for Office of Chief Deputy – Cost NA

## **OPERATIONAL IMPACTS/CONSIDERATIONS**

Dallas County no longer replaces traffic enforcement equipment for Constable Offices now that the Constable Traffic Division is no longer in operation. The purchase of traffic enforcement equipment may come from Constable Offices' forfeiture budgets at their discretion.

The purchase of body cameras and tasers for Constable Offices are not policy approved General Fund expenditures.

The Office of Budget and Evaluation staffs Constable Offices according to paper service and does not add clerical staffing outside of the approved formulas at this time. Due to the Sheriff Civil Division being dissolved, OBE will review paper service in January 2016 to assess possible staffing needs.

## **RECOMMENDATION**

The Office of Budget and Evaluation recommends the following:

### Constable Precinct 2

1. Three (3) new vests for new employees @ \$475, total \$1,425
2. Replacement of 14 bulletproof vest covers @ \$54, total \$756
3. Review by Auto Service for the replacement of five (5) vehicles
4. Review by Records Management for the replacement of one (1) 2404CC Shredder
5. Review by Records Management for the replacement of one (1) 2260CC Shredder
6. Replacement of 12 Deputy Chairs @ \$245, total \$2,940
7. Replacement of 3 Executive Chairs @ \$628, total \$1,884
8. Replacement of three (3) credenzas @ \$642, total \$1,926
9. Replacement of one (1) Administrative Double Pedestal Desk @ \$745
10. Replacement of two (2) Executive High Back chairs @ \$245, total \$490
11. Replacement of two (2) Bookcases @ \$362, total \$724

### Constable Precinct 3

1. Review by IT for the replacement of one (1) Printer

### Constable Precinct 5

2. Review by Records Management for the replacement of one (1) Fax Machine
3. Review by IT for the replacement of one (1) Printer
4. Review by Facilities for the Capital Request of the addition of a security window for Office of Chief Deputy – Cost NA.

## REPLACEMENT EQUIPMENT REQUEST

Department		Constable Precinct 2		Budget No.	3220
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	3 Vests Second Chance requested	10	None	\$475.00 each Total = \$1,425.00	New employees do not have current vests
2	27 Bulletproof vest covers	3	None	\$54.00 each Total = \$1,458.00	To replace worn out covers
3	5 Vehicles 2-Wheel drive SUV 4 door requested	7-12	CB682=141,482 miles on it; CB1001=146,411 miles on it; CB878=143,204 miles on it; CB811=150,939 miles on it and CB959=148,863 miles on it	\$32,595.00 each Total = \$162,975.00	The SUV's will provide greater interior room in order to transport prisoners and mental illness individuals thus resulting in a safer environment for both the officers and detainees offering reduced liability. Provides greater capacity for hauling seized/found property as well as departmental equipment
4	11 vehicle cameras Watchguard 4RE requested	11	None	\$4,800.00 each Total = \$52,800.00	Our vehicle cameras use VHS tapes and are outdated and non-working. Pursuant to SB1074 Law Enforcement agencies are required to maintain Racial Profiling data on all traffic and pedestrian stops. The use of audio and video recordings captures accurate events thus avoiding
5	1 Typewriter Brother Daisywheel Electronic Typewriter (SX4000) requested	34	44100	\$153.49 (at Staples)	Will not function. Cost more to have repaired.
6	1 Laser Technology Lidar Ultralyte LT100 Lidar requested	11	None	\$2,595.00	This will replace the lost/stolen unit
7	1 Radar Kustom Signal Talon Directional requested	20	None	\$800.00	Cost more to have repaired. Accuracy in question.
8	1 Destroyit 2404CC Shredder	10	None	\$859.00	Current shredder is worn out and does not work properly. Due to the sensitive and confidential nature of Law Enforcement and court documents, it is necessary in the Clerk's office. Heavy usage.
9	1 Destroyit 2260CC Shredder	10	None	\$380.00	Current shredder is worn out and does not work properly. Due to the sensitive and confidential nature of Law Enforcement, it is necessary in the Deputy's office
10	12 Deputy Chairs HON 2091 requested	25	None	\$245.00 each Total = \$2,940.00	Falling apart and unrepairable. Deputies get splinters in their arms from the old wood arm rests.

**Form D (Page 1 of 2)**

# REPLACEMENT EQUIPMENT REQUEST

<b>Department</b>	Constable Precinct 2			<b>Budget No.</b>	3220
<b>Priority</b>	<b>Item to be Replaced</b>	<b>Age (years)</b>	<b>Property Number</b>	<b>Estimated Cost of Replacement</b>	<b>Comments/Justification</b>
11	3 Executive Chairs HON 6541 requested	25	None	\$628.00 each Total = \$1,884.00	Broken bases that are unrepairable. Chairs are worn out.
12	3 Credenzas HON 10741 requested	40	None	\$642.00 each Total = \$1,926.00	Credenzas are old and falling apart and they are unrepairable.
13	1 Administrative Double Pedestal 3/2 72W x 36" D Desk HON 10799 requested	35	36701	\$745.00	Elected official's desk is old and worn out.
14	2 Executive High Backchair HON 2091 requested	25+	None	\$245.00 each Total = \$490.00	Replacing old and worn out chairs
15	2 Bookcases HON 10755 requested	30	None	\$362.00 each Total = \$724.00	Replacing old and worn out bookcases

**Form D (Page 2 of 2)**

# PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

<b>Department</b>	Constable Precinct 2	<b>Budget No</b>	3220
<b>Brief Title of PIR</b>	Tasers		
<b>Estimated Cost</b>	\$7,200.00	<b>Department Priority</b>	
<b>Brief Summary of Request</b>			
<p>12 Tasers M26C</p> <p>12 Taser Tec Loc Holsters</p>			
<b>Discussion of Need</b>			
<p>Taser's protect citizens by giving officers an option other than deadly force thus saving lives. Incidents of injuries are reduced saving monies from possible Workers Compensation Claims and liabilities resulting from lawsuits from both officers and citizens.</p>			
<b>Staff Review and Comment</b>			
PAGE 1 OF 2			

**Form G**
**FY2016**

## PROGRAM IMPROVEMENT REQUEST

*FY2016 Operating Budget / Capital Improvement Plan Preparation Manual*

# PROGRAM IMPROVEMENT REQUEST

## CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

<b>Department</b>	Constable Precinct 2	<b>Budget No</b>	3220
<b>Brief Title of PIR</b>	Body Cameras		
<b>Estimated Cost</b>	12 each \$900.00 totals \$10,800.00	<b>Department Priority</b>	
<b>Brief Summary of Request</b>			
Watchguard Vista Body Cameras.			
<b>Discussion of Need</b>			
Because citizens tend to be less aggressive when they are aware they are captured by accurate audio and video recordings providing officers with increased safety and reduced injuries. When doing evictions and arrests, a video recording would be kept avoiding possible liabilities.			
<b>Staff Review and Comment</b>			

PAGE 2 OF 2

# PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

<b>Department</b>	<u>Constable Pct. 3</u>	<b>Budget No.</b>	
<b>Title of PIR</b>	<u></u>	<b>Request Type</b>	<u>R</u>
<b>PIR #</b>	<u></u> (assigned by Data Services)	<b>Possible Funding Source</b>	

**Description of Need and Justification**

Replacement of HP LaserJet P4015n Printer purchased in January 2009. Printer is used in the Dispatch area and is making noises that cause problems with radio communications.

This would meet the Strategic Vision of Dallas County #3 - Dallas County is Safe, Secure and Prepared.

**Expected Benefits**

Replacement will provide more complete and accurate Dispatch communications between Deputy and Dispatcher and thus improving Officer Safety.

A newer model will also be more productive.

<b>Department Head Signature</b>	<u><i>Ben Adamcik</i></u>	<b>Priority</b>	
<b>Department Contact Person</b>	<u>Terrie Yarbrough</u>	<b>Phone</b>	<u>214-904-3160</u>
<b>Received by Office of Budget and Evaluation</b>		<b>Rec'd by Data Services</b>	

**Scoring**

Cost Savings	Improved Management Controls
Cost Avoidance	Multi-Use Systems
Legal Requirements	Cost Recapture
Service to the Public	Critical System Upgrade

**Form H**
**FY2016**



**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

## **New Position Description Request Form**

**General Instructions:** Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the "Position Reclassification Summary Form")

### **A. Identification / General Information**

Proposed Position Title:	Clerk II
Proposed Position Grade:	06
Department Name:	Constable Pct. 5
Position Number:	1265
Supervisor Name & Position Title	Rachel Ortiz, Chief Clerk
("Reports To"):	Rachel Ortiz, Chief Clerk
Supervisor Phone:	214-819-7534
Supervisor Email:	rachel.ortiz@dallascounty.org
Court Order # and Date:	

### **B. Brief Description of the New Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

Clerk is needed to maintain Warrants/Capiases to stay in line with County Auditors recommendations on FY12-FY13



audit dated (05/16/14).
Warrant clerk will key required information into the Constable Civil system, clerk will assign warrants to appropriate deputy for working.
Clerk will keep log of successful/and or unsuccessful attempts on warrants and record on the paper returns. Clerk will verify that the warrant information is accurate and AIS jail information is also checked to determine if individual is in custody. If the individual is in jail, the clerk will get warrant information ready for deputy to deliver to individual in jail.
Warrant clerk will maintain all AG warrants, and all other rush papers. Warrant clerk will send postcards in an attempt to get individuals to come into the courts and make a payment plan. The attempts will be recorded by the warrant clerk who will keep a running log of attempts.

## C. Essential Functions of the New Position

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

EXAMPLE ↓	Time	E or NE
Function: Maintains exterior of facilities		
Tasks performed to accomplish this function:	30%	E

By picking up and removing litter and debris from grounds, sweeping and edging		
Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function: Maintain warrants and capias received by Justice of the Peace, AG, and other rush papers.	Time	E or NE
Tasks performed to accomplish this function: Warrant clerk will key required information into the Constable Civil system; clerk will assign warrants to appropriate deputy for working.	40%	E
2. Function: Keep and maintain a log of all warrants, new and those that are more than two years old.	Time	E or NE
Tasks performed to accomplish this function: Clerk will keep log of successful/and or unsuccessful attempts on warrants and record on the paper returns. Clerk will verify that the warrant information is accurate and AIS jail information is also checked to determine if individual is in custody. If the individual is in jail, the clerk will get warrant information ready for deputy to deliver to individual in jail.	50%	E
3. Function: AG warrant paperwork and all other assigned duties	Time	E or NE

[illegible]

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## D. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## E. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

		pounds.			
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)


3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)


4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	<b><i>Office Environment</i></b>	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.


## F. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
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<input checked="" type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in: liberal arts or related
<input type="radio"/>	6.	Graduate or professional work or advanced degree in:

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	<i>No previous experience required</i>
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input checked="" type="radio"/>	4.	Minimum of two years experience in/as: Clerical work
<input type="radio"/>	5.	Minimum of three years experience in/as:
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.
2.
3.
4.
5. Valid Drivers License Required? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, what type?

## G. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input checked="" type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? ☐ Yes ☒ No

If yes, describe the planning or project management activities associated with this position.


3. Budgetary Responsibility: Does this position involve working with the annual budget? ☐ Yes ☒ No

If yes, please indicate the types of budgetary activities required.



<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

<u>Total county amount \$</u>	<u>Total grant amount \$</u>
<u>Additional comments:</u>	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

☐ Yes    ☒ No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>

6. Management and Supervisory Responsibility: If you answered “Yes” to the management and supervisory question previously, indicate the management and supervisory direction provided by the position (check one).

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position’s level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (choose one)

<input checked="" type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an “as needed” basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for

		special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

## H. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			<u>Frequency of Time</u>		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	X
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
x	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

		policies or procedures that could result in litigation or damages if improperly handled.			
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PROGRAM IMPROVEMENT REQUEST

CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Constable Pct. 5	Budget No	3250
Brief Title of PIR			
Estimated Cost	\$	Department Priority	
Brief Summary of Request			
Windows added to the Chief Deputies office for security reasons.			
Discussion Needed:			
Windows need to be added to the wall that separates the Chief Deputies office with that of the open area. This is for the protection of the staff. The chief deputy is the first line of defense should anything happen in the office.			
Staff Review and Comment			

PROGRAM IMPROVEMENT REQUEST  
CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Constable Pct. 5	Budget No	3250
Brief Title of PIR			
Estimated Cost	\$ 4000	Department Priority	
Brief Summary of Request			
<p>New Warrant Clerk: Will need secure door to maintain security of warrants, standard office equipment (e.g. desk, chair, computer, and phone). Network access will need to be installed in new office location. Door will need to be secured with lock and teller window access. Warrant document cabinets will be needed for the storage of warrants, that are new and more than 2 years old.</p>			
<div>Discussion Needed:</div> <div>Clerk is needed to maintain Warrants/Capiases to stay in line with County Auditors recommendations on FY12-FY13 audit dated (05/16/14).</div> <div>Warrant clerk will key required information into the Constable Civil system, clerk will assign warrants to appropriate deputy for working.</div> <div>Warrant clerk will maintain all AG warrants, and all other rush papers. Warrant clerk will send postcards in an attempt to get individuals to come into the courts and make a payment plan. The attempts will be recorded by the warrant clerk who will keep a running log of attempts.</div>			
Staff Review and Comment			

# REPLACEMENT EQUIPMENT REQUEST

<b>Department</b>		<b>Constable Pct. 5</b>		<b>Budget No.</b>		3250
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification	
1	Fax Machine	10+	048138	1,117	Fax machine has not been replaced in 10 years; equipment does not perform to the standards the office requires.	
2	Printer	5+	00001229	1,500	Department is in need of new printer, printer is unreliable and requires maintenance. The printer plays a vital role to the work needed to be done on a daily basis, ie: recalls, and other court documents.	
3						
4						
5						
6						
7						
8						
9						
10						

**Form D**



**Dallas County**  
Office of Budget and Evaluation

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June 24, 2015

**To:** Commissioners Court  
**Through:** Ryan Brown, Budget Officer  
**From:** Ronica L. Watkins, Assistant Budget Officer  
**Subject:** County Auditor Budget Request Recommendations

**BACKGROUND**

During the FY2016 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2016 Budget. As such, the County Auditor submitted the following new requests:

*Additional Staff*

- Financial Audit Assistant Manager

*Reclassification Review*

- Accounts Payable
  - three Clerk III positions
  - one Clerk IV position
  - Accounts Payable Manager
- Payroll Accounting
  - four Clerk III positions
  - one Clerk IV position
  - Payroll Manager
- IT Positions
  - Information Systems Manager
  - Sr. Information Systems Auditor
  - Information Systems Auditor

*Computer Hardware and Software*

- PDF Data Extraction Software
- CAFR Solution
- Data Access & Analysis
- Dual Monitors
- Asset/Inventory Solution



#### *Replacement Equipment Request*

- Dell Projector
- Conference Table
- Cylinder Base
- Executive Chair

#### **FINANCIAL IMPACT**

*The estimated recurring cost of the additional staff - Financial Audit Assistant Manager position (Grade K) is \$103,194 including salary/benefits.*

*The estimated recurring cost of the requested reviews in the Accounts Payable section is \$19,620:*

- three Clerk III positions from grade 8 to grade 9
- one Clerk IV position from grade 9 to grade 10
- one Accounts Payable Manager from grade K to grade L

*The estimated recurring cost of the requested reviews in the Payroll Accounting section is \$21,450:*

- four Clerk III positions from grade 8 to grade 9
- one Clerk IV position from grade 9 to grade 10
- one Payroll Manager from grade K to grade L

*The requested Auditor IT positions have been recommended for further review and proper classification by Human Resources/Civil Service to determine the financial impact.*

- IT Positions
  - Information Systems Manager
  - Sr. Information Systems Auditor
  - Information Systems Auditor

*The estimated one time cost for replacement and new equipment requests:*

- Dell Projector - \$900
- Conference Table - \$516
- Cylinder Base - \$616
- Executive Chair - \$245

*The following items have been forwarded to IT for further review:*

Audit Management - \$100,000 – Approved in FY2015

Data Access & Analysis - \$75,000

Dual Monitors - \$4,700

PDF Data Extraction Software - \$130

CAFR Solution - \$250,000

Asset Inventory Solution

Book binding and publishing system - \$20,000

# OPERATING EXPENDITURE DETAIL

Department: County Auditor

Budget No.: 1070

Expense Code	Expense Classification	FY2014 Actual	FY2015 Budget	FY2015 Projection	FY2016 Request	FY2015 OBE Budget	Comments/Justification
2080	Dues & Subscriptions		890	1,000	1,200	Member Only	TACA 415 GASB 225, Public Data 250 GFOA 235
2090	Property <\$5k		1,600				FY12 - 2 chairs: FY13 - 3 chairs, 4 calculators: FY14 - 4 chairs, 4 calculators
2093	Computer Hardware <\$5k		4,000		4,700		See below *
2095	Computer Software		4,000		5,000		
2155	Notary		85		170		2 employees
2160	Office Supply		20,000		22,000		
2170	Postage		3,000		3,150		
2180	Printing		2,000	2,500	2,500		
2190	Publication		-		600		
2440	Training		5,000		12,500		3 To TACA Conference, 2 to GFOA Conf
2640	Maintenance/Office Equipment		400		500		
2950	Books / Supplies		5,000		6,000		
7020	Equipment Rental		9,000		9,000		
<b>Total</b>		-	54,975	3,500	67,320	-	

## Staff Review and Comment

\* 2013; A/C 2093  
 6 app plan audit/manage data  
 8 ACL license 12 new / supoprt 6  
 15 ACL Audit exchange  
 29

\* 2014; A/C 2093  
 3 ACL license 12 new / supoprt 6  
 15 ACL Audit exchange  
 18

## Darryl Thomas

---

**From:** Brian Stevens  
**Sent:** Thursday, June 11, 2015 1:54 PM  
**To:** Darryl Thomas  
**Cc:** Wessen Stefanos  
**Subject:** Budget Items.

- Renewal – ACL Desktop Licenses:  
Data extraction & analysis software licenses) \$538.00      ACL data analytics software maintenance renewal (6-licenses) \$3,228.00
- Renewal – W2/1099 Filer License  
\$400.00
- Purchase – MS Visio Standard 2010  
Diagram Design Software      7-licenses @ 149.93  
ea. \$1049.51
- Purchase – MS Project Standard 2013  
Project Management Software License - 1 PC - Select, Select Plus - Win - Single Language      1-license @  
\$364.40      \$364.40

Brian M Stevens | Office of the Dallas County Auditor | (214) 653-6425

## ADDITIONAL STAFF

<b>Department</b>	Auditor's Office	<b>Budget No</b>	1070
<b>Brief Title of PIR</b>	Financial Audit Assistant Manager		
<b>Approx. Net Cost</b>	\$ 103,194	<b>Department Priority</b>	1

### Brief Summary of Request

*The Financial Audit section of the County's Auditor office is responsible for the day to day management of the general ledger, accounting of the Dallas County government budget, revenue and expenditure activity. In addition, the section is responsible for legally required general and special purpose external reports (CAFR and CSCD); and several internal purpose financial reports. Currently the section is planning to automate its CAFR reporting and also document and chart its other activity to systematically retain and transfer business know how. The current load on the existing section management team is above average to continue as it is and implement changes.*

### Discussion of Need

*The Financial Audit (FA) section of the County's Auditor office is responsible for: day to day proper setup of Dallas County's government budget, revenue and expenditure accounting codes; desk review of budget, revenue and expenditure activities; general and special external reporting; several internal reporting.*

*Currently there is a need for: efficiency and effectiveness for the aforementioned responsibility; and retaining and transferring knowhow and business process; additional man power to lead and share responsibility. Reviewing the FA section's organizational structure and business process it is our understanding implementing the necessary changes in skilled man power and technology is indispensable. The structural change and the technological updates combined will systematically institutionalize proper transfer of knowhow and reasonably assure continuity of business process.*

*As a result the requested assistant manager position is expected to:*

- Assist and provide support for preparation of annual CAFR and conversion of existing excel CAFR tool to Oracle Hyperion Financial Close suite which will be used to prepare future CAFR's.*
- Assist in managing staff to ensure accurate and timely recording and reporting of financial information in general ledger and subsidiary ledgers*
- Assist in interviews, hiring, and training staff. Recommends disciplinary actions and prepares performance appraisals for staff.*
- Assist in overseeing the preparation and approving of general and special external financial reports*
- Assist in managing and preparing monthly, quarterly and annual internal financial reports.*
- Assist and serve as a liaison for outside audit firms during audit of County records, and consults with department management on accounting and reporting issues.*
- Performs other duties as assigned.*

### Discussion of Related Performance Measure

**Staff Review and Comment**

# PROGRAM IMPROVEMENT REQUEST COST WORKSHEET

<b>Brief Title of PIR</b>	Financial Audit Assistant Manager	
<b>Staff Cost</b>	<b>\$ Amount</b>	
Grade	K	
Salary	<u>\$77,208.32</u>	
Fica @ 7.65%	<u>5,906.44</u>	
Retirement @ 11.5%	<u>8,878.96</u>	
Insurance @ \$8,500.00	<u>8,500.00</u>	
		<b>Total</b> <span style="border: 1px solid black; padding: 2px;">\$100,493.71</span>
<b>Related Equipment</b>	<b>\$ Amount</b>	
<b>Number</b>		
Desk	<u>700.00</u>	
Furniture		
Computer	<u>2,000.00</u>	
Printer		
Network Cabling		
Software		
Vehicle		
Travel		
Pager		
Cell Phone		
Other		
		<b>Total</b> <span style="border: 1px solid black; padding: 2px;">\$2,700.00</span>
<b>Other Costs (describe)</b>	<b>\$ Amount</b>	
Special Training		
Consultant Fees		
Renovation Spage		
		<b>Total</b> <span style="border: 1px solid black; padding: 2px;">\$0.00</span>
Less Additional Revenue Source		<b>Total</b> <span style="border: 1px solid black; padding: 2px;">\$0.00</span>
<b>Grand Total</b>		<span style="border: 1px solid black; padding: 2px;">\$103,193.71</span>



<b>Department</b>	<u>County Audit</u>	<b>Budget No.</b>	<u>1070</u>
<b>Title of PIR</b>	<u>PDF Data Extraction Sftw</u>	<b>Request Type</b>	<u>S</u>
<b>PIR #</b>	<u>                    </u> (assigned by Data Services)	<b>Possible Funding Source</b>	

**Description of Need and Justification**

Tools are needed on a routine basis to effectively extract PDF data to other file formats.

**Expected Benefits**

PDF creation functionality is partially included in the current release of MS Word and Adobe Acrobat Professional provides a filter to extract data from a PDF document into other file formats, neither of these tools provide an effective means for converting large volumes of data from PDF to file formats that can be easily analyzed.

Able2Extract Professional PDF Converter 8.0    one (1) @ \$130.00    \$130.00

Department Head Signature	Priority
Department Contact Person	Phone
Received by Office of Budget and Evaluation	Rec'd by Data Services

**Scoring**

Cost Savings	Improved Management Controls
Cost Avoidance	Multi-Use Systems
Legal Requirements	Cost Recapture
Service to the Public	Critical System Upgrade

**Form H**
**FY2016**



# PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

<b>Department</b>	<u>County Audit</u>	<b>Budget No.</b>	<u>1070</u>
<b>Title of PIR</b>	<u>CAFR Solution</u>	<b>Request Type</b>	<u>S</u>
<b>PIR #</b>	<u>                    </u> <small>(assigned by Data Services)</small>	<b>Possible Funding Source</b>	

## Description of Need and Justification

There is a need for currently-marketed software utilized by local governments to create a "CAFR", i.e., a Comprehensive Annual Financial Report, which complies with all state and federal regulations and employs all mandated accounting methodologies.

## Expected Benefits

Dallas County is required to produce a CAFR on an annual basis for each fiscal year ending on September 30<sup>th</sup>. The county has received the Certificate of Achievement of Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) for 33 consecutive years for publishing a CAFR that is readable, well organized, and satisfies both Generally Acceptable Accounting Principles (GAAP) and applicable legal/regulatory requirements. It is expected that the 34<sup>th</sup> Certificate of Excellence will be awarded to the county for the CAFR for the fiscal year ended September 30, 2014.

The CAFR is a vital component in reporting the county's financial condition to external entities and to the public, and as such helps the county to maintain its AAA/Aaa bond ratings.

The CAFR is currently produced in publishable form using ad hoc and antiquated means outside of the primary financial system, i.e., the Oracle E-Business Suite (EBS), and validated using reports from the EBS system. An integrated and supportable long-term reporting solution is need for the future. Estimated Software Cost \$326,548; Installation Cost \$250,000.

Department Head Signature	Priority
Department Contact Person	Phone
Received by Office of Budget and Evaluation	Rec'd by Data Services

## Scoring

Cost Savings	Improved Management Controls
Cost Avoidance	Multi-Use Systems
Legal Requirements	Cost Recapture
Service to the Public	Critical System Upgrade

Form H

FY2016

# PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

<b>Department</b>	<u>County Audit</u>	<b>Budget No.</b>	<u>1070</u>
<b>Title of PIR</b>	<u>Data Access &amp; Analysis</u>	<b>Request Type</b>	<u>S</u>
<b>PIR #</b>	<u>                    </u> <small>(assigned by Data Services)</small>	<b>Possible Funding Source</b>	

**Description of Need and Justification**

Server-based analytic processing and audit content management for audit teams, management and other stakeholders. ACL AuditExchange AX Datasource can be implemented to support the existing use of ACL Desktop software.

**Expected Benefits**

Implementation of a server-based architecture will initially allowed improved repetitive analysis leading to larger sample sets, up to 100% population of transactions. Later, as confidence in monitoring and rules are established, this model can be transitioned to a continuous audit process augmented by ad-hoc analysis as needed.

- Business Assurance through risk mediation by testing data
- Fraud Prevention/Detection

Total Cost est. = \$75,000

Department Head Signature	Priority
Department Contact Person	Phone
Received by Office of Budget and Evaluation	Rec'd by Data Services

**Scoring**

Cost Savings	Improved Management Controls
Cost Avoidance	Multi-Use Systems
Legal Requirements	Cost Recapture
Service to the Public	Critical System Upgrade

**Form H**

**FY2016**

<b>Department</b>	<u>County Audit</u>	<b>Budget No.</b>	<u>1070</u>
<b>Title of PIR</b>	<u>Dual Monitors</u>	<b>Request Type</b>	<u>R</u>
<b>PIR #</b>	<u>                    </u> (assigned by Data Services)	<b>Possible Funding Source</b>	

**Description of Need and Justification**

Three supervisors (Grade G) and one clerk (Grade E) will strongly benefit from the ability to view content on two monitors simultaneously. The potential for errors will be reduced by the ability to see their work clearly separated across two screens. This enhancement will require replacing four existing workstations that are more than seven years old, and retaining the monitors to add to the new workstations.

**Expected Benefits**

Increased productivity, improved multitasking, and reduced errors.

Cost est. = \$4,700

Department Head Signature	Priority
Department Contact Person	Phone
Received by Office of Budget and Evaluation	Rec'd by Data Services

**Scoring**

Cost Savings	Improved Management Controls
Cost Avoidance	Multi-Use Systems
Legal Requirements	Cost Recapture
Service to the Public	Critical System Upgrade

**Form H**
**FY2016**



# PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

<b>Department</b>	<u>County Audit</u>	<b>Budget No.</b>	<u>1070</u>
<b>Title of PIR</b>	<u>Asset/Inventory Solution</u>	<b>Request Type</b>	<u>S</u>
<b>PIR #</b>	<u>                    </u> (assigned by Data Services)	<b>Possible Funding Source</b>	

**Description of Need and Justification**

An enterprise-wide asset management solution to support asset tracking and other asset-related processes such as asset maintenance across all county offices wherever the need exists.

**Expected Benefits**

Tracking, visibility and control of dispersed assets including asset condition and maintenance history. The Oracle E-Business Suite (EBS) currently provides basic asset management and accounting for depreciable capital assets. There is a county-wide need to track and maintain assets that do not meet regulatory thresholds for capitalization.

Department Head Signature	Priority
Department Contact Person	Phone
Received by Office of Budget and Evaluation	Rec'd by Data Services

**Scoring**

Cost Savings	Improved Management Controls
Cost Avoidance	Multi-Use Systems
Legal Requirements	Cost Recapture
Service to the Public	Critical System Upgrade

**Form H**
**FY2016**

# OPERATING EXPENDITURE DETAIL

Department: **County Auditor**

Budget No.: **1070**

Expense Code	Expense Classification	FY2014 Actual	FY2015 Budget	FY2015 Projection	FY2016 Request	FY2015 OBE Budget	Comments
						Member Only	
2080	Dues & Subscriptions		890	1,000	1,200		TACA 41. Public Da
2090	Property <\$5k		1,600				FY12 - 2 c chairs, 4 c 4 chairs, 4
2093	Computer Hardware <\$5k		4,000		4,000		See below
2095	Computer Software		4,000		5,000		
2155	Notary		85		170		2 employe
2160	Office Supply		20,000		22,000		
2170	Postage		3,000		3,150		
2180	Printing		2,000	2,500	2,500		
2190	Publication		-		600		
2440	Training		5,000		12,500		3 To TAC to GFOA
2640	Maintenance/Office Equipment		400		500		
2950	Books / Supplies		5,000		6,000		
7020	Equipment Rental		9,000		9,000		
<b>Total</b>		-	54,975	3,500	66,620	-	

## Staff Review and Comment

\* 2013; A/C 2093  
6 app plan audit/manage data  
8 ACL license 12 new / supopr 6  
15 ACL Audit exchange  
29

\* 2014; A/C 2093  
3 ACL license 12 new / supc  
15 ACL Audit exchange  
18

# REPLACEMENT EQUIPMENT REQUEST

Department		County Audit		Budget No.		1070
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification	
1	Dell 3400MP Projector w/ 3 Year Advanced Exchange Service Warranty	9 yrs.	n/a	\$900	Current device is more than nine (9) years old, cable is defective, fan is noisy (indicating imminent failure), lamp has exceeded rated life expectancy, no replacement parts are available.	
2	Conference Table 120 x 48 Cylinder base	?	n/a	\$560  \$616	Table worn and chairs broken	
3	1 Executive Chair	?	n/a	\$245	Chair broken	
4						
5						
6						
7						
8						
9						
10						

Form D

# PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

<b>Department</b>	<u>County Audit</u>	<b>Budget No.</b>	<u>1070</u>
<b>Title of PIR</b>	<u>Audit Management</u>	<b>Request Type</b>	<u>S</u>
<b>PIR #</b>	<u>                    </u> (assigned by Data Services)	<b>Possible Funding Source</b>	

**Description of Need and Justification**

A more efficiently-integrated and technology-based application is needed to support the Dallas County Internal Audit process. Partial funding was requested in the prior fiscal year, and additional funding was requested in the current fiscal year totaling \$100,000. An RFP is in progress as of this writing. This PIR is simply intended to document the ongoing effort.

**Expected Benefits**

Increased productivity through improved audit management processes resulting in greater focus on audit priorities.

Total Cost est. = \$100,000

Department Head Signature	Priority
Department Contact Person	Phone
Received by Office of Budget and Evaluation	Rec'd by Data Services

**Scoring**

Cost Savings	Improved Management Controls
Cost Avoidance	Multi-Use Systems
Legal Requirements	Cost Recapture
Service to the Public	Critical System Upgrade

**Form H** **FY2016**

**COURT ORDER**  
**2015-0795**



Reclassification Review of Auditor's Payroll positions

On a motion made by Commissioner Mike Cantrell, District 2, and seconded by Commissioner John Wiley Price, District 3, the following order was passed and adopted by the Commissioners Court of Dallas County, State of Texas:

BRIEFING DATE: June 2, 2015  
FUNDING SOURCE: General Fund

Be it resolved and ordered that the Dallas County Commissioners Court does hereby approve the reclassification review by the Human Resources/Civil Service Department for the Auditor's Office Payroll Accounting Clerk III (position numbers #5047, #9528, #964, and #991), and an Accounting Clerk IV (position #968) for proper classification.

Done in open court June 9, 2015, by the following vote:

IN FAVOR: Honorable Clay Lewis Jenkins, County Judge  
Commissioner Dr. Theresa M. Daniel, District 1  
Commissioner Mike Cantrell, District 2  
Commissioner John Wiley Price, District 3  
Commissioner Dr. Elba Garcia, District 4  
OPPOSED: None  
ABSTAINED: None  
ABSENT: None

Recommended by: Ryan Brown  
Originating Department: Budget



# REPLACEMENT EQUIPMENT REQUEST

<b>Department</b>	<b>County Audit</b>	<b>Budget No.</b>	1070		
<b>Priority</b>	<b>Item to be Replaced</b>	<b>Age (years)</b>	<b>Property Number</b>	<b>Estimated Cost of Replacement</b>	<b>Comments/Justification</b>
1	Book binding and publishing system	9 yrs.	n/a	\$20,000	Current system is more than nine (9) years old, components are failing, obsolete and no longer supported.
2					
3					
4					
5					
6					
7					
8					
9					
10					

**Form D**



**Dallas County**  
Office of Budget and Evaluation

---

June 9, 2015

**To:** Commissioners Court

**Through:** Ryan Brown, Budget Officer

**From:** Alejandro Moreno, Budget and Policy Analyst

**Subject:** County Clerk FY2016 Budget Request Recommendations

**BACKGROUND**

During the FY2016 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2016 Budget. As such, the County Clerk department submitted the following requests:

1. Vehicle-SUV
  - a. The request is for one SUV vehicle which will be used to transport records between court buildings and the new records center. The vehicle is needed to transport all records without requesting community services.

**FINANCIAL IMPACT**

1. Vehicle-SUV
  - a. The estimated one time cost for one new SUV Vehicle is \$33,000.

**RECOMMENDATION**

The Office of Budget and Evaluation recommends:

1. Not purchasing one SUV Vehicle. The purchase of one SUV Vehicle would not be cost-efficient for the purposes it will be used for.

These recommendations do not have a cost associated with them.



April 15, 2015

TO: Ryan Brown, Budget Officer  
Urmit Graham, Acting HR Director

FROM: John Warren, County Clerk

SUBJECT: County Clerk Reorganization

## **BACKGROUND**

In a continuing quest for operational efficiency and increased productivity the County Clerk has completed an analysis of his office and request approval to reorganize the department with changes primarily affecting his Administrative, Vitals, Criminal and Truancy divisions.

The purpose of this briefing is to present information regarding the County Clerk's reorganization proposal, financial impact and recommendations.

## **OPERATIONAL IMPACT**

The County Clerk has reviewed the positions in the Administration, Vitals, Criminal, and Truancy divisions and has determined that he can continue to increase the efficiency of the offices daily operations by creating four (4) positions, reclassifying six (6) positions and deleting five (5) positions. The requested personnel revisions will provide the County Clerk with the necessary resources to improve the department's overall operations and create efficiencies.

New Positions (4 positions)

The proposed new positions are as follows:

- 1) Senior Business Analyst II Grade GM- This position will be responsible for providing daily management and technical support to the County Clerk's divisions by managing web servers, databases, imaging, and computerized accounts to ensure effective workflow processing. This position will manage all phases of all County Clerk's computer programs to include system development lifecycle from project scoping, planning, and requirements definition to issues resolution, testing and implementation. This position works closely with staff and Dallas County IT in the deployment of new applications and enhancements to existing applications and provides orientation and training to end users for all new and modified systems. This position will be responsible for managing a staff of two (2) Business Analysts. This position is anticipated to be a Grade GM and will report to the County Clerk.

2) Truancy Courts Trainer- This position will be responsible for providing training for newly hired and current clerical staff on a variety of tasks required to support the division. The trainer will assist management in hiring, assigning tasks and evaluating clerical staff on their proficiency to carry out their assignments. The trainer will also be required to stay abreast of changes in the law and policies affecting the operation and incorporates changes in training programs and prepares updates, distributes and maintains training materials and supplies. This position will also be responsible for providing ongoing training on current and new court management systems and in addition will serve as a floater during staff shortages. The position is anticipated to be a Grade 10 and will report to the Truancy Courts Manager.

3) Audio Visual Technician- This position will be responsible for operating multi-media equipment (video and audio) for the County Clerk's operations to include the live broadcast of the Commissioner's Court weekly briefings, special presentations requested by other County departments and agencies. This position will also be responsible for trouble shooting and maintaining the audio visual equipment in the County Clerks County Courts at Law and Probate Courts. This position will evaluate new technologies for possible applications to enhance the capabilities of the Commissioners Court Room, a Judicial Court Rooms as well as conference room facilities. Makes sure that the equipment is always set up as required to optimize briefings, presentations and meetings. This position is anticipated to be a Grade 8 and will report to the new Senior Business Analyst position.

4) Quality Assurance Administrator- This position will assume the duties and functions currently performed by the Human Resources Generalist. The Quality Assurance Administrator will concentrate on meeting the County Clerk's Humana Resources needs, streamlining departmental operations by analyzing the current processes and procedures, reviewing, evaluating, recommending and implementing appropriate changes to existing departmental operations. This position will develop and facilitate specialized training programs for the County Clerk employees in an effort to improve performance and participate in special projects regarding the County Clerk's office utilizing resources, along with monitoring and evaluating the quality and appropriateness of various departmental programs and services. This position is anticipated to be a Grade H and will mirror the District Clerk's Quality Assurance Administrator's position.

#### Reclassification (6 positions)

The proposed positions for reclassifications are as follows:

1) Program Coordinators Grade E to Business Analyst I Grade FM- there are two (2) positions that serve as Program Coordinators for the County Clerk's court operations (Criminal, Civil and Probate). The County Clerk's office has become more automated and requires a higher degree of inter-departmental technical support and management. The Business Analyst in addition to the Program Coordinators functions will be responsible for providing daily support by continually meeting with division end users to define business, financial and operational requirements to resolve business process issues and to enhance business processes, operations, and information process flow for all the County Clerk's divisions. The position will conduct research and perform end user reviews of the systems to assure optimal performance, efficiency, and effective delivery of services. In addition this position will be required to have extensive knowledge of computer software and hardware. This position is anticipated to be a Grade FM and report to the new Senior Business Analyst position.

2) Clerk I Receptionist Grade 5 to Telephone Information Clerk Grade (7)-This position is responsible for answering all Administrative incoming calls to the County Clerk office as well as receiving large volumes of calls to the County Clerk Call Center regarding inquiries from the general public, legal communities and other governmental agencies pertaining to matters and business and information regarding the County Clerk's operations. This position is required to have extensive knowledge of all the County clerk nine (9) divisions and will mirror the County Clerk's Call Center Telephone Information Clerks.

3) Data Entry/Research Clerk II Grade 6 to Administrative Assistant Grade 7- This position will be responsible for assisting in planning and compiling all operational data and activities for the County Clerk's office. This will include receiving and reviewing monthly work load measures for, the nine divisions to ensure that the office is meeting set out performance measures. This position will also be responsible for receiving correspondence and telephone calls; addressing issues, questions and complaints. This position will compose replies and provide information in response to inquiries from outside agencies, the public, other departments and/or other employees. This position will serve as the County Clerk's liaison with other organizations and the general public on certain research and minor legislative matters. This position will be required to maintain the Personal Finance and Campaign Contribution records and respond to public inquiries regarding access to these records. Acts as the County Clerk's Executive Assistant back up during absences.

4) Executive Administrative Assistant Grade A to Executive Administrative Assistant Assistance Grade B- This position in addition to their current duties will assist the County Clerk in the management of certain long range projects and participate in a variety of special projects as identified by the Clerk. The position will also assist and lend guidance to Elected Officials and department Heads in ensuring that Personal Finance and Campaign Contribution records are properly submitted and executed. The position will also assist with the preparation of briefing agenda items, court orders and contracts that are unique to the County Clerk's office only.

5) Civil Courts Trainer Grade Civil Courts Trainer Grade 10- This position in addition to their current duties will act as a back-up or fill in supervisor whenever there is a supervisory vacancy in the division this will also include coverage when one of the supervisors are out on vacation or extended time away. This position will also assist the Manager in assessing business process to help streamline them and to be more efficient.

#### **FINANCIAL IMPACT**

The annual savings of deleting the five (5) identified positions is estimated at \$156,107.00. The estimated cost for the four (4) new positions is estimated at \$196,279.00. The estimated cost for the six (6) reclassifications is estimated at \$20,868.00 per year. The net cost of this reorganization is projected to result in an increase of \$5,087.00 per month, a net increase of \$61,040.00 annually.

#### **STRATEGIC PLAN COMPLIANCE**

The reorganization of the County Clerk's office is consistent with Dallas County Strategic Plan: Vision 1: Dallas County assess and stream-lines the County's workforce for efficiency and operation.

#### **LEGAL IMPACT**

None

## **RECOMMENDATION**

The County Clerk recommends that the Commissioners Court approve the following actions:

- 1) Approve the creation of five (5) new positions,
- 2) Approve the reclassification of the six (6) positions,
- 3) Approve deletion of the five (5) positions as outlined and,
- 4) Direct the Human Resources/Civil Service Department to review the new and reclassified positions for proper classification.

Recommended by:

---

John Warren, Dallas County Clerk

**County Clerk Budget FY 2016 Proposal**

Department 4031

Operation Expenditure Detail

<b>Expense Codes</b>	<b>Line Item</b>	<b>FY 2014 Approved</b>	<b>FY 2015 Approved</b>	<b>FY 2016 Proposed</b>
1080	Mileage reimbursement	\$0.00	\$0.00	<b>\$500.00</b>
2090	Property less than \$5,000	\$0.00	\$0.00	<b>\$0.00</b>
2155	Notary/Bond Fees	\$200.00	\$200.00	<b>\$200.00</b>
2160	Office Supplies	\$155,000.00	\$155,000.00	<b>\$160,000.00</b>
2170	Postage	\$154,720.00	\$150,000.00	<b>\$150,000.00</b>
2180	Printing	\$70,000.00	\$70,000.00	<b>\$70,000.00</b>
2230	DDA	\$5,000.00	\$5,000.00	<b>\$5,000.00</b>
2640	Mainenance	\$20,000.00	\$17,500.00	<b>\$20,000.00</b>
2950	Books and Subscription	\$2,969.00	\$3,172.00	<b>\$3,500.00</b>
5590	Other Professional Fees	\$0.00	\$0.00	<b>\$10,000.00</b>
6170	Trail Expenses Other Court Cost	\$8,000.00	\$8,000.00	<b>\$8,000.00</b>
7020	Equipment Rental	\$60,000.00	\$30,000.00	<b>\$30,000.00</b>
Total		\$475,889.00	\$438,872.00	<b>\$457,200.00</b>

Department 4032

<b>Expense Codes</b>	<b>Line Item</b>	<b>FY 2014 Approved</b>	<b>FY 2015 Approved</b>	<b>FY 2016 Proposed</b>
2160	Office Supplies	\$8,000.00	\$6,000.00	<b>\$7,000.00</b>
2170	Postage	\$250.00	\$250.00	<b>\$250.00</b>
2180	Printing	\$9,000.00	\$7,000.00	<b>\$8,000.00</b>
2640	Mainenance	\$3,500.00	\$3,500.00	<b>\$3,500.00</b>
5590	Other Professional Fees	\$20,000.00	\$15,000.00	<b>\$15,000.00</b>
7020	Equipment Rental	\$2,000.00	\$2,000.00	<b>\$2,000.00</b>
Total		\$42,750.00	\$33,750.00	<b>\$35,750.00</b>

## REQUEST FOR EXTRA HELP BUDGET

<b>Department</b>		<b>County Clerk</b>			<b>Budget No.</b>	<b>4031</b>
<b>Description of Function</b>		Scanning & Indexing court documents				
<b>Position Title, Grade and Number</b>	<b>Annual Hours</b>	<b>Hourly Rate</b>	<b>Total</b>	<b>Retirement Benefits</b>	<b>Comments and Justification</b>	
Data Entry Clerk x (11)	2080	14.35		N/A	Total cost : \$328,328.00 On going scanning projects for paper on demand courts (Probate/Criminal/Truancy Courts)	
Total					328,328.00	
<b>Staff Review and Comment</b>						

**Form B**
**FY2016**



# REQUEST FOR PROFESSIONAL SERVICES

Department County Clerk

Budget No. 4031.05590

Pay To	Description of Services	FY2015 Budget	FY2016 Amount Requested
TX Dept of Safety - Criminal History Check Services	Use for Probate Division		
Daily Commercial Records	Use for Probate Division		
Global Connect	Use for Collections Division-automated dialing		
Lexis Nexus	Use for Collections & Trust Division		
iPLOW	Use for Collections Division		
	Estimate \$10,000.00		

## Process Improvement Consulting Request

FORM C

FY 2016

# PROGRAM IMPROVEMENT REQUEST

## CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

<b>Department</b>	County Clerk	<b>Budget No</b> 4031
<b>Brief Title of PIR</b>	Vehicle -SUV	
<b>Estimated Cost</b>	\$33,000.00	<b>Department Priority</b>
<b>Brief Summary of Request</b>		
<p>Currently County Clerk-Central Records send out closed retention records at least once per week to Records Management Center. The vehicle is to transport all records without requesting community services.</p>		
<b>Discussion of Need</b>		
<p>The vehicle is used for transporting courts records between courts buildings and new records center.</p>		
<b>Staff Review and Comment</b>		

**Form G**
**FY2016**



**Dallas County**  
Office of Budget and Evaluation

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April 23, 2015

**To:** Commissioners Court

**Through:** Ryan Brown, Budget Officer

**From:** Alejandro Moreno, Budget and Policy Analyst

**Subject:** County Courts at Law FY2016 Budget Recommendations

**BACKGROUND**

During the FY2016 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2016 Budget. As such, the County Courts at Law submitted the following requests:

1. Shredder
  - a. The County Court at Law 1 is requesting one shredder to destroy sensitive information.

**FINANCIAL IMPACT**

1. The estimated one time cost of one shredder is \$859.

**RECOMMENDATION**

The Office of Budget and Evaluation recommends:

1. The request for one shredder was reviewed and recommended by Records Management during the 2015 Fiscal Year.

These recommendations from the Budget Office (does not include anything that was sent to another department for review) come with a one-time cost of \$0.

# PROGRAM IMPROVEMENT REQUEST

## CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

<b>Department</b>	<u>County Court at Law #1</u>	<b>Budget No</b> <u>4501</u>
<b>Brief Title of PIR</b>	<u></u>	
<b>Estimated Cost</b>	<u>\$ 859.00</u>	<b>Department Priority</b> <u></u>
<b>Brief Summary of Request</b>		
Request for new paper shredder. Destoryit# 2404cc		
<b>Discussion of Need</b>		
Need medium to high volume shredder to destroy old documents with sensitive information such as jury lists, jury biographical forms and courtesy copies of privileged case filings. This request will help fulfill vision 3 of Dallas County's Strategic Plan by safely and quickly disposing of our citizen's personal data to prevent identity theft.		
<b>Staff Review and Comment</b>		

**Form G**
**FY2016**



**Dallas County**  
Office of Budget and Evaluation

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May 6, 2015

**To:** Commissioners Court

**Through:** Ryan Brown, Budget Officer

**From:** Alejandro Moreno, Budget and Policy Analyst

**Subject:** County Criminal Courts FY2016 Budget Request Recommendations

**BACKGROUND**

During the FY2016 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2016 Budget. As such, the County Criminal Courts submitted the following requests:

1. New Position-Part-Time
  - a. The County Criminal Courts Manager is requesting one Part-Time Court Coordinator position. The position is being requested in order to cover courts due to sick and FMLA days.
2. New Position
  - a. The County Criminal Courts Manager is requesting one Bailiff position for the Misdemeanor Magistrate Court due to the fact that bailiff's of other courts are currently being interrupted for fingerprints.
3. Printer
  - a. The request is from 13 County Criminal Courts. Each court is requesting to have one printer replaced with a multi-functional printer.
4. Conference table
  - a. The request is from 12 County Criminal Courts. Each court is requesting one conference room table for their Jury Rooms.
5. Chair- Jury Room
  - a. The request is from County Criminal Court 9 and 10. Eight Executive High Back chairs need to be replaced in each Jury Room for a total of 16.
6. Chair- Courtroom Administrative
  - a. The request is from 13 County Criminal Courts. Each court is requesting 4 administrative chairs be replaced from the Courtroom.
7. Chair- Courtroom Guest
  - a. The request is from 13 County Criminal Courts. Each court is requesting 8 guest chairs be replaced from the Courtroom.
8. Chair- Conference Room Administrative
  - a. The request is from the County Criminal Court Manager's Office. The request is to replace old and broken chairs.
9. Chair-Conference Room Guest

- a. The request is from the County Criminal Court Manager's Office. The request is to replace old and broken chairs.
- 10. Chair-Guest
  - a. The request is from the County Criminal Court Manager's Office. The request is to replace worn out chairs.
- 11. Chair-Bailiff
  - a. The request is from County Criminal Court of Appeals #2. The request is to replace 2 worn out bailiff chairs.
- 12. Credenza
  - a. The request is from County Criminal Court #4 to replace an old and worn out credenza.
- 13. Desk
  - a. The request is from County Criminal Court #4 to replace an old and worn out desk.

### **FINANCIAL IMPACT**

- 1. The estimated annual recurring cost of one part-time Court Coordinator position is \$7,500.
- 2. The estimated annual recurring cost of one full-time Bailiff is \$73,669
- 3. The estimated one time cost of replacing 13 printers at \$413 a printer is \$5,369.
- 4. The estimated one time cost of replacing 12 conference room tables is \$10,450. 10 conference room tables are \$650 each, one conference room table, which is requested for County Criminal Court 9, is \$750 and one conference room table, which is requested for the County Criminal Court Manager's office is \$1,250.
- 5. The estimated one time cost of replacing 16 chairs at \$230 a chair is \$3,680.
- 6. The estimated one time cost of replacing 52 chairs at \$350 a chair is \$18,200.
- 7. The estimated one time cost of replacing 104 chairs at \$203 a chair is \$21,112.
- 8. The estimated one time cost of replacing 14 chairs at \$451 a chair is \$6,315.
- 9. The estimated one time cost of replacing 10 chairs at \$356 a chair is \$3,650.
- 10. The estimated one time cost of replacing 2 chairs at \$250 a chair is \$500.
- 11. The estimated one time cost of replacing 2 chairs at \$500 a chair is \$1,000.
- 12. The estimated one time cost of replacing 1 credenza is \$855
- 13. The estimated one time cost of replacing 1 desk is \$1,200

### **RECOMMENDATION**

The Office of Budget and Evaluation recommends:

- 1. Not funding the part-time Court Coordinator position. The department currently receives Extra Help funds which are utilized for temporary help needs. Additional Extra Help funds will be given on an as-needed basis.
- 2. Not funding one bailiff position. There is currently not enough work to justify one full-time bailiff.
- 3. The request for 13 printers has been sent to the I.T. department for review.
- 4. For CCC#10, replacing 5 guest room chairs, one jury room table, and 8 jury room chairs. (\$4,871)
- 5. For CCC#9, replacing one jury room table and 8 jury room chairs. (\$2,490)
- 6. For CCC#8, replacing 8 court room guest chairs. (\$1,624)

7. For CCC#7, replacing 3 court room guest room chairs. (\$609)
  8. For CCC#6, replacing 1 jury room table and 8 jury room chairs. (\$2,445)
  9. For CCC#5, replacing 4 court room chairs. (\$1,400)
  10. For CCC#4, replacing 8 jury room chairs, one credenza, and one desk. (\$3,550)
  11. For CCC#3, replacing 4 guest room chairs (\$812)
  12. For CCCAP#2, replacing 2 bailiff chairs. (\$1,000)
  13. For CCC Manager's office, replacing 1 conference room table, 6 conference room guest chairs and 14 conference room administrative chairs. (\$7,565)
- These recommendations come with a one-time cost of \$28,852.

**OPERATING BUDGET**  
**FOR THE COUNTY**  
**CRIMINAL COURTS**  
  
**AND**  
  
**CRIMINAL COURT**  
**MANAGER**  
**DEPARTMENT**

**FISCAL YEAR**

**2016**



**DALLAS COUNTY**  
**Office of Budget and**  
**Evaluation**



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## REQUEST FOR EXTRA HELP BUDGET

<b>Department</b> <u>4620</u>		<b>Budget No.</b> <u>00120</u>			
<b>Description of Function</b> PART – TIME COURT COORDINATOR – COUNTY CRIMINAL COURTS					
Position Title, Grade and Number	Annual Hours	Hourly Rate	Total	Retirement Benefits	Comments and Justification
9529, OFFICE SUPPORT	750	16.21-\$21.18		N/A	SEE BELOW
Total					

**Staff Review and Comment**

This position is currently budgeted at \$7500 annually. This department is requesting to reclassify this position as a Part-time Court Coordinator Position. There are 13 Misdemeanor Court Coordinators with an average of 4 weeks of vacation. This vacation time is equivalent to 52 weeks a year. There is an additional need for the extra help in covering courts due to sick and FMLA days. The Court Manager and three misdemeanor coordinators has been assigned to the ACMS project until completion.

## REQUEST FOR EXTRA HELP BUDGET

Department _____		4617		Budget No. _____	
Description of Function <b>BAILIFF FOR MAGISTRATE COURT</b>					
Position Title, Grade and Number	Annual Hours	Hourly Rate	Total	Retirement Benefits	Comments and Justification
FULL TIME BAILIFF					<p>THE MISDEMEANOR MAGISTRATE COURT USES SENIOR VISITING JUDGES TO ASSIST WITH THE MOVING OF CASES, HEARINGS AND OCCUPATIONAL LICENSES.</p> <p>SINCE THE REMOVAL OF THE CATS PROGRAM. THIS COURT AS BEEN WITHOUT A BAILIFF. THIS HAS CAUSED A NEED FOR THE BAILIFFS OF OTHER COURTS TO BE INTERUPPTED FOR FINGERPRINTS. WE BELIEVE WITH A BAILIF WE WOULD HAVE A MORE EFFIECIENT MAGISTRATE COURT. WE CAN ASSIGN PRIA AND FEMALE JAIL CHAINS TO THIS COURT.</p> <p>There may be some legal issue with the use of the conviction at a later date and not be able to prove that the fingerprint is from the same person who entered the plea.</p>

Total					

**Staff Review and Comment**

**Form C**
**FY2014**

## REPLACEMENT EQUIPMENT REQUEST

<b>Department</b>		4609		<b>Budget No.</b>	
<b>Priority</b>	<b>Item to be Replaced</b>	<b>Age (years)</b>	<b>Property Number</b>	<b>Estimated Cost of Replacement</b>	<b>Comments/Justification</b>
1	(1) 8' CONFERENCE JURY	30+		770.00	JURY ROOM
2	(8) EXECUTIVE	30+		1836.00	JURY ROOM CHAIRS

	HIGH BACK CHAIRS				
3					
4					
5					
6					
7					
8					
9					
10					

**Form E**

**FY2014**

# REPLACEMENT EQUIPMENT REQUEST

<b>Department</b>	4601,4602, 4603,4604,4605,4606,4607 4608,4609,4610,4611,4615,4616	<b>Budget No.</b>	TECHNOLOGY REFRESH FUND		
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	PRINTERS	10+		\$412.07 X 13 =3296.56	NEED PRINTERS REPLACED WITH MULIT FUNCTIONAL PRINTERS
2					MOST OF THESE COURTS HAVE FAX MACHINES AND THE I.T. /HELP DESK DO NOT PROVIDE MAINENANCE OR REPAIR FOR
3					FAX MACHINES.
4					
5					
6					
7					
8					
9					
10					

**Form E**
**FY2016**

# REPLACEMENT EQUIPMENT REQUEST

<b>Department</b>		4601,4602, 4603,4604,4605,4606,4607 4608,4609,4610,4611,4615,4616		<b>Budget No.</b>		0120
<b>Priority</b>	<b>Item to be Replaced</b>	<b>Age (years)</b>	<b>Property Number</b>	<b>Estimated Cost of Replacement</b>	<b>Comments/Justification</b>	
1	CONFERENCE/ JURY ROOM TABLE	>20 YRS	N/A	10 X 650.00 = \$8,450.00 1 X \$750.00	This request is made to have this furniture that is old, tattered, broken, stained and unsightly replaced.	
1	COURTROOM ADMINISTRATION CHAIRS	>20 YRS	N/A	52 X \$350.00 =\$11,318.00		
1	COURTROOM GUEST CHAIRS	>20 YRS	N/A	72 X \$203.00 =\$14,616.00		
					Quotes provided by the Plano Office Supply. The current furniture contractor for Dallas County	

**Form D**
**FY2016**



# REPLACEMENT EQUIPMENT REQUEST

<b>Department</b>		<b>4620</b>		<b>Budget No.</b>		0120	
<b>Priority</b>	<b>Item to be Replaced</b>	<b>Age (years)</b>	<b>Property Number</b>	<b>Estimated Cost of Replacement</b>	<b>Comments/Justification</b>		
1	CONFERENCE/ JURY ROOM TABLE	>20 YRS	N/A	1 X \$1,250.00	This request is made to have this furniture that is old, tattered, broken, stained and unsightly replaced		
1	CONFERENCE ROOM ADMINISTRATION CHAIRS	>20 YRS	N/A	14 X \$451.00 =\$6315.			
1	CONFERENCE ROOM GUEST CHAIRS	>20 YRS	N/A	10 X \$365.00 =\$3,650.00	Quotes provided by the Plano Office Supply. The current furniture contractor for Dallas County		

**Form D**
**FY2016**



Jury Room



Conference Room









# REPLACEMENT EQUIPMENT REQUEST

<b>Department</b>		4605		<b>Budget No.</b>		120	
<b>Priority</b>	<b>Item to be Replaced</b>	<b>Age (years)</b>	<b>Property Number</b>	<b>Estimated Cost of Replacement</b>	<b>Comments/Justification</b>		
1	(1) BAILIFF CHAIRS	UNKNOWN		500.00	BAILIFF'S HOLSTER GET CAUGHT ON THE CHAIR BEING USED NOW.		
2					REQUESTED A WIDER CHAIR TO ACCOMMODATE THE HOLSTER.		
3							
4							
5							
6							
7							
8							
9							
10							

**Form E**
**FY2016**

# REPLACEMENT EQUIPMENT REQUEST

<b>Department</b>		4616		<b>Budget No.</b>		120	
<b>Priority</b>	<b>Item to be Replaced</b>	<b>Age (years)</b>	<b>Property Number</b>	<b>Estimated Cost of Replacement</b>	<b>Comments/Justification</b>		
1	(1) BAILIFF CHAIRS	UNKNOWN		500.00	BAILIFF'S HOLSTER GET CAUGHT ON THE CHAIR BEING USED NOW.		
2					REQUESTED A WIDER CHAIR TO ACCOMMODATE THE HOLSTER.		
3							
4							
5							
6							
7							
8							
9							
10							

**Form E**
**FY2016**





# REPLACEMENT EQUIPMENT REQUEST

<b>Department</b>		4620		<b>Budget No.</b>		120	
<b>Priority</b>	<b>Item to be Replaced</b>	<b>Age (years)</b>	<b>Property Number</b>	<b>Estimated Cost of Replacement</b>	<b>Comments/Justification</b>		
1	(2) GUEST CHAIRS	30+		2x\$250.00	CHAIRS HAVE NO SPRINGS IN SEAT		
2							
3							
4							
5							
6							
7							
8							
9							
10							





DALLAS COUNTY  
ATTN: PAT JOHNSON  
TARRANT COUNTY CONTRACT# 2013-045  
APPROXIMATE DELIVERY IS SIX WEEKS



705 AVENUE K  
PLANO, TEXAS 75074  
Phone 972-424-8561 Fax 972-422-9936  
www.planoofficesupply.com

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<u>Qty</u>	<u>Product</u>	<u>Description</u>	<u>List/Sel</u>	<u>Ext. List/Sell</u>
1	HPC023D	Park Ave 72Wx36Dx29H DP Desk Bow Top 3/2	\$2,163.00	\$2,163.00
		.V Tri Oval Edge	\$854.39	\$854.39
		.J Loop/Satin Nickel		
		.NN LAM: Mahogany		
1	HPC200D	Park Ave 72Wx24Dx29H Credenza w/Storage 2-D-2	\$2,163.00	\$2,163.00
		.V Tri Oval Edge	\$854.39	\$854.39
		.J Loop/Satin Nickel		
		.NN LAM: Mahogany		
				<b>Sub Total: \$4,326.00</b>
				<b>Total List: \$4,326.00</b>
				<b>Total Sell: \$1,708.78</b>

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**Please note the following:**

Terms: Net 30 days.

Pricing includes freight, delivery and installation; Mon. - Fri., 8:00 - 5:00.

Pricing does not include relocation of existing furniture, electronic equipment or personal items.

Pricing does not include sales tax, if applicable.

Pricing does not include electrician's fee to access building power or data cable routing pertaining to modular furniture.

Custom or special order items cannot be cancelled or returned; Deposits are non-refundable.

This proposal is valid for 30 days, unless noted otherwise.

We appreciate the opportunity to offer our services and look forward to working with you on this project.

If you have any further questions, please contact me at 972-424-8561.

Tom Lowe

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_



**Dallas County**  
Office of Budget and Evaluation

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June 8, 2015

**To:** Commissioners Court  
**Through:** Ryan Brown, Budget Officer  
**From:** Ronica L. Watkins, Assistant Budget Officer  
**Subject:** County Treasurer Reclassification Review

**BACKGROUND**

During the FY2016 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2016 Budget. The County Treasurer Requested a reclassification review of the Investment Manager position.

The reclassification is requested due to changes that have occurred over the past two fiscal years, resulting additional responsibilities which include the following:

- Implementation of New SymPro system October 2014 – requiring additional training to utilize the financials
- Implementation of New Investment Policy adopted October 2014
- Creation of Excel spreadsheets to replace the antiquated Symphony to maintain daily investment
- Supervision of additional brokers (6 authorized – 2 or 3 pending)

**FINANCIAL IMPACT**

Currently, the Investment Manager position is a Grade I with an annual cost of \$87,493 including salary and fringe benefits. The County Treasurer proposes a Grade J with an estimated annual recurring cost of \$94,649 including salary benefits, resulting into a cost of \$7,156.

**RECOMMENDATION**

*The Office of Budget and Evaluation recommends that the Human Resources/Civil Service Department review the Investment Manager position for consideration and proper classification.*

# PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	Treasure Office			Budget No.	
Position Title	Investment Manager			Position No.	4400
Current Grade	I	Job Code	7011400	Department Priority	1

## Description of Changes in Work Being Performed

**\*\* See Section C2 insert, pages 1 & 2**

## Reason/Authority for Change (see Budget Manual)

Over the past years, the type and duration of investments have expanded, due to new policy, new Sympro system, new procedures and market conditions. Portfolio planning is more complex due to the availability of more extensive data that is used in the decision making process. The Investment Manager has acquired the following additional responsibilities

- Update investment transactions included daily transactions, cash flow matured, monthly idle funds and agency bonds rating in new SymPro system to generate monthly and quarterly report.
- Increased high volume of incoming wires, ACHs and credit card receipts with various departments.
- Attend the investment training due to the new investment policy adopted in FY 2015.
- Reconciles daily 5 new master accounts and 1 wire transfer account.
- Reconciles daily deposits through several bank accounts from various credit card companies to the various county departments.
- Monitor Investments to determine if they are in compliance with the Dallas County investment policy and Government Code Chapter 2256 PFIA.
- Analyzes the feasibility of long-term investments in compliance with investment policy and PFIA to increased interest earnings.
- Wire County Clerk Trust money to TexPool. Generate deposit and transfer money back to their account.

## Departmental Cost Worksheet

Current Grade	I	Proposed Grade	J
Salary	\$66,297.24	Salary	\$72,051.00
FICA (7.65%)	\$5,071.72	FICA (7.65%)	\$5,511.90
Retirement (11.5%)	\$7,624.16	Retirement (11.5%)	\$8,285.87
Total	\$78,993.12	Total	\$85,848.77
		Total Annual Impact	

## Staff Review and Comment

## SECTION C2 Rationale for Reclassification

Explain what caused the changes in job duties. Be specific as to how those changes occurred and in what timeframe (i.e., last month, two years ago, etc.). Include such things as: changes in organizational structure, changes in department procedures; changes in grant or program scope; new programs/functions; introduction of new equipment/systems; reassignment of job duties/termination of other employees in the unit, etc.

- New Investment policy adopted at the beginning of FY15.
- Investment Excel spreadsheets replaced antiquated Symphony spreadsheets in Oct-14
- New SymPro system in Oct 2014 required additional training to utilize for financials on a daily basis
- Set up and maintain 5 new Bank accounts and 8 accounts in TexPool due to the new structures and procedures Oct-14.
- Increased volume of incoming wires and ACHs
- Increased volume of credit card from various sources

Provide an explanation on the differences between the old and new job duties/responsibilities. Describe how the job has grown and changed since its' creation. Include changes in the level of judgment, independence, problem solving and/or management (i.e., position was previously responsible for \$1,000,000 and is now responsible for \$10,000,000; position was previously responsible for supervising two employees and is now responsible for supervising fifteen employees, etc). Please clearly outline the specific new job duties/responsibilities.

Old duties/responsibilities	New duties/responsibilities
FY07: Volume of incoming wires/ACHs is \$481,005,146.23	FY14: Volume of incoming wires/ACHs is \$620,403,618.05
FY07: Volume of credit cards is \$13,462,692.23 from fund 669, 993, 630.	FY14: Volume of credit card is \$33,451,024.82 from fund 669, 993, 630 and new fund 610.
FY07: Approved 1,097 credit card deposits Not required to reconcile credit card deposits (98) against daily credit card reports from bank.	FY14: Approved 1,693 credit card deposits Required to reconcile credit card deposits (98) against daily credit card reports from fund 630,993, and 610.
FY07: Reconcile 1 wire transfer account	FY15: Reconcile 5 new master accounts and 1 old Wire transfer account.
FY07 No account setup in TexPool.	FY15: 8 accounts in TexPool.
FY07: Used Symphony spreadsheets to maintain daily investment Data and calculate the available amounts to invest.	FY15: Created Excel spreadsheets to replace the antiquated Symphony to maintain daily investment Data and calculate the available amounts to invest.
FY07: No software for reports and agency bond market rating	FY15: Use new SymPro System to generate Financial reports and use Interactive Data to generate the market rating
FY07: Not required to attend Investment training FY07: 6 authorized brokers	FY15: Required to attend Investment training FY15: 6 authorized brokers plus 2 or 3 more pending

Are the new duties/responsibilities additional or have they been allocated from another position(s)? Please specify. If the duties have been reassigned, please provide the name, job title, and an explanation of why the duties are being reassigned. Please explain the impact on the position losing the duties/responsibilities.



SECTION C2 Rationale for Reclassification

NO

What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?

NO

Outline the changes in the level of authority of the position (i.e., position now has authority to sign off on expenditures for good/services). Have any reporting relationship to or from this position been altered?

Primary administrator /user in SymPro System

Primary administrator and entitled all 107 bank accounts in CashPro online banking System.

Primary administrator/user to set up and maintain all wire and ACH templates

Primary administrator/user to generate monthly and quarterly reports

What specific tasks or activities make the job duties/responsibilities more complex?

- Initiate multimillion dollar outgoing wires daily to State Street or TexPool.
- Initiate multimillion dollar ACHs daily between Dallas County funds or to our vendors, State Comptroller, IRS...
- Generate receipts and disbursements of multiple wires coming from different sources for all Dallas County funds.
- Approve and transfer volume credit card money for all Dallas County departments.
- Transmit multiply payments ON TIME to State, IRS, Vendors, Financial Services, Debt payments
- Wire multimillions Trust money for District Clerk and County Clerk to TexPool per their request. Generate 98 and move Trust money back to their bank account per their request.
- Make independent Investment decisions for Dallas County funds by investing in TexPool and Repo, purchasing over an estimated \$250 million in Securities annually.
- Detail and ability to perform in a fast-paced environment and meet time-sensitive deadlines with Dallas County brokers, safe keeper on daily basis.
- Prepare monthly report for Treasurer Office to meet financial and statutory requirements.
- Prepare Quarterly Report to meet the statutory requirements by Public Funds Investment Act.
- Responsibility for monitoring the investments to determine that they are in compliance with the Dallas County investment policy and Government Code Chapter 2256 PFIA.
- Oversee the daily Cash Flow from multiple sources to make decision on daily investments.
- Prepares Operating Cash Flow Forecast, using historical records of the Operating Account to establish revenue and expense estimates for future years, in order to anticipate expenditure needs and guide investment decisions.

Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.

What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?



**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

**Position Description Reclassification Request Form**

**General Instructions:** Please complete this form and attach the current and proposed position descriptions, the current and proposed organization charts and any comparative position descriptions that can be identified.

**A. Identification / General Information**

Current Position Title:	Investment Manager
Proposed Position Title:	Investment Manager / Assistant Chief Deputy
Current Position Grade:	I
Department Name:	Treasure Office
Position Number:	4400
Supervisor Name:	Tracy Hines
Supervisor Phone:	214.653.7321
Supervisor Email:	Tracy.Hines@Dallascounty.org

**B. Brief Description of the Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to forecast recurring Dallas County cash requirement, and monitor and Reports excess funds available for reinvestment to ensure financial security and optimum liquidity of County funds.
This is accomplished by interaction with Brokers, CashPro Online Financial ( <i>Bank Of America</i> ), State Street Bank, Texpool, Bloomberg Financial Information and Sympro Systems.
Other duties include reconciling daily receipts through several bank accounts, oversees and reviews daily Cash and check deposits, Prepare monthly and quarterly financial reports.

**C. Rationale for Reclassification**

Explain what caused the changes in job duties. Be specific as to how those changes occurred and in what timeframe (i.e., last month, two years ago, etc.). Include such things as: changes in organizational structure, changes in department procedures; changes in grant or program scope; new programs/functions; introduction of new equipment/systems; reassignment of job duties/termination of other employees in the work unit, etc.

*See Section C2 page 1 & 2*

Provide an explanation on the differences between the old and new job duties/responsibilities. Describe how the job has grown and changed since its creation. Include changes in the level of judgment, independence, problem solving and/or management (i.e., position was previously responsible for \$1,000,000 and is now responsible for \$10,000,000; position was previously responsible for supervising two employees and is now responsible for supervising fifteen employees, etc.). Please clearly outline the specific new job

duties/responsibilities. <i>See Section C2 pages 1 &amp; 2</i>
Are the new duties/responsibilities additional or have they been allocated from another position(s)? Please specify. If the duties have been reassigned, please provide the name, job title, and an explanation of why the duties are being reassigned. Please explain the impact on the position losing the job duties/responsibilities. <i>Additional new duties/responsibilities. See Section C2 pages 1 &amp; 2</i>
What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?  N/A
Outline the changes in the level of authority of the position (i.e., position now has authority to sign off on expenditures for goods/services). Have any reporting relationships to or from this position been altered?  Report to Deputy Chief
What specific tasks or activities make the job duties/responsibilities more complex?  <i>See Section C2 pages 1 &amp; 2</i>
Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.  
What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?  

## D. Essential Functions

**Description of Essential Function:** Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

**Percentage of Time:** Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

**Essential/Non-Essential (E or NE):** Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

<b>EXAMPLE</b> ↓		
Function: Maintains exterior of facilities	Time	E or NE
Tasks performed to accomplish this function:	30%	E



By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function:	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	30	
Makes independent investment decisions for Dallas County funds, purchasing over an estimated \$250 million in securities annually. Invest over an estimated \$50 Million daily in Repo and over \$25 million in Texpool.		
2. Function:	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	15	
Prepared and monitors investment strategies based on market information such as Economic data, rate trends and Federal Reserve decisions. Develops investment Procedures to implement Dallas County investment policies.		
3. Function:	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	20	
Assists in achieving the maximum interest yield on its invested funds consistent Federal and state laws, County policies and the Dallas County Depository Bank Contract. Prepare monthly financial and quarterly investment reports.		
4. Function:	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	25	
Oversees deposit and disbursement of funds, monitors Commissioner Court Agendas for anticipated spending and coordinates with other County Departments to determine draw down schedules for large projects. Assists in preparation of Depository Bank Contract. Reconcile s credit card deposits. Generate receipts And disbursement of multiple wires/ACHs from various sources.		

5. Function:	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	5	
Prepares Operating Cashflow Forecast, using historical records of the Operating Account		
To establish revenue and expense estimates for future years, in order to anticipate Expenditure needs and guide investment decisions.		

6. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	5	
Recommends policy decisions to Commissioners Court to maximize the financial return of Dallas County funds. Reviews the Dallas County Investment Policy and Procedures as Annually and recommends appropriate changes to Commissioners Court. Performs other Duties as assigned.		

## E. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	X
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	X
<input type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	X

## F. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	X
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	X	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	X	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	X	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

--

3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

Personal computer, Bloomberg Financial System, Sympro Financial System, Word, Excell

4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	Office Environment	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.


## G. Position Minimum Requirements



2. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input checked="" type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:
<input type="radio"/>	6.	Graduate or professional work or advanced degree in:

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	No previous experience required
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input checked="" type="radio"/>	5.	Minimum of three years experience in/as:
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.
2.
3.
4.
5. Valid Drivers License Required? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, what type?

## H. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.

<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input checked="" type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? ☐ Yes ☒ No  
If yes, describe the planning or project management activities associated with this position.


3. Budgetary Responsibility: Does this position involve working with the annual budget? ☐ Yes ☒ No  
If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

5. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
Additional comments:	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

☐ Yes ☒ No

If yes, please list the classification titles (not working titles) and number of employees supervised.

Classification Title(s)

Number of Employees



6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position. (Choose one)

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (Choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
X	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major

		programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

## I. Human Relations

**Interpersonal/Human Relations Skills:** This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

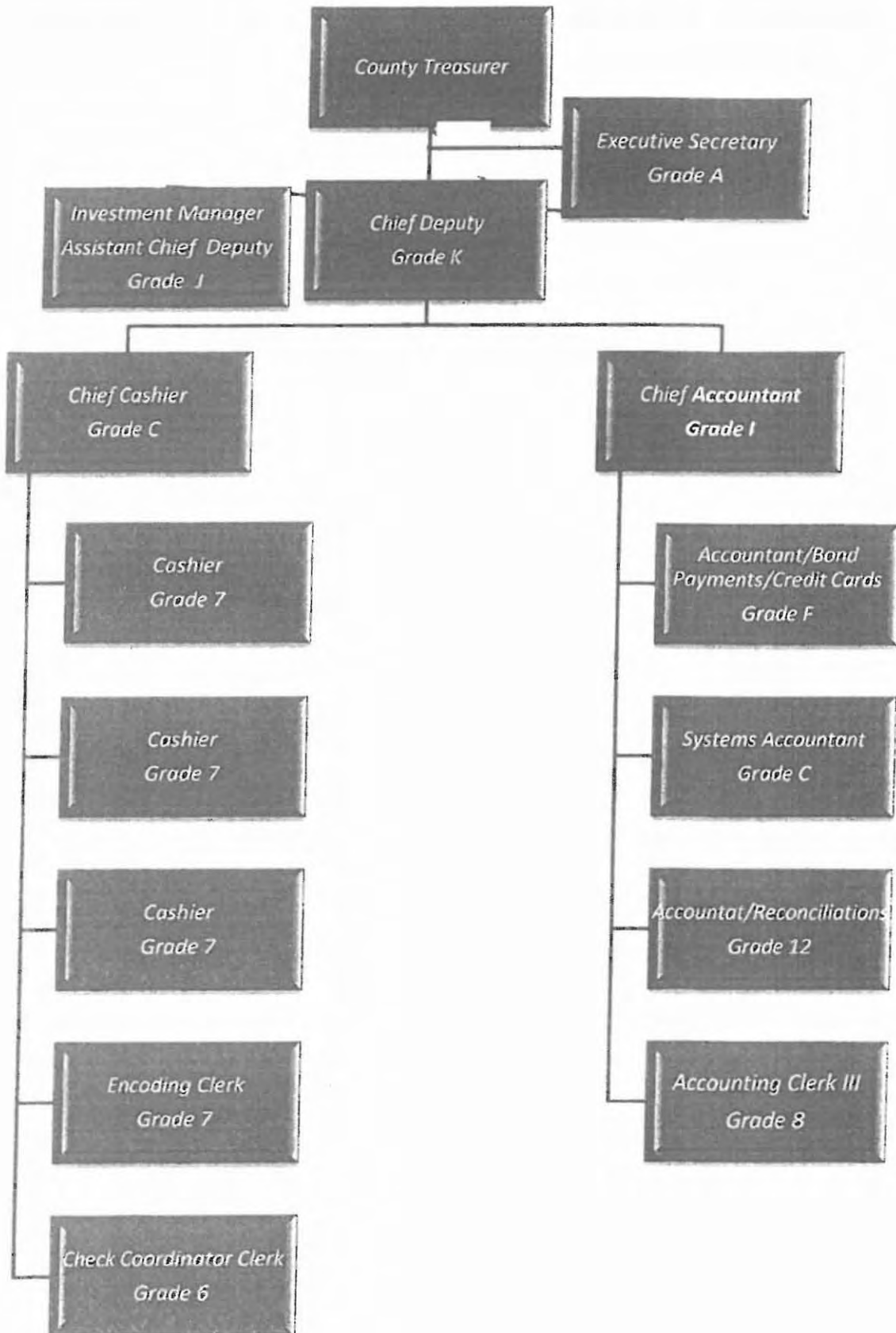
Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

## K. Signature/Approval

*To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.*

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	

## County Treasure Organization Chart





**Dallas County**  
Office of Budget and Evaluation

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June 9, 2015

**To:** Commissioners Court

**Through:** Ryan Brown, Budget Officer

**From:** Alejandro Moreno, Budget and Policy Analyst

**Subject:** Criminal District Courts FY2016 Budget Request Recommendations

**BACKGROUND**

During the FY2016 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2016 Budget. As such, the Criminal District Courts submitted the following requests:

1. Small table
  - a. The 282<sup>nd</sup> Judicial District Court is requesting a small table for the Court Coordinator's office.
2. Conference table
  - a. The request is for the Criminal District Court Manager's office. The Manager's office is requesting to replace a conference room table that is old and worn.
3. DVD Player
  - a. The request is from Criminal District Court 1 for one DVD player for their Jury Room.
4. Chair- Chambers
  - a. The request is from the Drug Court. One chambers chair needs to be replaced due to its age.
5. Chair- Side
  - a. The request is from the Drug Court, aux 1 and aux 7. One side chair needs to be replaced due to its age for aux 1 and 8 for aux 7 due to their condition.
6. Chair- Bailiff
  - a. The request is from the District Court Magistrate's office for two auxiliary courts, Criminal District Court 1, and the Criminal District Court 5. The Magistrate's office is requesting to replace 4 old chairs, the Criminal District Court 1 needs to replace 2 worn chairs, and the CDC 5 is requesting to replace 2 old chairs.
7. Chair- Conference Room
  - a. The request is from the Criminal District Court Manager's Office. The Manager's office is requesting to replace 21 old and worn chairs.
8. Chair- Jury Room

- a. The request is from the 282<sup>nd</sup> Judicial District Court, the 283<sup>rd</sup> Judicial District Court, the 292<sup>nd</sup> Judicial District Court, the 203<sup>rd</sup> Judicial District Court, the Drug Court, the Criminal District Court 3, and the Criminal District Court 7. The 56 chairs that need to be replaced in the courts are old and weak.
9. Table
  - a. The request is from the 292<sup>nd</sup> Judicial District Court, Criminal District Court 1, and the Criminal District Court 7. One Jury Room table needs to be replaced for each court due to their instability.
10. Chair- Courtroom
  - a. The request is for the 194<sup>th</sup> Judicial District Court, the Criminal District Court 1 and 5, and the Drug Court. 4 chairs are needed to replace broken or worn chairs in the 194<sup>th</sup> Court, 8 chairs are needed to be replaced in the Criminal District Court 1 and 4 chairs are needing to be replaced in the district court 5, and 8 chairs are needed to replace old chairs in the Drug Court aux 1 and 2 in aux 7.
11. Desk
  - a. The request is from Criminal District Court 1 to replace a Court Coordinator's desk that doesn't lock. The Protective Order Court is requesting one desk for their Judge's Chambers.
12. Chair-Court Reporter
  - a. The request is from the Drug Court, Aux 1 to purchase a court reporter chair. Aux 7 needs a court room chair and office chair for the court reporter. The court reporters are currently using a chair from home. Criminal District Court 6 is requesting one secretary chair to replace one chair with no support.
13. Courtroom A/V Equipment
  - a. The Criminal District Court 2 and the 282<sup>nd</sup> Judicial District court are requesting A/V equipment for their courtrooms. CDC 2 needs their A/V witness screen and sound system maintained or replaced. The 282<sup>nd</sup> Judicial District Court is requesting their current courtroom audio system be upgraded to include microphones in the gallery.
14. Printer
  - a. The Magistrate's department is requesting a color printer for the Magistrate's office in order to print off needed reports.
15. Scanner
  - a. The Staff Attorneys office is requesting one scanner which will be used to transmit sensitive orders, findings, and set schedules in cases. Orders are prepared for the mental health cases for the courts.

### **FINANCIAL IMPACT**

1. The estimated one time cost of one small table is \$175.
2. The estimated one time cost of replacing one conference room table is \$1,081.
3. The estimated one time cost of one DVD player is \$200.
4. The estimated one time cost of one chair is \$339.
5. The estimated one time cost of 9 side chairs is \$2,025, at \$225 per chair.

6. The estimated one time cost of 8 chairs at \$550 each is \$4,400.
7. The estimated one time cost of 21 chairs at \$255 each is \$5,355.
8. The estimated one time cost of 84 chairs at \$277 each is \$23,268.
9. The estimated one time cost of 3 tables at \$1,081 each is \$3,243.
10. The estimated one time cost of 28 chairs at \$255 each is \$7,140.
11. The estimated one time cost of one desk is \$718. The estimated cost of one desk with return for the Protective Order Court is \$1,185
12. The estimated one time cost of 3 court reporter chairs is \$1,059 at \$350 per chair. The cost of one secretary chair is \$245.
13. The estimated cost for the A/V equipment for the CDC2 and the 282<sup>nd</sup> court is currently not available.
14. The estimated one time cost of the printer is \$350
15. The estimated one time cost of the scanner is \$400

### **RECOMMENDATION**

The Office of Budget and Evaluation recommends:

1. The small table is not standard office equipment. It is not recommended. The department may use DDA funds.
2. Replacing one conference room table
3. Not purchasing one DVD player which is not standard equipment in the courts and is not needed.
4. Replacing one chambers chair
5. Replacing one side chair for Aux 1 and 8 side chairs for Aux 7
6. Replacing 4 bailiff's chairs for the Magistrate Department, Aux 2 and aux 5  
Replacing 1 Bailiff's chair for Criminal District Court 1  
Replacing 2 Bailiff's chairs for Criminal District Court 5
7. Replacing 21 chairs for the Criminal District Court Manager's conference room.
8. Replacing 14 chairs for the 282<sup>nd</sup> Judicial District Court  
Replacing 1 chair for the 283<sup>rd</sup> Judicial District Court  
Not replacing any chairs from the 292<sup>nd</sup> Judicial District court which are still in good condition  
Replacing 3 chairs from the 203<sup>rd</sup> Judicial District Court  
Replacing 4 Jury Room chairs for the Drug Court, Aux 1  
Replacing 14 chairs for the Criminal District Court 3  
Not replacing any chairs from the Criminal District Court 7 which are still in good condition
9. Not replacing one Jury Room table in the 292<sup>nd</sup> Judicial District Court which is still in good condition  
Not replacing one Jury Room table in the Criminal District Court 1 which is still in good condition  
Not replacing one Jury Room table in the Criminal District Court 7 which is still in good condition
10. Replacing 4 courtroom chairs in the 194<sup>th</sup> Judicial District Court

- Not replacing any courtroom chairs in the Criminal District Court 1 which are still in good condition
- Replacing 4 Courtroom chairs for the Drug Court, Aux 1
- Replacing 2 side chairs in the Drug Court, Aux 7
- Replacing 4 court room chairs in the Criminal District Court 5
11. Not replacing one desk for the Criminal District Court Coordinators office which is still in good condition.  
Replacing one desk for the Judge's Chambers.
  12. Replacing one court reporter chair for the Drug Court, Aux 1 and 2 for Aux 7.  
Replacing one secretary chair for Criminal District Court 3.
  13. The request for A/V equipment has been sent to the Facilities department for review.
  14. Purchasing one color printer for the Magistrate's office. The printer was approved in FY2014, but never purchased.
  15. Purchasing one scanner.

These recommendations come with a one-time cost of \$25,311.

# REPLACEMENT EQUIPMENT REQUEST

<b>Department</b>		<u>CRIMINAL DISTRICT COURTS MANAGER OFFICE</u>		<b>Budget No.</b>		<u>4470</u>	
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification		
1	20 CHAIRS (CONFERENCE)			\$255. ea x 20=\$5100.	OLD, WORN, NO SUPPORT		
2							
3							
4							
5							
6							
7							
8							
9							
10							

**Form D**



# REPLACEMENT EQUIPMENT REQUEST

Department <u>292nd JUDICIAL DISTRICT COURT</u> Budget No. <u>4450</u>					
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	(14) JURY ROOM CHAIRS	OVER 20 YRS		\$277 EA X 14=\$3878	OLD, DIRTY, NO SUPPORT WEAK
2	JURY ROOM TABLE	OVER 20 YRS		BASE=\$640 TOP=\$441 =\$1081	UNSTABLE
3					
4					
5					
6					
7					
8					
9					
10					

**Form D**

# REPLACEMENT EQUIPMENT REQUEST

Department <u>CRIMINAL DISTRICT COURT 7</u>		Budget No. <u>4407</u>			
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	(14) JURY ROOM CHAIRS	OVER 20 YRS		\$277 ea x 14 = \$3878	OLD, DIRTY, NO SUPPORT, SMELLS AND ARE WEAK
2	JURY ROOM TABLE	OVER 20 YRS		BASES = \$640 TOP = 441 = \$1081	CROOKED AND UNSTABLE
3					
4					
5					
6					
7					
8					
9					
10					

**Form D**

# REPLACEMENT EQUIPMENT REQUEST

Department <u>CRIMINAL DISTRICT COURT 5</u>		Budget No. <u>4405</u>			
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	(2) BAILIFF CHAIRS	OVER 20 YRS		\$550 ea x 2 = \$1100	WORN, OLD & NO SUPPORT
2					
3					
4					
5					
6					
7					
8					
9					
10					

**Form D**

## REPLACEMENT EQUIPMENT REQUEST

<b>Department</b> <u>CRIMINAL DISTRICT COURT</u>		<b>Budget No.</b> <u>4401</u>			
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	COURTROOM CHAIRS (8)	OVER 20 YRS		\$255 ea x 8 = \$2040.	OLD, NO SUPPORT, WORN
2	JURY ROOM TABLE	OVER 20 YRS		BASE \$640. TOP \$441. =\$1081.	UNSTABLE
3	BAILIFF CHAIRS (2)	OVER 20 YRS		\$550 ea x 2 = \$1100.	WORN, OLD, NO SUPPORT
4	COORDINATOR'S DESK	OVER 20 YRS		\$718.	DOESN'T LOCK
5					
6					
7					
8					
9					
10					

**Form D**

## REPLACEMENT EQUIPMENT REQUEST

<b>Department</b> <u>282nd JUDICIAL DISTRICT COURT</u> <b>Budget No.</b> <u>4435</u>					
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	(14) JURY ROOM CHAIRS	OVER 20 YRS		\$277. ea x 14= \$3878.	TORN, WORN, NO SUPPORT
2					
3					
4					
5					
6					
7					
8					
9					
10					

**Form D**

# REPLACEMENT EQUIPMENT REQUEST

<b>Department</b> <u>194th JUDICIAL DISTRICT COURT</u> <b>Budget No.</b> <u>4410</u>					
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	(4) COURTROOM CHAIRS	OVER 20 YRS		\$255 ea x 4=\$1020.	BROKEN, WORN, UNCOMFORTABLE NO SUPPORT
2					
3					
4					
5					
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7					
8					
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10					

**Form D**

# REPLACEMENT EQUIPMENT REQUEST

Department <u>DRUG COURT</u>		Budget No. <u>4013</u>			
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	(14) JURY ROOM CHAIRS	OVER 20 YRS		\$277.ea x 14 \$3878.	SAFETY HAZARD SEVERAL HAVE BROKEN. SEVERAL ABOUT TO BREAK.
2	(8) CHAIRS COURTROOM (4 for ea Drug Court)	OVER 20 YRS		\$255.ea x 8 =\$2040.	OLD NO SUPPORT WORN
3					
4					
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**Form D**

# REPLACEMENT EQUIPMENT REQUEST

Department <u>203rd JUDICIAL DISTRICT COURT</u> Budget No. <u>4420</u>					
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	(14) JURY ROOM CHAIRS	OVER 20 YRS		\$277. ea x 14 =\$3878.	OLD, WORN AND UNSTABLE
2					
3					
4					
5					
6					
7					
8					
9					
10					

**Form D**



# REPLACEMENT EQUIPMENT REQUEST

Department <u>DRUG COURT</u>		Budget No. <u>4013</u>			
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	CHAMBERS CHAIR			\$339.	OLD, NO SUPPORT (AUX 7 CHAMBERS LAW LIBRARY)
2	SIDE CHAIR			\$225.	NO SIDE CHAIR IN CHAMBERS (aux 7 CHAMBERS?LAW LIBRARY)
3					
4					
5					
6					
7					
8					
9					
10					

**Form D**

# REPLACEMENT EQUIPMENT REQUEST

<b>Department</b>	<u>DISTRICT COURT MAGISTRATES</u>			<b>Budget No.</b>	<u>4460</u>
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	BAILIFF CHAIRS	OVER 20 YRS		\$550. EA X 2 = \$1100.	AUX 2-WORN, OLD NO SUPPORT
2	BAILIFF CHAIRS	OVER 20 YRS		\$550. EA x 2 = \$1100.	AUX 5-WORN, OLD NO SUPPORT.
3					
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**Form D**

# REPLACEMENT EQUIPMENT REQUEST

Department <u>CDC</u>		Budget No. <u>4401</u>			
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	DVD PLAYER	NA		\$200	NEEDED FOR JURY ROOM
2					
3					
4					
5					
6					
7					
8					
9					
10					

**Form D**

## REPLACEMENT EQUIPMENT REQUEST

Department 282nd JUDICIAL DISTRICT COURT Budget No. 4435

Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	SMALL TABLE	NA		\$175.	COURT COORDINATORS OFFICE FOR FAX MACHINE
2					
3					
4					
5					
6					
7					
8					
9					
10					

Form D

# REPLACEMENT EQUIPMENT REQUEST

Department <u>CDC MANAGER</u>		Budget No. <u>4470</u>			
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	CONFERENCE ROOM TABLE	OVER 20 YEARS		BASE \$640 TOP \$441 = \$1081.	OLD, WORN
2					
3					
4					
5					
6					
7					
8					
9					
10					

**Form D**

# REPLACEMENT EQUIPMENT REQUEST

Department 282nd JUDICIAL DISTRICT COURT Budget No. 4435

Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	(14) JURY ROOM CHAIRS	OVER 20 YRS		\$277. ea x 14= \$3878.	TORN, WORN, NO SUPPORT
2					
3					
4					
5					
6					
7					
8					
9					
10					

**Form D**

# PROGRAM IMPROVEMENT REQUEST

## CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	CRIMINAL DISTRICT COURT NO. 2	Budget No	4402
Brief Title of PIR	COURTROOM A/V EQUIPMENT		
Estimated Cost		Department Priority	
<p><b>Brief Summary of Request</b></p> <p>CDC2 NEEDS THEIR A/V WITNESS SCREEN AND SOUND SYSTEM MAINTENANCED <i>OR</i> REPLACED.</p>			
<p><b>Discussion of Need</b></p> <p>CURRENT WITNESS SCREEN &amp; SOUND SYSTEM ARE BROKEN.</p>			
<p><b>Staff Review and Comment</b></p>			

Form G

FY2016

Department	282ND JUDICIAL DISTRICT COURT	Budget No	4435
Brief Title of PIR	A/V EQUIPMENT		
Estimated Cost		Department Priority	

JUDGE GIVENS-DAVIS IS REQUESTING CURRENT COURTROOM AUDIO SYSTEM BE  
UPGRADED TO INCLUDE MICROPHONES IN THE GALLERY.

COURT REPORTER IS UNABLE TO HEAR DURING THE JURY SELECTION.

**Form G****FY2016**



elm  
4-10-15

## LONG TERM CAPITAL NEEDS PREVIEW

Department	Staff Attorneys	Budget No.	4465
Brief Title	Scanner		
Estimated Cost	\$400.		

### Discussion of Need and Time Constraint

The scanner will be used to transmit signed Judges, sensitive orders, findings and set schedules in cases. Currently we ask the court managers office to scan in and then send that to our email. We send those time sensitive documents to the parties to advise them of the setting or ruling of the Court.

The email with the scanned attachment is proof that the parties have been made aware of the ruling or setting and it decreases the possibility of delays based on failure to receive notice.

Orders are prepared for the mental health cases for the Courts. The hospitals have requested electronic versions of the orders but currently we do not have that capability. This would be beneficial due to the shear volume of these orders.

### Estimated Impact on Future Operating Budgets

# REPLACEMENT EQUIPMENT REQUEST

Department <u>CDC 6</u>		Budget No. <u>4406</u>			
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	Secretary Chair	Over 10 yr		\$245	No support
2					
3					
4					
5					
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9					
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**Form D**

# REPLACEMENT EQUIPMENT REQUEST

Department <u>CDC3</u>		Budget No. <u>4403</u>			
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	14 JURY ROOM CHAIRS	OVER 15 YR		\$277 ea x 14=\$3878	UNSTABLE, WEAK SAFETY CONCERN
2					
3					
4					
5					
6					
7					
8					
9					
10					

**Form D**

## REPLACEMENT EQUIPMENT REQUEST

Department <u>283rd DISTRICT CT</u>		Budget No. <u>4440</u>			
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	14 JURY ROOM CHAIRS	OVER 15 YR		\$277 ea x 14=\$3878	UNSTABLE, WEAK AND A SAFETY CONCERN
2					
3					
4					
5					
6					
7					
8					
9					
10					

**Form D**



**Dallas County**  
Office of Budget and Evaluation

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May 21, 2015

**To:** Commissioners Court

**Through:** Ryan Brown, Budget Officer

**From:** Alejandro Moreno, Budget and Policy Analyst

**Subject:** Criminal Justice FY2016 Budget Request Recommendations

**BACKGROUND**

During the FY2016 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2016 Budget. As such, the Criminal Justice department submitted the following requests:

1. Additional office space
  - a. The request is for additional office space that would house the entire Criminal Justice Department in a centralized location. This request has been sent to the Space Committee for review.
2. Optiplex GX270
  - a. The request is to replace 9 computers which are not able to run programs needed by the ELM unit. This request has been sent to the I.T. department for review.
3. Deputy Director of Criminal Justice (M)
  - a. The request is for one additional position in the Criminal Justice Department, with the downgrade of one Criminal Manager (J) to a Grade H.
4. Reclassification
  - a. The request is for the reclassification of 5 positions from a Grade G to a proposed Grade of H. The positions are as follows: 4 Project/Policy Analysts, 1 Manager to a Program Manager II.

**FINANCIAL IMPACT**

1. Additional Office Space
  - a. The estimated cost is currently not available.
2. Optiplex GX270
  - a. The estimated cost of replacing one computer is \$1,025, for a total of \$9,225 for the nine computers.
3. Deputy Director (M)
  - a. The estimated one time cost for furniture and equipment is \$3,730. The approximate annual cost for salary and benefits is \$102,970.
4. Reclassification

- a. The estimated annual recurring cost of 5 reclassifications is \$21,940.

### **RECOMMENDATION**

The Office of Budget and Evaluation recommends:

1. Request sent to Open Space Committee.
2. Request sent to the I.T. Department.
3. The Deputy Director request was briefed and approved during the 2015 Fiscal Year at a Grade M.
4. The Office of Budget and Evaluation the reclassification of the 5 listed positions and further recommended the Human Resources/Civil Service Department determine the proper classification.

These recommendations from the Budget Office (does not include anything that was sent to another department for review) come with a one-time cost of \$3,730 and an annual recurring cost of \$124,910.



## **MISSION STATEMENT**

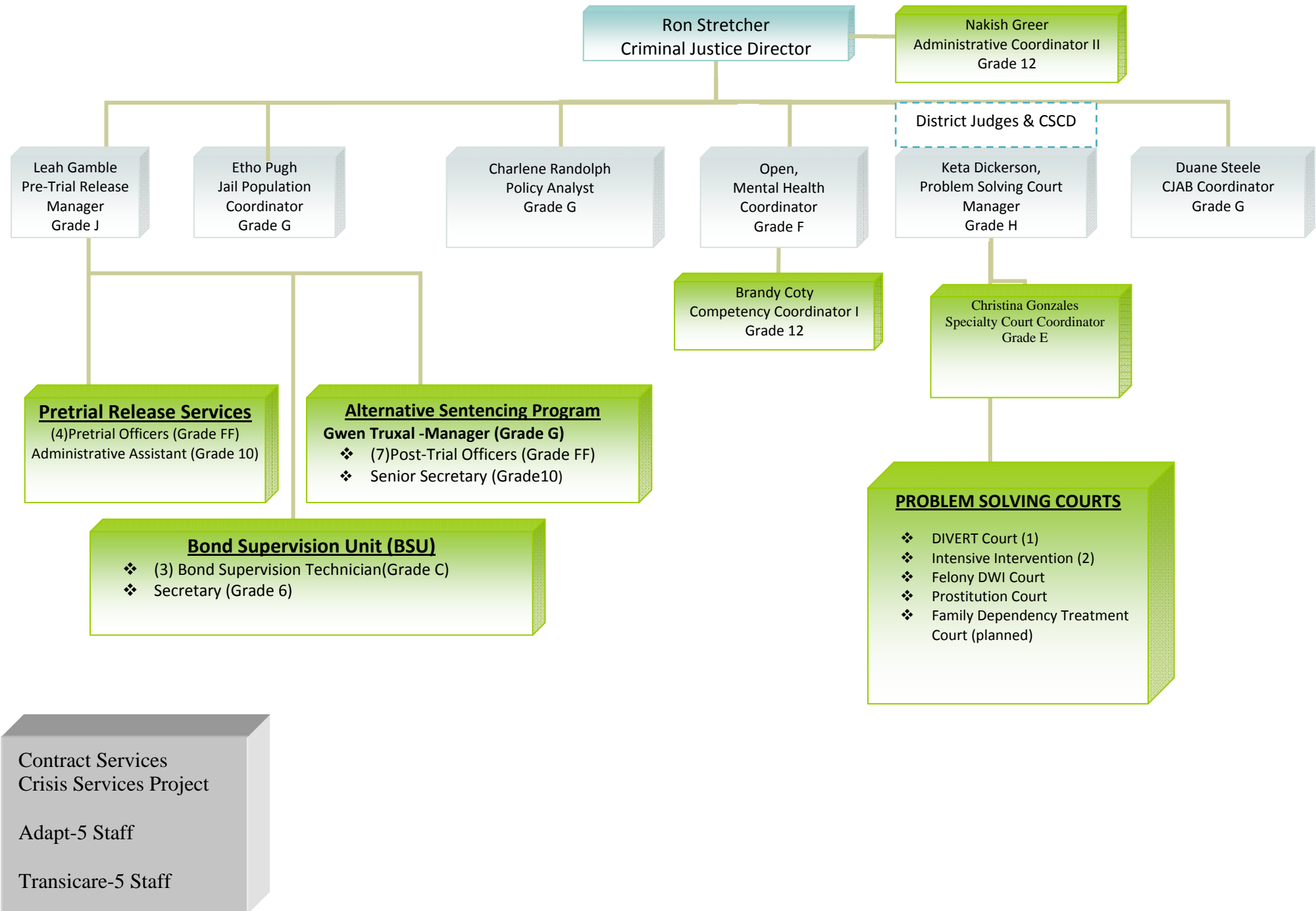
The mission of the Dallas County Jail Diversion Department is to enhance public safety and maximize the effectiveness of Dallas County criminal justice resources by managing and reducing jail population through diversion programs, supervised releases, pretrial screening and liaisons with other criminal justice agencies.



## DESCRIPTION OF DEPARTMENTAL FUNCTIONS TO DALLAS COUNTY STRATEGIC PLAN

<b>Department:</b>	Jail Diversion
<b>Primary function of department:</b>	The reduction and management of jail population through diversion programs, supervised releases, pretrial screening and liaisons with other criminal justice agencies.
<b>Strategic plan vision(s) associated with department's primary function:</b>	<p><i>Vision 3: Dallas County is safe, secure, and prepared.</i></p> <p><i>Strategy 3.1 - Synergize Public Safety Programs and Services across Dallas County.</i></p> <p><i>Strategy 3.2 – Coordinate Programs and Systems to Reduce Crime in Dallas County.</i></p> <p><i>Strategy 3.4 – Maximize Effectiveness of Dallas County Criminal Justice Resources.</i></p>
<b>Roles performed by department In support of strategic plan vision(s):</b>	<p>Traditional service provider – operating as extension of Commissioner's Court</p> <p>Architect - Dallas County is innovative by having a Department with four unique units designed to reduce overcrowding in the County Jail while maintaining the safety of the community (Criminal Justice, Pretrial Release, Bond Supervision, and Mental Health Coordination).</p>
<b>Representative performance measures for department:</b>	<p>1) Reduced jail population</p> <p>2) Providing supervision for defendants released on bond conditions</p> <p>3) Explore alternatives to incarceration for defendants with mental health issues</p>

# Jail Population/Criminal Justice Department



# REQUEST FOR PROFESSIONAL SERVICES

Department 4014/Jail Diversion

Budget No. 00120

Pay To	Description of Services	FY2015 Budget	FY2016 Amount Requested
Sentinel	Electronic Monitoring equipment for Indigent defendants	70,991.55	113,000

## Process Improvement Consulting Request

- This amount will cover 11,300 defendant supervision days (jail bed days), of ELM supervision.

FORM C

FY 2016

# REPLACEMENT EQUIPMENT REQUEST

<b>Department</b>		4014/Jail Diversion		<b>Budget No.</b>	
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	Optiplex GX270	7+ year	00020179	\$1,025	This computer can't run some of the programs that we use in our department. The ELM unit uses GPS monitoring software for instance
2	Optiplex GX270	7+ year	00007233	\$1,025	This computer can't run some of the programs that we use in our department. The ELM unit uses GPS monitoring software for instance
3	Optiplex GX270	7+ year	00020167	\$1,025	This computer can't run some of the programs that we use in our department. The ELM unit uses GPS monitoring software for instance
4	Optiplex GX270	7+ year	00018911	\$1,025	This computer can't run some of the programs that we use in our department. The ELM unit uses GPS monitoring software for instance
5	Optiplex GX270	7+ year	00013009	\$1,025	This computer can't run some of the programs that we use in our department. The ELM unit uses GPS monitoring software for instance
6	Optiplex GX270	7+ year	00010791	\$1,025	This computer can't run some of the programs that we use in our department. The ELM unit uses GPS monitoring software for instance
7	Optiplex GX270	7+ year	00020177	\$1,025	This computer can't run some of the programs that we use in our department. The ELM unit uses GPS monitoring software for instance
8	Optiplex GX270	7+ year	00027133	\$1,025	This computer can't run some of the programs that we use in our department. The ELM unit uses GPS monitoring software for instance
9	Optiplex GX270	7+ year	00020213	\$1,025	This computer can't run some of the programs that we use in our department. The ELM unit uses GPS monitoring software for instance
10					

**Form D**

# PROGRAM IMPROVEMENT REQUEST

## ADDITIONAL STAFF

Department	4014 / Jail Diversion	Budget No
Brief Title of PIR		
Approx. Net Cost	\$137,000	Department Priority

### Brief Summary of Request

Deputy Director of Criminal Justice position

### Discussion of Need

The Criminal Justice Department has been in existence over 8 years. In that time period the Department has grown in staff and program responsibilities to a great degree. The department initially operated the mental health diversion function with one employee and Pretrial Release with 7 employees. Currently, the department operates the Pretrial Release Unit (2500 active cases), the Bond Supervision unit (1200 active cases), the Alternative Sentence/ELM Bond supervision program (140 active cases), the Mental Health Diversion Program, and the Outpatient Competency Program. Additionally, the Director is responsible for Crisis Service Project coordination with a total project cost of \$20 million, the Criminal Justice Advisory Board function and Jail Population Coordination. The Jail Population coordination encompasses many efforts, the impact of which is a reduction to the \$110 million dollar jail expenditures. The Director has been slated to become much more involved in the direction of North Texas Behavioral Health Authority (NTBHA) and the redesign of the NorthSTAR system. The addition of a Deputy Director will allow the Director the time to focus his efforts on this project while the operation of the remainder of the department continues efficiently.

### Discussion of Related Performance Measure

The extensive data we produce about the jail population, mental health diversion, and pretrial diversion will all continue to be reported and tracked through the Jail Population Meetings, the BHLT meetings, and other existing workgroups.

### Staff Review and Comment

# PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Deputy Director of Criminal Justice	
<b>Staff Cost</b>		
Grade	O	
Salary	\$104,717.00	
FICA @ 7.65%	\$8010.85	
Retirement @ 11.5%	\$12,042.46	
Insurance @ \$8,500	\$8500.00	
	Total	\$133,270.31
<b>Related Equipment</b>		
Number		
Desk	\$745.00	
Furniture	\$1710.00	
Computer	\$1025.00	
Printer	\$250.00	
Network Cabling		
Software		
Vehicle		
Travel		
Pager		
Cell Phone		
Other		
	Total	\$3730.00
<b>Other Costs (describe)</b>		
Special Training		
Consultant Fees		
Renovation/Space		
	Total	
Less Additional Revenue Source		
	Grand Total	\$137,000.31



**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

**New Position Description Request Form**

**General Instructions:** Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

**(For position reclassifications use the "Position Reclassification Summary Form")**

**A. Identification / General Information**

Proposed Position Title:	Deputy Director of Criminal Justice
Proposed Position Grade:	O
Department Name:	Jail Diversion/Criminal Justice
Position Number:	N/A
Supervisor Name & Position Title ("Reports To"):	Ron Stretcher
Supervisor Phone:	469-385-1720
Supervisor Email:	rstretcher@dallascounty.org
Court Order # and Date:	

**B. Brief Description of the New Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

Performs highly advanced administrative, fiscal and programmatic work requiring specialized knowledge in the planning, development, implementation and operation of programs impacting the jail population and offenders with special needs. Directs the daily activities of programs, in accordance with standards and criteria established and approved by the Commissioners Court and other officials responsible for the criminal justice system. Monitors the jail population and proposes new programs, systems, procedures and approaches that may reduce lengths of stay and opportunities for pre and post trial diversion.
Management Scope: Manages several divisions and programs which include a total staff of approximately thirty (30) who are responsible for jail reduction strategies impacting approximately 1,400 offenders, valued at approximately \$14 million. Management of the analysis and implementation of policies, program, and procedures which create reductions in the \$110 million total jail cost.
Other duties: as assigned.

**C. Essential Functions of the New Position**

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

**Percentage of Time:** Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

**Essential/Non-Essential (E or NE):** Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

<b>EXAMPLE ▼</b>	Time	E or NE
Function: <b>Maintains exterior of facilities</b>		
Tasks performed to accomplish this function:	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging		
Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function: <b>Department Oversight</b>	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	25%	E
Directs all administrative and fiscal functions for program operations. Establishes and		
monitors program goals and objectives and provides technical assistance, coordination		
and consultation services to other criminal justice entities and community stakeholders.		
2. Function: <b>Supervision of Department Managers and Policy Analysts</b>	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	20%	E
Works with local, state and national organizations associated with Dallas County's in		
Criminal Justice System. Consult with public and private agencies and officials involved		
related programs to resolve issues, and questions, identify needs, and monitor program		
effectiveness.		
3. Function: <b>Operational Oversight</b>	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	20%	E
Ensures compliance with policies, procedures, and contracts; provides technical assistance		
on program services; studies and analyzes trends; resolves operational problems; and		
oversees or conducts surveys, on-site inspections or reviews, to determine compliance		
with contract requirements, state and federal laws, regulations, policies, and procedures.		
4. Function: <b>Program Development &amp; Implementation</b>	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	10%	E
Oversees activities and provides guidance in the development and integration of new of		
methods and procedures related to the Court Resource and Jail Diversion and Continuity		
Care programs; and provides consultative services to plan, implement, and monitor		
effective service coordination and case management.		



<b>5. Function: Program Evaluation &amp; Analysis</b>	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	10%	E
Analyzes program applications, develops policies, procedures and action plans to improve program effectiveness, and oversees operations, and prepares detailed and comprehensive reports of findings and recommendations.		
<b>6. Function: Management of Reporting Requirements</b>	5%	E
Completes required performance and administrative reports and studies, data and narrative reports to regulatory agencies, and assists in the completion of research projects relating to the scope of operations.		
<b>7. Function: Department Management</b>	5%	E
Schedules and supervises the work of others.		

## D. Visual-Mental Demands

- Visual-Mental Demands:** Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	●	○	○
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	●	○	○
<input type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	○	○	●

## E. Physical Demands, Equipment Requirements, Working Conditions

- Strength Demands:** Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	○	○	●
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	●	○	○
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	●	○	○
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	●	○	○

- Machines, Tools, Equipment and Work Aids:** List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

N/A

3. **Computer Equipment and Software:** List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

Skilled in the use of standard software applications.

4. **Environmental, Health and Safety Conditions:** Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. **Primary Work Location:** Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	<b>Office Environment</b>	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. **Protective Equipment Required:** List any protective equipment required for this position.

N/A

## F. Position Minimum Requirements

1. **Formal Education:** Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
-----------------------	----	---------------------------------

<input type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input checked="" type="radio"/>	5.	Four-year Bachelor's degree in: a Behavioral Science, Business Administration, and Criminal Justice, Law or job related field of study.
<input type="radio"/>	6.	Graduate or professional work or advanced degree in:

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	<i>No previous experience required</i>
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input type="radio"/>	5.	Minimum of three years experience in/as:
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input checked="" type="radio"/>	7.	Minimum of five years experience in/as: a Behavioral Science, Business Administration, and Criminal Justice, Law or job related field of study.
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.
2.
3.
4.
5. Valid Drivers License Required? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, what type?

## G. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.

<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input checked="" type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. **Planning:** Does this position involve planning work activities or projects? ☒ Yes ☐ No  
If yes, describe the planning or project management activities associated with this position.

<b>Planning related to the monitoring of the jail population and proposes new programs, systems, procedures and approaches that may reduce lengths of stay and opportunities for pre and post trial diversion.</b>	

3. **Budgetary Responsibility:** Does this position involve working with the annual budget? ☒ Yes ☐ No  
If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input checked="" type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. **Scope of Budgetary Responsibility:** Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

<u>Total county amount</u> \$5,000,000	<u>Total grant amount</u> \$265,432.79
Additional comments: Department operating budget is \$ 1,500,000, additional amount consists of the 1115 Waiver DISRP match funds. Department is charged with the analysis and implementation of policies, program, and procedures which create reductions in the \$110 million total jail cost.	

5. **Management and Supervisory Responsibility:** Does this position involve directing the work of others?  
☒ Yes ☐ No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>
Program Manager II	1
Program Manager I	1
Manager	1
Policy Analyst	3
Coordinators	4

Pre/Post Trial Service Officer	10
Electronic Monitoring Officer	3
Clerical Staff	4

6. **Management and Supervisory Responsibility:** If you answered “Yes” to the management and supervisory question previously, indicate the management and supervisory direction provided by the position (check one).

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input checked="" type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. **Freedom to Act:** This factor will assist in determining the position’s level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an “as needed” basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input checked="" type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.



## H. Human Relations

**Interpersonal/Human Relations Skills:** This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

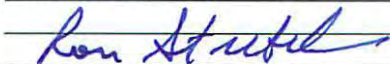
## I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. Director
	2. Department Head
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1. Manager
	2. Policy Analyst

## J. Signature/Approval

*To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.*

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
	3-19-2015
Department Head/Elected Official Signature	Date
Comments:	

# LONG TERM CAPITAL NEEDS PREVIEW

<b>Department</b>	4014 / Jail Diversion	<b>Budget No.</b>
<b>Brief Title</b>	Growth Projections for Dept. 4014	
<b>Estimated Cost</b>		

## Discussion of Need and Time Constraint

### FCCB 1<sup>st</sup> Floor

The department has grown from 2 ELM officers to 7 Officers in 5 1/2 years. We anticipate continued growth. Pre-Trial Release, ASP/ELM and BSU have been housed in the same location in an area within FCCB that was built out in December 2012. That area now holds approximately 21 FTEs and has room for only one additional officer.

We are projecting growth for Pretrial Release, ASP/ELM and BSU to continue at a slower pace, necessitating the addition of 5-10 employees, as jail costs increase and jail diversion becomes even more critical.

Additional computers and monitors as staff is added.

### FCCB 4<sup>th</sup> Floor

The Criminal Justice Department and the Mental Health Unit have also grown and additional space is needed to house 17 FTEs. Currently there are 6 staff members in 5 individual offices, 3 in the mental health unit and 8 in the mental health work area. Two (2) additional staff will be hired to support the Crisis Services Project (CSP).

We are requesting additional office space that would house the entire department in a centralized location such as a portion of the South side of the 8<sup>th</sup> floor in FCCB. Additional computer hardware and software will be required to support the additional staff.

### Future Mental Health Match funding

Dallas County has for many years providing local funding to the safety net behavioral health system, NorthSTAR. The local match was \$4.5 million annually until it was reduced to \$3.4 million annually during the economic slowdown of a few years ago. Starting with FY 2014, the local match was instead used as the intergovernmental transfer (IGT) match for the 1115 Waiver program. This allowed local county funds to be leveraged into increased services funding through the IGT match.

The NorthSTAR system is currently being redesigned at the direction of the Legislature's Sunset Commission. This change will result in a new Local Mental Health Authority with six of the seven former NorthSTAR counties. Collin County will establish their own authority.

The new NorthSTAR LHMA will be required to provide local match funds as part of any contract with the state. Dallas County's portion is expected to be in the range of the \$4.5 million prior match contribution. This match is expected to begin no earlier than September 1, 2016.

## Estimated Impact on Future Operating Budgets



**DALLAS COUNTY**  
**Human Resources/Civil Service**  
**Position Reclassification Summary Form**

(For a new position use the "Position Description Questionnaire")

**Definition:** A significant change in the job content of a classification including responsibilities, level of knowledge and accountability, such that it affects the assigned total point evaluation of the classification. (Sec. 86-431)

**Date prepared:** . 4/1/15 .

**Section I. General Information**

Department Name Jail Diversion/Criminal Justice  
Division / Section  
Work Location 133 N. Riverfront Blvd.  
Contact Name Leah Gamble  
Telephone Number 214-875-2346  
Court Order # and Date:

**Section II. Current Classification**

Status	Vacant	x	Filled
Type	x	Full-Time	Part-Time

**Section III. Classification Review**

	<b>Current</b>	<b>Proposed</b>
Job Title	Project/Policy Analyst	Project/Policy Analyst
Job Code	70059	
Job Grade	G	H
Reports To ( <b>Position Name &amp; Grade</b> ):	Director of Criminal Justice, Ron Stretcher,	
Original Job Creation Date	08/26/2013	
<b>Position Number(s) *</b>	<b>4029</b>	*
FLSA Status (Ex, Non-Ex)	Exempt	

**Section IV. Job Summary**

Manage and coordinate the development and direct provisions of improvement in mental health services for adults with criminal justice involvement. Analyze issues and results, create budget, reporting of results, evaluation of program outcomes, provide leadership and foster relationships among community system providers of mental health services. Analyze legislative matters of concern to the county.

**Section V. Management Scope**

NA



<b>Qualifications</b>	<b>Current</b>		<b>Proposed</b>	
<b>Education</b>	Bachelors Degree in Behavioral Science, Criminal Justice, Public Policy or Business Mgmt		Bachelors Degree in Behavioral Science, Criminal Justice, Public Policy or Business Mgmt	
<b>Experience</b>	3 years		3 years	
<b>Funding Source: 1115 Waiver funds. Crisis Service Project</b>				
<b>Job Evaluation Points -- Hay/Point Factor (HR Use Only)</b>				
Hay Points	<b>KH:</b>	<b>PS:</b>	<b>KH:</b>	<b>PS:</b>
	<b>AC:</b>	<b>TTL:</b>	<b>AC:</b>	<b>TTL:</b>
	<b>Profile:</b>		<b>Profile:</b>	
Last Reclassification Date, if applicable:				

**Describe what has changed in your department, grant or program scope that has affected this position (e.g. duties, volume, etc.)**

- The scope of my position has been affected by the success of the Crisis Services Project (CSP). Since employment, CSP has met all of its 1115 Waiver metrics and outcomes which has resulted in over \$8 million dollars in matched funds to Dallas County.
- As the scope of CSP has expanded, daily duties now include providing oversight and ensuring compliance by CSP contractors (i.e. Metrocare, ValueOptions, Adapt, Transicare).
- Since the creation of the position, the responsibilities of the Criminal Justice Department have increased. Therefore, the Director of Criminal Justice has expanded my scope of work to include serving as the lead contact, negotiator, and compliance officer for several Criminal Justice funded programs and community partnerships (CSP, Forensic Diversion Unit, JIMI data system, CSP at Timberlawn, After-care engagement initiative, Value Options Care Coordinator, CSP Transportation Pilot).
- The scope of Dallas County Behavioral Health Leadership Team (BHLT) has also increased, and I now provide management support and co-facilitate the Dallas County BHLT, as well as oversee all BHLT sub-committees. My position is also now responsible for ensuring the community is updated on all 1115 Waiver Behavioral Health projects in RHP 9 region (which includes Dallas County). To this end, I now attend all RHP 9 conferences and events, and I coordinate status update presentations by each 1115 Waiver Behavioral Health provider to Dallas County BHLT.

**Where did the new duties come from?**

- The success of the Crisis Services Project
- The expanded scope of work in the Dallas Criminal Justice Department

**When did the change occur? Why? (Non-financial reasons)**

The changes have occurred incrementally since position start date of 8/2013. The success of the Crisis Services Project has been the basis of increased responsibilities in the Criminal Justice Department.

**Who has been performing the new duties? Since when?**

The Crisis Services Project is a new initiative to Dallas County and the position was filled 8/2013 to implement and manage the program. The incumbent has performed all planned and new duties since its inception.

**If the duties are reassigned, how will this impact the overall responsibilities of EACH of the individual positions/jobs referenced above?**

NA

**What specific tasks or activities make the work more (or less) complex?**Quantitative

- a. Assist in creating, managing and approving a Crisis Services Project annual budget of approximately \$4 million.
- b. Provide oversight and management to approximately 20 Crisis Services Project program contractors from Transicare, Adapt, Metrocare, and ValueOptions.
- c. Provide oversight to three BHLT sub-committees (ACOT, FACT, CSP Governance).

Qualitative

- a. This position was created to manage the Crisis Services Project (CSP) as was approved by HHSC and CMC. Due to the success of the Crisis Services Project, the Criminal Justice Department has been able to expand the scope of CSP; therefore, creating additional initiatives to support system-wide mental health transformation in Dallas County. As a result the responsibilities have grown to include managing and providing oversight to those additional resources which include: CSP at Timberlawn, Forensic Diversion Unit, CSP partnership with Terrell State Hospital, CSP partnership with Parkland Jail Health, After-Care Engagement Package in collaboration with ValueOptions.
- b. Provide assistance to, and aide in the creation of, the new Dallas County Behavioral Health Housing Workgroup.

**Is additional training and/or education required?**

NA

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**FOR HR USE ONLY**

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<input type="checkbox"/>	<b>Recommend</b>	<input type="checkbox"/>	<b>Do Not Recommend</b>	<input type="checkbox"/>	<b>Hold – Collect Additional Data</b>
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New Job Title	New Job Grade	Position Number	Incumbent Salary	Max-in-Hire

**Special Instructions / Comments**

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**CIVIL SERVICE MEETING - STATUS**

<input type="checkbox"/>	Approved	<input type="checkbox"/>	Not Approved	<input type="checkbox"/>	Pulled
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<b>Special Instructions / Comments</b>



**DALLAS COUNTY**  
**Human Resources/Civil Service**  
**Position Reclassification Summary Form**

(For a new position use the "Position Description Questionnaire")

**Definition:** A significant change in the job content of a classification including responsibilities, level of knowledge and accountability, such that it affects the assigned total point evaluation of the classification. (Sec. 86-431)

**Date prepared:** . 04/01/2015 .

**Section I. General Information**

Department Name Jail Diversion/Criminal Justice  
Division / Section **Jail Population Management**  
Work Location 133 N. Riverfront Blvd, Dallas  
Contact Name Leah Gamble  
Telephone Number 214-875-2346  
Court Order # and Date:

**Section II. Current Classification**

Status	Vacant	X	Filled
Type	X	Full-Time	Part-Time

**Section III. Classification Review**

	<b>Current</b>	<b>Proposed</b>
Job Title	Project/Policy Analyst	Project/Policy Analyst
Job Code	70059	
Job Grade	G	H
Reports To ( <b>Position Name &amp; Grade</b> ):	Director of Criminal Justice, Ron Stretcher,	
Original Job Creation	12/01/2006	
<b>Position Number(s) *</b>	<b>4475</b>	*
FLSA Status (Ex, Non-Ex)	Exempt	Exempt

**Section IV. Job Summary**

Manage and coordinate the development and direct provisions of improvement in multiple areas of jail population management. Analyze issues and results, reporting of results, evaluation of program outcomes, provide leadership and foster relationships among community stakeholders in the criminal justice community. Analyze legislative matters of concern to the county.

**Section V. Management Scope**

N/A

<b>Qualifications</b>	<b>Current</b>		<b>Proposed</b>	
<b>Education</b>	Bachelors Degree in Behavioral Science, Criminal Justice, Public Policy or Business Mgmt		Bachelors Degree in Behavioral Science, Criminal Justice, Public Policy or Business Mgmt	
<b>Experience</b>	3 years		3 years	
<b>Funding Source:4014</b>				
<b>Job Evaluation Points -- Hay/Point Factor (HR Use Only)</b>				
Hay Points	<b>KH:</b>	<b>PS:</b>	<b>KH:</b>	<b>PS:</b>
	<b>AC:</b>	<b>TTL:</b>	<b>AC:</b>	<b>TTL:</b>
	<b>Profile:</b>		<b>Profile:</b>	
Last Reclassification Date, if applicable:				

**Describe what has changed in your department, grant or program scope that has affected this position (e.g. duties, volume, etc.)**

- The amount and format of data that is gathered and prepared for daily, monthly, and yearly analysis as it relates to managing the Dallas County Jail Population
- The daily review of all Dallas County Criminal Justice statistics to maintain a level of population that is forecasted by Dallas county for jail Population
- Co-Chair Monthly Jail Population Meeting with senior decision makers to determine new policy and procedures to positively affect the jail population
- Engages all major components of the criminal justice system in Dallas County, i.e. Jail, courts, DA Office, Public defender Office, and community stakeholders on a daily basis to ensure that defendants flow through the Counties Judicial Process as designed from arrest to disposition to release and final detaining agencies.
- Completes Public Information Act (PIA) requests for statistical data for many county departments on a daily basis.

**Where did the new duties come from?**

- Enlargement of responsibilities from managing the county's jail population
- Increased area of responsibility for the Criminal Justice Department
- Addition of responsibility as co-chair and presenter at monthly jail pop meetings

**When did the change occur? Over the last 3 years, this position has added more responsibility and functions on a daily basis. Why? (Non-financial reasons)**

**Who has been performing the new duties? Since when?**

The incumbent. Etho Pugh. 2012

**If the duties are reassigned, how will this impact the overall responsibilities of EACH of the individual positions/jobs referenced above?**

N/A

**What specific tasks or activities make the work more (or less) complex?**Quantitative

- a. 50 percent more responsibilities and duties added to the position in reference to data collection and analysis.
- b. 100 percent increase in duties in managing the county's jail population
- c.

Qualitative

- a. Growth of the position from an aid position into the county's full time project/policy analyst for the criminal justice department as it relates to the county's jail population.
- b. Increase in scope of accountabilities for the Criminal Justice/ Jail Diversion Department
- c.

**Is additional training and/or education required?**

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**FOR HR USE ONLY**

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<input type="checkbox"/>	<b>Recommend</b>	<input type="checkbox"/>	<b>Do Not Recommend</b>	<input type="checkbox"/>	<b>Hold – Collect Additional Data</b>
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New Job Title	New Job Grade	Position Number	Incumbent Salary	Max-in-Hire

**Special Instructions / Comments**

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**CIVIL SERVICE MEETING - STATUS**

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<input type="checkbox"/>	<b>Approved</b>	<input type="checkbox"/>	<b>Not Approved</b>	<input type="checkbox"/>	<b>Pulled</b>
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**Special Instructions / Comments**



**DALLAS COUNTY**  
**Human Resources/Civil Service**  
**Position Reclassification Summary Form**

(For a new position use the "Position Description Questionnaire")

**Definition:** A significant change in the job content of a classification including responsibilities, level of knowledge and accountability, such that it affects the assigned total point evaluation of the classification. (Sec. 86-431)

**Date prepared:** . 04/01/2015 .

**Section I. General Information**

Department Name	Jail Diversion/Criminal Justice
Division / Section	<b>Criminal Justice Advisory Board</b>
Work Location	133 N. Riverfront Blvd, Dallas
Contact Name	Leah Gamble
Telephone Number	214-875-2346
Court Order # and Date:	

**Section II. Current Classification**

Status	Vacant	X	Filled
Type	X	Full-Time	Part-Time

**Section III. Classification Review**

	<b>Current</b>	<b>Proposed</b>
Job Title	Project/Policy Analyst	Project/Policy Analyst
Job Code	70059	
Job Grade	G	H
Reports To ( <b>Position Name &amp; Grade</b> ):	Director of Criminal Justice, Ron Stretcher, ???	
Original Job Creation Date	2010	
<b>Position Number(s) *</b>	<b>5044</b>	<b>5044</b>
FLSA Status (Ex, Non-Ex)	Exempt	Exempt

**Section IV. Job Summary**

Manage and coordinate the development and direct provisions of improvement in multiple areas of the criminal justice system. Analyze issues and results, create budgets, reporting of results, evaluation of program outcomes, provide leadership and foster relationships among community stakeholders in the criminal justice community. Analyze legislative matters of concern to the county.

**Section V. Management Scope**

N/A

<b>Qualifications</b>	<b>Current</b>		<b>Proposed</b>	
<b>Education</b>	Bachelors Degree in Behavioral Science, Criminal Justice, Public Policy or Business Mgmt		Bachelors Degree in Behavioral Science, Criminal Justice, Public Policy or Business Mgmt	
<b>Experience</b>	3 years		3 years	
<b>Funding Source: Grant 2020</b>				
<b>Job Evaluation Points -- Hay/Point Factor (HR Use Only)</b>				
Hay Points	<b>KH:</b>	<b>PS:</b>	<b>KH:</b>	<b>PS:</b>
	<b>AC:</b>	<b>TTL:</b>	<b>AC:</b>	<b>TTL:</b>
	<b>Profile:</b>		<b>Profile:</b>	
Last Reclassification Date, if applicable:				

**Describe what has changed in your department, grant or program scope that has affected this position (e.g. duties, volume, etc.)**

- a. Jail Diversion Dept has grown by 50%, increasing the operation management duties of this position.
- b. Increased responsibility and oversight of various funding sources (e.g.crisis service project, 530 funds, JAG grant) department grant and waiver budgets

c. key driver of system improvements data matching mental health, video conferencing, changes to procedures for housing juvenile offenders in Dallas County

**Where did the new duties come from?**

- a. Enlargement of department caused need for operations management
- b. Increased area of responsibility for the Criminal Justice Department
- c. Addition of responsibility added by the participation in the 1115 Medicaid Transformation Waiver

**When did the change occur? Why? (Non-financial reasons)**

Over the past 4 years, Transformation Waiver occurred in early 2013

**Who has been performing the new duties? Since when?**

The incumbent. Duane Steele. 2011

**If the duties are reassigned, how will this impact the overall responsibilities of EACH of the individual positions/jobs referenced above? NA**

**What specific tasks or activities make the work more (or less) complex?**

Quantitative

- a. 50 percent more responsibilities added to this position reference operation management



b. 100% increase in the budgetary responsibilities due to addition of 2 projects with funds outside the county budget

Qualitative

- a. Growth of the position from a coordinator to an integral participant in outcome of projects  
b. Increase in scope of accountabilities for the Criminal Justice/Jail Diversion Department

**Is additional training and/or education required? NO**

**FOR HR USE ONLY**

☐ **Recommend**    ☐ **Do Not Recommend**    ☐ **Hold – Collect Additional Data**

New Job Title	New Job Grade	Position Number	Incumbent Salary	Max-in-Hire

**Special Instructions / Comments**

**CIVIL SERVICE MEETING - STATUS**

☐ **Approved**    ☐ **Not Approved**    ☐ **Pulled**

**Special Instructions / Comments**



**DALLAS COUNTY**  
**Human Resources/Civil Service**  
**Position Reclassification Summary Form**

(For a new position use the "Position Description Questionnaire")

**Definition:** A significant change in the job content of a classification including responsibilities, level of knowledge and accountability, such that it affects the assigned total point evaluation of the classification. (Sec. 86-431)

**Date prepared:** . 04/01/2015 .

**Section I. General Information**

Department Name Jail Diversion/Criminal Justice  
Division / Section **Jail Diversion Programs**  
Work Location 133 N. Riverfront Blvd, Dallas  
Contact Name Leah Gamble  
Telephone Number 214-875-2346  
Court Order # and Date:

**Section II. Current Classification**

Status	Vacant	X	Filled
Type	X Full-Time		Part-Time

**Section III. Classification Review**

	<b>Current</b>	<b>Proposed</b>
Job Title	Manager I	Program Manager II
Job Code	601800	
Job Grade	G	H
Reports To ( <b>Position Name &amp; Grade</b> ):	Director of Criminal Justice, Ron Stretcher,	
Original Job Creation Date	August 2009	October 1, 2015
<b>Position Number(s) *</b>	<b>4226</b>	<b>4226</b>
FLSA Status (Ex, Non-Ex)	Exempt	Exempt

**Section IV. Job Summary**

Manages and monitors the daily activities of the electronic monitor unit unit by developing and implementing policies and procedures and evaluating program activities. Hire and train staff in the resolution of procedural issues, communicating with elected officials, judges, attorneys and other professionals. Direct personnel activities. Oversee the preparation and evaluation of budgets issues. Represents the department at meetings, hearings, trials, conferences and other public events. Research new legislation and incorporates changes into the programs and informs staff of changes. Assists in the acquisition or development of computer systems, interfacing with other departments to ensure systems are operational.

<b>Section V. Management Scope</b>				
Supervision of Electronic Monitoring/Alternative Sentence Program. ( 8 full time employees, 7 grade FF and 1 grade 8 clerical) There is a significant possibility of future growth to add multiple employees.				
<b>Qualifications</b>	<b>Current</b>		<b>Proposed</b>	
<b>Education</b>	Bachelors Degree in Behavioral Science, Criminal Justice, Public Policy or Business Mgmt		Bachelors Degree in Behavioral Science, Criminal Justice, Public Policy or Business Mgmt	
<b>Experience</b>	3 years, including 6 months supervisory experience		3 years, including 6 months supervisory experience	
<b>Funding Source:4014</b>				
<b>Job Evaluation Points -- Hay/Point Factor (HR Use Only)</b>				
Hay Points	<b>KH:</b>	<b>PS:</b>	<b>KH:</b>	<b>PS:</b>
	<b>AC:</b>	<b>TTL:</b>	<b>AC:</b>	<b>TTL:</b>
	<b>Profile:</b>		<b>Profile:</b>	
Last Reclassification Date, if applicable:				

**Describe what has changed in your department, grant or program scope that has affected this position (e.g. duties, volume, etc.)**

- Increase in number of staff supervised and scope of program management, from Work Release type program with county jail sentenced inmates to Electronic Monitor Bond programs which involves the supervision while on bond of a much more serious risk level of offender.
- This position was reporting directly to the Pretrial Release Manager, that position handled higher level management for the ELM unit. The Pretrial Release Manager position is being reclassified to not include supervision of the ELM unit, this manager will take on increasing responsibility in personnel matters, staff hiring, etc.

**Where did the new duties come from?**

- Department restructure with addition of Deputy Director Position, and reclass of Pretrial Release Manager position
- 
- 
- 

**When did the change occur? Why? (Non-financial reasons)**

2016 Budget, change related to additional responsibilities taken on by Director of Criminal Justice

**Who has been performing the new duties? Since when?** Program Manager III, Pretrial Release manager has been performing these duties.  
**If the duties are reassigned, how will this impact the overall responsibilities of EACH of the individual positions/jobs referenced above?**

**What specific tasks or activities make the work more (or less) complex?**

Quantitative

- a. Increase in staff supervised
- b. Increase in budget managed
- c. Increase in unit manager responsibilities

Qualitative

- a. Broader scope of interaction with external departments (e.g. courts, attorneys, vendors)
- b. Program changes include creation of ELM bond program with offenders charged with serious crimes and the resultant increase in supervision requirements.
- c.

**Is additional training and/or education required?**

No

**FOR HR USE ONLY**

<input type="checkbox"/>	<b>Recommend</b>	<input type="checkbox"/>	<b>Do Not Recommend</b>	<input type="checkbox"/>	<b>Hold – Collect Additional Data</b>
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New Job Title	New Job Grade	Position Number	Incumbent Salary	Max-in-Hire

**Special Instructions / Comments**

**CIVIL SERVICE MEETING - STATUS**

<input type="checkbox"/>	<b>Approved</b>	<input type="checkbox"/>	<b>Not Approved</b>	<input type="checkbox"/>	<b>Pulled</b>
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**Special Instructions / Comments**





**DALLAS COUNTY**  
**Human Resources/Civil Service**  
**Position Reclassification Summary Form**

(For a new position use the "Position Description Questionnaire")

**Definition:** A significant change in the job content of a classification including responsibilities, level of knowledge and accountability, such that it affects the assigned total point evaluation of the classification. (Sec. 86-431)

**Date prepared:** . 04/01/2015 .

**Section I. General Information**

Department Name Jail Diversion/Criminal Justice  
Division / Section  
Work Location 133 N. Riverfront Blvd, Dallas  
Contact Name Leah Gamble  
Telephone Number 214-875-2346  
Court Order # and Date:

**Section II. Current Classification**

Status	Vacant	X	Filled
Type	X	Full-Time	Part-Time

**Section III. Classification Review**

	<b>Current</b>	<b>Proposed</b>
Job Title	Project/Policy Analyst	Project/Policy Analyst
Job Code	70059	
Job Grade	G	H
Reports To ( <b>Position Name &amp; Grade</b> ):	County Administrator, Darryl Martin (Project Analyst)	
Original Job Creation Date		
<b>Position Number(s)</b> * *		*
FLSA Status (Ex, Non-Ex)	Exempt	Exempt

**Section IV. Job Summary**

Actively and concurrently manage and execute multiple projects tasks assigned by the County Administrator. Review and interpret work plans to develop an understanding of the approach to tasks. Develop execution plan for project tasks. Effectively utilize critical thinking skills for the most rational and reasonable project results. Develop and analyze memorandums of understanding for projects assigned. Develop final project reports for commissioner's court administration of all analyzed data.

**Section V. Management Scope**

N/A				
<b>Qualifications</b>	<b>Current</b>		<b>Proposed</b>	
<b>Education</b>	Bachelors Degree in Behavioral Science, Criminal Justice, Public Policy or Business Mgmt		Bachelors Degree in Behavioral Science, Criminal Justice, Public Policy or Business Mgmt	
<b>Experience</b>	3 years		3 years	
<b>Funding Source:</b>				
<b>Job Evaluation Points -- Hay/Point Factor (HR Use Only)</b>				
Hay Points	<b>KH:</b>	<b>PS:</b>	<b>KH:</b>	<b>PS:</b>
	<b>AC:</b>	<b>TTL:</b>	<b>AC:</b>	<b>TTL:</b>
	<b>Profile:</b>		<b>Profile:</b>	
Last Reclassification Date, if applicable:				

**Describe what has changed in your department, grant or program scope that has affected this position (e.g. duties, volume, etc.)**

- a. Project tasks associated with the TechShare project
- b. Project tasks associated with the Building Study Committee
- c. Project tasks associated with the ACMS project

**Where did the new duties come from?**

- a. The direction of the Dallas County Commissioners
- b. The priority of the Building Study Committee project and the immediate need to vacate the Records building. Collecting data on department needs, space, parking, and number of current employees within each department in the building.
- c. The priority of having an operable adult case management system (ACMS) for Dallas County Courts
- d. The priority of having a more effective Juvenile Case Management System (JCMS) for Dallas County.
- e. The priority of having an operable Justice of the Peace Case Management System (JPCMS)
- f. The priority of reviewing and analyzing standardized policies for specific areas within the Sheriffs and Constables dept.

**When did the change occur? Why? (Non-financial reasons)**

**Who has been performing the new duties? Since when?**

The incumbent.

**If the duties are reassigned, how will this impact the overall responsibilities of EACH of the individual positions/jobs referenced above?**

NA

**What specific tasks or activities make the work more (or less) complex?**

See below:

Quantitative

- a. The details of each project require attention to detail in order to report accurate data to assist the commissioners reach a final decision.

Qualitative

- a. Ensuring that quality review time is spent to analyze information reported from external agencies to ensure data is accurate prior to presenting the information to commissioners court administration.

**Is additional training and/or education required?**

NA

**FOR HR USE ONLY**

☐ **Recommend**    ☐ **Do Not Recommend**    ☐ **Hold – Collect Additional Data**

New Job Title	New Job Grade	Position Number	Incumbent Salary	Max-in-Hire

**Special Instructions / Comments**

**CIVIL SERVICE MEETING - STATUS**

☐ **Approved**    ☐ **Not Approved**    ☐ **Pulled**

**Special Instructions / Comments**





# DALLAS COUNTY

## OFFICE OF BUDGET AND EVALUATION

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June 15, 2016

TO: Commissioners Court

THROUGH: Ryan Brown, Budget Officer

FROM: Erica Terrazas, Budget and Policy Analyst

SUBJECT: District Attorney PIR Analysis – FY2016

### **BACKGROUND**

During the FY2016 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2016 Budget. The District Attorney has submitted the following requests for consideration by the Commissioners Court:

1. 23 new positions, totaling approximately \$2,224,078;
2. Fifteen (15) reclassifications, totaling approximately \$291,220; and
3. Approximately \$334,675 in new equipment and replacement requests.

District Attorney - New Positions						
Department	Fund	Budg. No.	Position Title	Positions	Grade	Cost
District Attorney - Mental Health	120	4011	Attorney V	2	Att V	\$ 277,640
District Attorney - Mental Health	120	4011	Legal Secretary	1	10	\$ 53,259
District Attorney - Records	120	4011	Clerk I	1	5	\$ 45,327
District Attorney - Civll	120	4011	Attorney V	1	Att V	\$ 138,820
District Attorney - Civll	120	4011	Attorney IV	1	Att IV	\$ 118,489
District Attorney - Civll	120	4011	Paralegal	1	12	\$ 65,033
District Attorney - Admin	120	4011	Floater Attorney V	2	Att V	\$ 277,640
District Attorney - Family Violence	120	4011	Victim Advocate	1	12	\$ 62,209
District Attorney - Checks	120	4011	Bookkeeper	1	8	\$ 52,473
District Attorney - Gangs	120	4011	Attorney V	1	Att V	\$ 138,820
District Attorney - Misd/FV	120	4011	Attorney I	1	Att I	\$ 85,363
District Attorney - Elder Abuse	120	4011	Legal Secretary	1	10	\$ 53,259

District Attorney - Family Violence	120	4011	Legal Assistant	1	10	\$ 53,728
District Attorney - Family Violence	120	4011	Attorney V	1	Att V	\$ 138,820
District Attorney - Family Violence	120	4011	Victim Advocate	1	12	\$ 62,209
District Attorney - Civll	120	4011	Atty IV	1	Att IV	\$ 118,489
District Attorney - Appellate	120	4011	Paralegal	1	12	\$ 65,033
District Attorney - Public Integrity	120	4011	Legal Assistant	1	10	\$ 62,248
District Attorney - Public Integrity	120	4011	Attorney IV	1	Att IV	\$ 118,755
District Attorney - 304th DC	120	4011	Attorney IV	1	Att IV	\$ 118,232
District Attorney - 305th	120	4011	Attorney IV	1	Att IV	\$ 118,232
			<b>TOTAL</b>	<b>23</b>	<b>\$</b>	<b>2,224,078</b>

District Attorney - Reclassifications							
		Budget		No. of	Current	Proposed	
Department	Fund	No.	Position Title	Positions	Grade	Grade	Cost
District Attorney	120	4011	PIO	1	H	P	\$ 50,272
District Attorney - Mental Health	120	4011	Attorney V	2	Att V	Att VI	\$ 17,684
District Attorney - Mental Health	120	4011	Attorney IV	1	Att IV	Att V	\$ 40,662
District Attorney - Admin	120	4011	Clerk to Accountant	1	6	12	\$ 17,400
District Attorney - Technology	120	4011	Senior Applications Specialist	1	DM	IM	\$ 21,555
District Attorney	120	4011	Clerk to Admin Assistant	1	8	10	\$ 6,396
District Attorney - Grand Jury	120	4011	Attorney III	1	Att III	Att IV	\$ 6,987
District Attorney - Civil	120	4011	Attorney V	1	Att V	Att VI	\$ 17,684
District Attorney Community Pros	532		Program Advocate	1	F	I	\$ 16,106
District Attorney - Technology	120	4011	Senior Secretary	1	8	AM	\$ 6,926
District Attorney Public Integrity	120	4011	Attorney IV	1	Att IV	Att V	\$ 20,332

District Attorney - Appellate	120	4011	Attorney III	1	Att III	Att V	\$ 36,994
District Attorney - Family Violence	120	4011	Attorney III	1	Att III	Att V	\$ 16,600
District Attorney - Family Violence	120	4011	Attorney I	1	Att I	Att II	\$ 15,623
			<b>TOTAL</b>	<b>15</b>			<b>\$ 291,220</b>

The Office of Budget and Evaluation makes the following recommendations for the FY2016 District Attorney's Office Budget.

### **OPERATIONAL IMPACT**

The Office of Budget and Evaluation determined that the Civil District Attorney's Office has been experiencing an increased caseload in Public Information requests that requires additional staff assistance. OBE recommends the addition of one (1) Attorney V and one (1) Paralegal, Grade 12 to address the increased PIA caseload and level of complexity that Civil and other County departments such as SWIFS have been experiencing.

In February, 2015, one (1) Civil District Attorney was moved to Juvenile; however, caseload for Juvenile has decreased. In FY2014, there were 1,764 Juvenile cases filed, while in FY2007 there were 2,631 Juvenile cases filed. In discussions with the District Attorney's Office, OBE recommends that the Assistant District Attorney that was moved to Juvenile be moved to the Gang Unit to address the need for a specialized Attorney for gang-related cases.

OBE and the District Attorney's Office also discussed the County's long-term Capital Improvement plans that would affect the Frank Crowley Building. In order to provide needed space, OBE recommends one (1) Clerk I, Grade 5 to assist with scanning documents to clear space on the tenth floor, thereby also increasing efficiency. There are currently four (4) full time positions, including the Supervisor.

The Office of Budget and Evaluation also recommends that the following positions be reviewed by Human Resources/Civil Service for reclassification:

<b>District Attorney - Recommended Reclassifications</b>							
		<b>Budget</b>		<b>No. of</b>	<b>Current</b>	<b>Proposed</b>	
<b>Department</b>	<b>Fund</b>	<b>No.</b>	<b>Position Title</b>	<b>Positions</b>	<b>Grade</b>	<b>Grade</b>	<b>Cost</b>
District Attorney - Mental Health	120	4011	Attorney V	1	Att V	Att VI	\$ 17,684
District Attorney - Mental Health	120	4011	Attorney IV	2	Att IV	Att V	\$ 40,662
District Attorney - Admin	120	4011	Clerk to Accountant	1	6	12	\$ 17,400
District Attorney	120	4011	Clerk to Admin Assistant	1	8	10	\$ 6,396
District Attorney - Civil	120	4011	Attorney V	1	Att V	Att VI	\$ 17,684
District Attorney -	120	4011	Senior Secretary	1	8	AM	\$ 6,926
<b>TOTAL</b>				<b>7</b>			<b>\$ 106,752</b>

The Mental Health Assistant District Attorneys are requested to be reclassified to be on par with the Mental Health Public Defender Attorneys.

The District Attorney Clerk to Accountant reclassification is requested due to the fact that additional and more complex financial duties have been added to the Clerk II, Grade 6 position.

The Clerk IV, Grade 8 to Administrative Assistant, Grade 10 reclassification is requested based on the increased complexities of duties being performed by the position assisting the District Attorney's First Assistant.

The Attorney V to Attorney VI in Civil reclassification is requested due to the fact that this current position serves as the advisory chief of the Non-litigation Section. This position reviews all requests for legal assistance brought to the Civil DA and delegates them to the most equipped attorney in the Division. There has been an increased level of responsibilities assigned to this position.

The Senior Secretary, Grade 8 to Grade AM Tech Support reclassification is requested based on the position transitioning in March 2014 to Tier One support roles and responsibilities for TechShare, DCIM, and Video Rom Digital Evidence. The position's subject matter expertise has added additional duties as authorized signer of all DA application access forms and set-up. As of January 2015, this position also now supervises two (2) full time and one (1) part time position.

### **FINANCIAL IMPACT**

The approximate total for positions recommended to be added to General Fund for FY2016 is \$388,000. The four (4) new positions for the General Fund each require \$5,283 in new equipment for a total FY16 new positions impact of \$389,985.

The total recommended equipment cost is \$23,144. A large number of the District Attorney's requests require additional review by IT and Records Management for items such as laptops, computers, and fax machines. Additional review is required for printers/copiers due to Dallas County entering a new contract in FY16 that may be able to alleviate the need some of the printers and scanners requested.

The total impact estimated for seven (7) reclassifications is \$106,752.

### **RECOMMENDATION**

The Office of Budget and Evaluation recommends authorizing:

1. Two (2) Attorney V (Mental Health and Civil Divisions) - \$277,640;
2. One (1) Paralegal, Grade 12 (Civil) - \$65,033;
3. One (1) Clerk, Grade 5 (Records) – \$45,327 ;
4. The reclassification review of seven (7) positions - \$106,752;
  - a. Mental Health Attorney V to Attorney VI
  - b. Two (2) Mental Health Attorney IV to Attorney V
  - c. Clerk II, Grade 6 to Accountant, Grade 12
  - d. Clerk IV, Grade 8 to Administrative Assistant, Grade 10
  - e. Civil Attorney V to Attorney IV
  - f. Senior Secretary, Grade 8 to Tech Support, Grade AM
5. Equipment for four (4) new positions - \$5,283; and
6. Equipment - \$23,144.

This recommendation will result in a recurring annual cost to the County of approximately \$484,752 and a one-time cost of \$28,427 for a total cost of \$513,179.

**FY 2016 (October 1, 2015- September 30, 2016)**

	Division	Section	New	Grant #	Grant Position Title	New Positions				Costs		
1	A	Admin Div	Mental Health	2		Attorney V	Increase caseload		Parity with P.D. Office		\$277,640.00	1
1	A	Admin Div	Mental Health	1		Legal Secretary	Grade 10		Parity with P.D. Office		\$53,259.00	2
1	A	Admin Div	Records	1		Clerk I - Grade 5	Permanent		scanning backlog		\$45,327.00	3
1	A	Civil Div	PIA	1		Atty V	Permanent		Increased requests		\$138,820	4
1	A	Civil Div	PIA	1		Atty IV	Permanent		Increased requests		\$118,489.00	5
1	B	Admin Div	Admin Div	2		Floater Atty V	Permanent		FML, MH, increased demands		\$277,640.00	6
1	B	Division D	Family Violence	1		Victim Advocate Gr12	Grade 12		Sexual Assault		\$62,209.00	
1	B	Admin Div	Checks	1		Bookkeeper Grad 8	Permanent		To return position		\$52,473.00	
1	B	Division C	Gangs	1		Atty V	Permanent		Increased field work		\$138,820.00	
1	B	Misdemeanor	Misd/FV	1		Atty 1	Permanent		FV		\$85,363.00	
1	C	Division C	Elder Abuse	1		Legal Secretary	Grade 10		Increased caseload		\$53,259.00	
1	C	Division D	Family Violence	1		Legal Assistant	Grade 10		CODIS/DNA/old kits tested		\$53,728.00	
1	C	Division D	Family Violence	1		Atty V	Permanent		Geo Allen Protec Orders		\$138,820.00	
1	C	Division D	Family Violence	1		Victim Advocate Gr12	Grade 12		Protective Orders		\$62,209.00	
1	C	Civil Div	PIA	1		Atty IV	Permanent		Increased requests		\$118,489.00	
1	D	Special Fields	Appellate	1		Paralegal Grad 12	Permanent		Expunctions		\$65,033.00	
1	D	Special Fields	Public Integrity	1		Legal Assistant	Brady Unit		Increased work		\$62,247.81	
1	D	Special Fields	Public Integrity	1		Atty IV	Brady Unit		Increased work		\$118,755.16	
1	D	Juvenile	304th DC	1		AttyIV	supp		Increased workload		\$118,232.00	
1	D	Juvenile	305th	1		Atty IV	supp		Increased workload		\$118,232.00	
	D	Total New Positions		21								
	E											
2		Reclassifications										
2	A	District Attorney	District Attorney	1		PIO Grade P	H67 to P		For qualified applicant		\$50,272.44	
2	A	Admin Div	Mental Health	1		Atty V to Atty VI	Increase in duties		Parity with PD		\$17,684.00	
2	A	Admin Div	Mental Health	2		Atty V	Atty IV to Atty V		Parity with PD		\$40,662.00	
2	A	Admin Div	Admin Div	1		Grade 12	Grade 6 to Grade 12		Accountant and restore		\$17,400.00	
2	A	Admin Div	Technology	1		Senior Applications Spec	DM to IM		Tech support ACMS		\$21,555.00	
2	A	District Attorney	District Attorney	1		Admin Asst 10	Clerk IV to Admin10		Asst to First Asst		\$6,396.00	
2	B	Grand Jury Intake	Grand Jury Intake	1		Atty IV	Atty III to Atty IV		increase complexity		\$6,986.58	
2	B	Civil Div	Civil Div	1		Atty V	Atty VI		Restore position and increased duties		\$17,684.00	
2	B	Special Fields	Community Pros	1		Program Advocate	Grade F to Grade I		Clinical Support		\$16,105.55	
2	B	Admin Div	Technology	1		Senior Secretary	Grade 8 to AM		increased duties and supervision		\$6,926.00	
2	D	Special Fields	Public Integrity	1		Atty V	Atty IV to Atty V		Deputy Chief of PI		\$20,331.81	
2	D	Special Fields	Appellate	1		Atty V	Atty III to Atty V		Casillas		\$36,994.00	
2	D	Division D	Family violence	1		Atty IV	Atty III to Atty V		Protective Orders		\$16,600.00	
2	D	Division D	Family violence	1		Atty II	Atty I to Atty II		Protective Orders		\$15,623.00	
		Total Reclassifications		16								
3		Equipment	see separate list									
		Total Equipment									\$0.00	
4		Training										
4		Division C	Specialized Crime						training & travel		\$10,000.00	
4		Division D	Family Violence						training & travel		\$3,000.00	
4		Admin Div	Technology						training & travel		\$10,000.00	
4		Admin Div	Mental Health						training & travel		\$4,000.00	
4		Civil	Civil						training & travel		\$1,000.00	
		Total Training									\$23,000.00	
		Total Request									\$23,000.00	

Dallas County DA's Office  
Capital, Equipment, Renovation, Miscellaneous

Department	Title of PIR	Unit Cost	# of Unit	Estimated Cost	Priority	Brief Summary
Appellate	Desk	\$683.00	1	\$683.00		HON 10773 - Replace a desk(over 7 years old:065-629)
Appellate	Bookcase	\$362.00	1	\$362.00		HON 10755 - Replace a bookcase (+20 Years old)
Appellate	Credenza	\$642.00	1	\$642.00		HON 10741- Replace a credenza (+20 years old)
Appellate	Desk	\$745.00	1	\$745.00		New Desk (HON10799) - Replace a desk (over 20 years old)
Appellate	Desk	\$985.00	1	\$985.00		New Desk (HON10701R + HON 10711R)-Replace a desk (property #21707, over 20 Yr. Old)
Appellate	Mobile PC Station		1			New PC Station - Replace the current one (over 20 years old)
Appellate	Guest Chair	\$277.00	2	\$554.00		HON 2194 - Replace the current one (over 20 years old)
Appellate	Printer	\$783.28	1	\$783.28		CE989A (HP LaserJet) - Replace HP 4050TN (Prop #: 12248
Appellate	Scanners	\$168.32	6	\$1,009.92		Desktop printer & Scanner (Model#: CZ183A-LaserJet M127FW MFP)
Check Division	Printer	\$250.00	2	\$500.00		2 Printers for Chief and Deputy Chief
Check Division	Software Maint	\$14,424.00	1	\$14,424.00		Odyssey Check Manager (12 month Maintenance from 10/1/15)
Child Abuse	Phone Headset		4	\$0.00		with necessary equipment to make them work
Child Abuse	Laptops		2	\$0.00		
Child Abuse	CD/DVD duplicator		3	\$0.00		2 for Child Abuse, 1 Animal Cruelty
Child Abuse	Computer Screens		11	\$0.00		
Child Abuse	Headphones		2	\$0.00		
Child Abuse	Partition	\$600.00	6	\$3,600.00		5 Spaces that need to be converted into office spaces
Child Abuse	Color Printer		1	\$0.00		Animal Cruelty
Child Abuse	PowerPoint Clicker		1	\$0.00		Animal Cruelty
Child Abuse	Paper Shredder		1	\$0.00		Large Heavy Duty Paper Shredder
Child Abuse	FAX					Property Number: 002043 +10 years old
Child Abuse	File Cabinet					Older than 14
Child Abuse	Conference Table	\$172.00	1	\$172.00		72" X 30" Used to conduct full division meetings, pitch sessions
Civil	Color Printer		1			HP Color LaserJet 4700
Civil	Copier		1			Konica Minolta Copier (Bizhub 363)
District Attorney	Desk	\$745.00	1	\$745.00		Administrative Double Pedestal 3/2 72W X 36" D Desk (HON 10799)
District Attorney	Chair	\$628.00	1	\$628.00		Judicial Bench Chair EX High Back Mid-Range Knee-1 (HON 6541)
District Attorney	Shelves	\$362.00	2	\$724.00		36" W X 13 1/8 d X 71"h - 5 shelves (HON 10755)
District Attorney	Filing Cabinets	\$365.00	2	\$730.00		5 Drawer (HON 315 CP)
District Attorney	Guest Chair	\$277.00	2	\$554.00		Soft ( Series 2190)4-Leg Frame (HON 2194)
District Attorney	Microwave		1	\$0.00		
District Attorney	Refrigerator			\$0.00		for Kitchen near Technology Division
District Attorney	Printer	\$250.00	1	\$250.00		to print the voluminous and sensitive documents
Family Violence	LaserJet P3015 DN		6	\$0.00		with the second optional tray
Family Violence	Scanner		17	\$0.00		Fujitsu F7160 ScanSnap IX500 25PPM 600 DPI
Family Violence	Printer Tray		1	\$0.00		Optional Tray for Legal Paper for LaserJet P3015
Family Violence	Electric Staplers		3	\$0.00		for Protective Order Secretaries

Dallas County DA's Office  
Capital, Equipment, Renovation, Miscellaneous

Department	Title of PIR	Unit Cost	# of Unit	Estimated Cost	Priority	Brief Summary
Family Violence	Office Renovation	\$50,000.00	1	\$50,000.00		to accommodate more offices and provide a safe and comfortable waiting area for victims
Felony Trial	Scanner	\$500.00	11	\$5,500.00		Fujitsu ScanSnap IX500 25PPM 600DPI
Felony Trial	CD/DVD duplicator	\$450.00	17	\$7,650.00		Kanguru 1 to 3 X24 DVD Duplicator Mfg#: U2-DVDDUPE-S2
Felony Trial	Laptop		1			Replace existing old laptop(Dell E6400)
Felony Trial	Printer	\$700.00	4	\$2,800.00		replace printer (Prop #: 14468, 10407203, 101298, 15786)
Intake/Grand Jury	Laptops	\$2,000.00	8	\$16,000.00		8 New laptops for each Intake/Grand Jury prosecutors
Intake/Grand Jury	Printer	\$723.28	1	\$723.28		LaserJet M601N (\$603.28) with Input Tray CE530A (\$120.00)
Intake/Grand Jury	Printer		1			1 New High Volume Printer
Intake/Grand Jury	Printer		2			2 Low-Medium Volume Printers
Intake/Grand Jury	Audio System		1			Replace Audio Systems and one(1) Desk for Grand Jury Room)
Investigators	Scanner	\$450.00	2	\$900.00		Fujitsu ScanSnap IX500 25PPM 600DPI
Investigators	Vehicles	\$24,500.00	5	\$122,500.00		Replace pool vehicles (older than 13 years or high mileage)
Investigators	Digital Camera	\$544.95	2	\$1,089.90		Replace old camera to take photos of evidence
Juvenile	Office Space		2			additional office space to house 2 attorneys in the Henry Wade bld.
Juvenile	Laptops	\$1,608.35	22	\$35,383.70		Replace the desktop computers of the prosecuting attorneys
Juvenile	Office Space		6			Secured adequate office space to house 6 attorneys in the George Allen Courts Building
Juvenile	Conference Rooms		2			2 Conference rooms in George Allen Building
Juvenile	Fax	\$399.00	1	\$399.00		Brother MFC8220 - Replace fax machine (Prop #22053)
Juvenile	Printer	\$665.07	1	\$665.07		Part #CE528A (LaserJetP3015DN with CE530A) - replace Prop # 5848
Juvenile	Fax	\$1,117.00	1	\$1,117.00		Muratec - F525 - Replace Property # 2040
Juvenile	Printer	\$621.87	1	\$621.87		Part #CF386A - Replace Property #:30165
Juvenile	Desk	\$683.00	1	\$683.00		HON 10773 - Replace property #2306
Juvenile	Desk	\$683.00	1	\$683.00		HON 10773 - Replace property #59410
Mental Health	Phones	\$865.00	1	\$865.00		1 office phone, 1 Cell phone and Car charger (\$25)
Mental Health	Desk	\$663.00	1	\$663.00		New Desk
Mental Health	Chair	\$315.00	1	\$315.00		Desk Chair
Mental Health	Guest Chair	\$208.00	2	\$416.00		2 new Guest Chairs
Mental Health	Filing Cabinets	\$668.00	1	\$668.00		4 Drawer filing cabinet
Mental Health	Bookcase	\$351.00	1	\$351.00		
Mental Health	Shredder	\$331.00	1	\$331.00		
Mental Health	Computer	\$1,025.00	1	\$1,025.00		One (1) Standard Desktop set (monitor, Keyboard and mouse)
Mental Health	Printer	\$250.00	1	\$250.00		
Misdemeanor	Conference Table	\$5,513.00	1	\$5,513.00		One Conference room table with sixteen (16) matching chairs
Organized Crime	Scanner	\$463.89	8	\$3,711.12		8 Fujitsu ScanSnap IX500 desktop scanner
Organized Crime	External Hard Drive	\$64.99	8	\$519.92		Seagate 1 TB external USB 3.0/2.0 portable hard disk
Organized Crime	Docking Station	\$59.00	4	\$236.00		Dell Latitude Docking Stations for existing laptops



Dallas County DA's Office  
Capital, Equipment, Renovation, Miscellaneous

Department	Title of PIR	Unit Cost	# of Unit	Estimated Cost	Priority	Brief Summary
Organized Crime	Computer	\$519.09	1	\$519.09		Dell Optiplex 3020 with Dual monitors with DVD - Replace Prop # 19880 (Dell Optiplex 745)
Organized Crime	Computer	\$519.09	1	\$519.09		Dell Optiplex 3020 with Dual monitors with DVD - Replace Prop # 36189 (Dell Optiplex 745)
Organized Crime	Computer	\$519.09	1	\$519.09		Dell Optiplex 3020 with Dual monitors with DVD - Replace Prop # 3858 (Dell Optiplex 745)
Organized Crime	Printer	\$190.27	1	\$190.27		LaserJet P2035 - Replace Prop#: 89139 (HP LaserJet 4050)
Public Integrity	Laptops	\$2,000.00	3	\$6,000.00		3 Laptops with docking station and Case for Brady Unit
Public Integrity	CD/DVD duplicator		3	\$340.00		1 Produplicator, 2 Burner M-Disc
Public Integrity	Conference Table	\$224.00	1	\$224.00		Conference Table HON HTLA 3672
Public Integrity	Chairs	\$255.00	8	\$2,040.00		8 Chairs for Conference room
Public Integrity	File Cabinet	\$521.25	4	\$2,085.00		4 drawer File cabinets (HON 754L) for Brady Unit
Public Integrity	Chair	\$245.00	3	\$735.00		3 Desk Chairs (HON 291) for new positions
Public Integrity	Guest Chair	\$255.00	2	\$510.00		2 Guest Chairs (HON2093) for New positions
Public Integrity	Printer	\$750.00	4	\$3,000.00		LaserJet Printers P3015DN
Public Integrity	Digital Voice Recode	\$100.00	1	\$100.00		1 Olympus Digital Voice Record WS-822
Public Integrity	Laptop	\$2,000.00	2	\$4,000.00		2 Laptops with docking station and case for investigators
Specialized Crime	Bookcase	\$304.00	1	\$304.00		One Bookcase
Specialized Crime	Chair	\$245.00	1	\$245.00		Desk Chair broken into 2 pieces
Specialized Crime	Fax	\$300.00	1	\$300.00		Fax machine runs slowly, drops faxes, will not send fax through
Specialized Crime	Software					Comprehensive Financial Investigative Solution software
Specialized Crime	External Hard Drive		16			1 Terabyte external Hard drive
Specialized Crime	Laptops		16			16 New laptops with Docking Station
Specialized Crime	Scanner		16			16 desktop scanners
State Jain Unit	Desk	\$683.00	1	\$683.00		Replace a broken desk
State Jain Unit	Scanner	\$463.53	5	\$2,317.65		Fujitsu ScanSnap IX500 (replace ImageFormula DR-M140)
State Jain Unit	Monitors	\$148.19	9	\$1,333.71		Replace/upgrade existing monitors in the state jail unit
Technology	Software Maint	\$9,555.00	1	\$9,555.00		Digital Forensics Lab Software Maintenance cost
Technology	Backup Software	\$1,168.00	1	\$1,168.00		Backup Exec Software 2014 OLP 3-years (essential Support)
Technology	Software Maint	\$104.16	1	\$104.16		Telecomm Software Maintenance (8.68/Mon X12) - Court Notify
Technology	Dell Laptops	\$1,500.00	5	\$7,500.00		Dell Laptops for Loners and Check out
Technology	Printer	\$380.00	1	\$380.00		HP LaserJet M601N B/W multi-function printer as Loaner
Technology	Color Printer	\$332.00	1	\$332.00		HP Color LaserJet M451NW as loaner
		Total		\$334,675.12		

# PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

<b>Department</b>	District Attorney/Administration	<b>Budget No.</b>	
<b>Position Title</b>	Public Information Officer	<b>Position No.</b>	2973
<b>Current Grade</b>	H/67	<b>Job Code</b>	7113700
		<b>Department Priority</b>	1

## Description of Changes in Work Being Performed

The local, State and federal audits of the previous administration that are continuing have resulted in more public information requests for accounts and communications that were not previously sought. This has dramatically increased the demands of this position. The nature of social media today with web pages, Facebook, Twitter, etc, also renders the duties of the position more complex. The current salary is insufficient to attract a candidate with qualifications and connections in the journalism field. Please see changes in the Position Description Reclassification Request Form .

## Reason/Authority for Change (see Budget Manual)

The complexity of the position has increased. The position must be e-evaluated due to additional responsibilities.

## Departmental Cost Worksheet

Current Grade	H/67	Proposed Grade	P
Salary	\$ 49,156.92	Salary	\$ 91,350.36
FICA (7.65%)	\$ 3,761	FICA (7.65%)	\$ 6,988
Retirement (11.5%)	\$ 5,653	Retirement (11.5%)	\$ 10,505
Total	\$ 58, 570.92	Total	\$ 108,843.36
		Total Annual Impact \$ 50,272.44	

## Staff Review and Comment

*Not recommended due to the fact all other dept PIOs are at an H grade, & the P grade is too high*



**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

**Position Description Reclassification Request Form**

**General Instructions:** Please complete this form and attach the current and proposed position descriptions, the current and proposed organization charts and any comparative position descriptions that can be identified.

**A. Identification / General Information**

Current Position Title:	Public Information Officer
Proposed Position Title:	Public Information Officer
Current Position Grade:	H/67
Department Name:	District Attorney
Position Number:	2973
Supervisor Name:	District Attorney Judge Susan Hawk
Supervisor Phone:	214 653 3600
Supervisor Email:	cstormer@dallascounty.org

**B. Brief Description of the Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is: Coordinates and controls the dissemination of public information to the news media, clubs, civic organizations and the community for an elected official, in a manner which meets the information requirements while protecting confidential information and maintaining public trust.
This is accomplished by serving as the initial, centralized departmental contact to the print and broadcast media, locally and nationally, to coordinate the timely dissemination of accurate newsworthy information involving the County office.
Other duties include balancing the press's right to know with the elected official's need to protect the integrity of confidential information or investigations without alienating the media.
The current salary range is Monthly Range: \$4,096.41 - \$ 5,113.08 (or annually: \$49,156.92 - \$61,356.96). This position should be raised to a grade P with a salary range of \$91,350.36 to 114,029.76. Or supplementation of \$2,800.00 bi-weekly is recommended.

**C. Rationale for Reclassification**

Explain what caused the changes in job duties. Be specific as to how those changes occurred and in what timeframe (i.e., last month, two years ago, etc.). Include such things as: changes in organizational



structure, changes in department procedures; changes in grant or program scope; new programs/functions; introduction of new equipment/systems; reassignment of job duties/termination of other employees in the work unit, etc.
The Public Information Officer (job code) 71137 position in the District Attorney's Office has historically been supplemented from the Hot Checks funds. These funds in all District Attorney's Offices throughout the State have dwindled to approximately one-third of what they were in 2011 and are continuing to decline due to the fact that fewer people are writing checks and fewer merchants are accepting checks as payments. The Public Information Officer is the departmental contact to the media to coordinate the timely dissemination of accurate newsworthy information involving this County Office. The current salary is insufficient to attract the quality of personnel that will be dealing with such complex and sensitive issues. It is further insufficient to attract a candidate with qualifications and connections in the journalism field.
Provide an explanation on the differences between the old and new job duties/responsibilities. Describe how the job has grown and changed since its creation. Include changes in the level of judgment, independence, problem solving and/or management (i.e., position was previously responsible for \$1,000,000 and is now responsible for \$10,000,000; position was previously responsible for supervising two employees and is now responsible for supervising fifteen employees, etc.). Please clearly outline the specific new job duties/responsibilities.
The nature of social media today with web pages, Facebook, Twitter, etc, also renders the duties of the position more complex.
Are the new duties/responsibilities additional or have they been allocated from another position(s)? Please specify. If the duties have been reassigned, please provide the name, job title, and an explanation of why the duties are being reassigned. Please explain the impact on the position losing the job duties/responsibilities.
NA
What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?
none
Outline the changes in the level of authority of the position (i.e., position now has authority to sign off on expenditures for goods/services). Have any reporting relationships to or from this position been altered?
More responsibilities will be anticipated for this position than before including working in the community. This employee will work to create networks and establish external relationships including but not limited to involvement in social media.
What specific tasks or activities make the job duties/responsibilities more complex?
The local, State and federal audits of the previous administration that are continuing have resulted in more public information requests for accounts and communications that were not previously sought. This has dramatically increased the demands of this position.
Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.
none
What are the performance expectations? What goal(s) in the strategic plan does the position

classification recommendation support?

## D. Essential Functions

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

<b>EXAMPLE ↓</b>		
Function: Maintains exterior of facilities	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function: dissemination of information	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>	40%	E
Develops outlines and writes copy for news releases and speeches for the elected official and staff.		
2. Function: coordination in the community	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>	30%	E
Coordinates community affairs engagements to foster positive public relations and to reduce barriers between the office and the public.		



3. Function:	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>	20%	E
Coordinates with the elected official and staff to provide public speakers with specific areas of expertise as requested to address various club and civic groups.		
4. Function: training	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>	1%	E
Provides training, support, and advice to the elected official and staff on the most appropriate techniques for use in the preparation and conduct of community meetings, speeches, and presentations.		

5. Function: Other	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>	9%	E
Identifies positive human-interest stories about elected official's employees and/or the Department and encourages media interest in developing them into positive news articles.		
Performs other duties as assigned.		
On call 7 days per week 24 hours per day to respond to emergency media communications requirements.		

## E. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## F. Physical Demands, Equipment Requirements, Working Conditions

1. **Strength Demands:** Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. **Machines, Tools, Equipment and Work Aids:** List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)


3. **Computer Equipment and Software:** List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)


4. **Environmental, Health and Safety Conditions:** Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions. N/A

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<b>Health and Safety Conditions</b>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	Office Environment	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.

NA

## G. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input checked="" type="radio"/>	5.	Four-year Bachelor's degree in: journalism or
<input type="radio"/>	6.	Graduate or professional work or advanced degree in:

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	No previous experience required
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input checked="" type="radio"/>	5.	Minimum of three years experience in/as:



<input type="radio"/>	6.	Minimum of four years experience in/as:
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.
2.
3.
4.
5. Valid Drivers License Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what type?

## H. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input checked="" type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? ☒ Yes ☐ No  
If yes, describe the planning or project management activities associated with this position.

Coordinates with the elected official and staff to provide public speakers with specific areas of expertise as requested to address various schools, crime prevention groups, club, civic groups, ect..

3. Budgetary Responsibility: Does this position involve working with the annual budget? ☐ Yes ☒ No  
If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility. NA

Total county amount \$	Total grant amount \$
Additional comments:	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

☐ Yes ☒ No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>

6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position. (Choose one)

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.

<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (Choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input checked="" type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

## I. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
x	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	x <input type="radio"/>

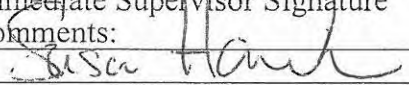
## J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.none
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.none
	2.

## K. Signature/Approval

*To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.*

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments: 	
Department Head/Elected Official Signature	Date
Comments:	





## DALLAS COUNTY JOB DESCRIPTION - GENERIC

<b>Job Title:</b>	Public Information Officer II	<b>Job Code:</b>	71137	<b>Job Grade:</b>	H/67
<b>Reports To:</b>	Various	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	E
<b>Department:</b>	Various	<b>Loc. Code:</b>	Various	<b>SIC Code:</b>	9222
				<b>WC Code:</b>	8810
<b>Division:</b>		<b>CS Code:</b>	A	<b>EEO Code:</b>	B01

**Summary of Functions:** Coordinates and controls the dissemination of public information to the news media, clubs, civic organizations and the community for an elected official, in a manner which meets the information requirements while protecting confidential information and maintaining public trust.

**Management Scope:** N/A

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Serves as the initial, centralized departmental contact to the print and broadcast media, locally and nationally, to coordinate the timely dissemination of accurate newsworthy information involving the County office.	30	E
2. Balances the press's right to know with the elected official's need to protect the integrity of confidential information or investigations without alienating the media.	20	E
3. Provides training, support, and advice to the elected official and staff on the most appropriate techniques for use in the preparation and conduct of community meetings, speeches, and presentations.	10	E
4. Identifies positive human-interest stories about elected official's employees and/or the Department and encourages media interest in developing them into positive news articles.	10	E
5. Coordinates community affairs engagements to foster positive public relations and to reduce barriers between the office and the public.	10	E
6. Develops outlines and writes copy for news releases and speeches for the elected official and staff.	10	E
7. Coordinates with the elected official and staff to provide public speakers with specific areas of expertise as requested to address various club and civic groups.	05	E
8. Performs other duties as assigned.	05	N

### Minimum Qualifications:

Education, Experience and Training:

Education and experience equivalent to a Bachelor's degree from an accredited college or university in Journalism, English, Communications or in a job related field of study. Three (3) years work related experience.

Special Requirements:

Skilled in the use of standard software applications. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Must pass criminal background investigation.

Physical/Environmental Requirements:

May require prolonged sitting. On call 7 days per week 24 hours per day to respond to emergency media communications requirements.

Hay Points/Point Factor:

KH: E13 264 pts, PS: D3 (33%) 87 pts, AC: D3C 100 pts, TTL: 451pts, KH/PS/AC: 59-19-22, Profile: +1

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on

Date 07/2004

Approved by Civil Service Commission on

Date 7/19/2004

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.

# PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

<b>Department</b>	District Attorney/Administration	<b>Budget No.</b>	
<b>Position Title</b>	Accountant I	<b>Position No.</b>	3367
<b>Current Grade</b>	06	<b>Job Code</b>	70100
		<b>Department Priority</b>	

## Description of Changes in Work Being Performed

With the termination of the previous Financial Administrator and Chief of the Administrative Division (whose positions were left open for many weeks while appropriate replacements were found) this employee, who has a degree in accounting, was required to assume tremendous responsibility. New duties and procedures are now required as a result of audits. Additional responsibilities have been placed on the Clerk II position. Please see changes in the Position Description Reclassification Request Form.

## Reason/Authority for Change (see Budget Manual)

The complexity of the position has increased. The position must be e-evaluated due to additional responsibilities.

## Departmental Cost Worksheet

Current Grade	06	Proposed Grade	12 (Accountant I)
Salary	30,805	Salary	45,077
FICA (7.65%)	2,357	FICA (7.65%)	3,448
Retirement (11.5%)	3,543	Retirement (11.5%)	5,184
Total	36,705	Total	53,709
		Total Annual Impact 17,004	

## Staff Review and Comment





## **DALLAS COUNTY**

### **HUMAN RESOURCES/CIVIL SERVICE**

### **Position Description Reclassification Request Form**

**General Instructions:** Please complete this form and attach the current and proposed position descriptions, the current and proposed organization charts and any comparative position descriptions that can be identified.

#### **A. Identification / General Information**

Current Position Title:	Clerk II
Proposed Position Title:	Accountant I
Current Position Grade:	06
Department Name:	District Attorney's Office
Position Number:	3367
Supervisor Name:	Cindy Stormer
Supervisor Phone:	214.875. 2355
Supervisor Email:	cindy.stormer@dallascounty.org

#### **B. Brief Description of the Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to assist the Financial Services Division of the District Attorney's Office
This is accomplished by performing a variety of moderately complex support tasks which may include: inputting, processing and distributing a variety of documents and records; collecting, compiling, filing, maintaining data of funds and inventory; and interacting with the public to provide excellent customer service.
Other duties include responding to Local, State, and Federal Audits; receiving, collecting, preparing, verifying and processing a variety of documents, instruments, records, bills, payments and receipts; inputting data to complete routine correspondence, forms, reports and documents; answering routine inquiries and resolving basic customer service issues; reconciling data, bank statements, funds and inventory and maintaining, filing, storage of documents and supplies. Performs other duties as assigned.

#### **C. Rationale for Reclassification**

Explain what caused the changes in job duties. Be specific as to how those changes occurred and in what timeframe (i.e., last month, two years ago, etc.). Include such things as: changes in organizational structure, changes in department procedures; changes in grant or program scope; new programs/functions; introduction of new equipment/systems; reassignment of job duties/termination of other employees in the work unit, etc.



The numerous audits on the local, state and federal level have required more duties and the implementation of more procedures. Responding to such audits required extensive knowledge of procedures and facts. Knowledgeable staff members have left their position in recent years. This has caused this employee to be in a position to assume their duties.
Provide an explanation on the differences between the old and new job duties/responsibilities. Describe how the job has grown and changed since its creation. Include changes in the level of judgment, independence, problem solving and/or management (i.e., position was previously responsible for \$1,000,000 and is now responsible for \$10,000,000; position was previously responsible for supervising two employees and is now responsible for supervising fifteen employees, etc.). Please clearly outline the specific new job duties/responsibilities.
With the termination of the previous Financial Administrator and Chief of the Administrative Division (whose positions were left open for many weeks while appropriate replacements were found) this employee, who has a degree in accounting, was required to assume tremendous responsibility.
Are the new duties/responsibilities additional or have they been allocated from another position(s)? Please specify. If the duties have been reassigned, please provide the name, job title, and an explanation of why the duties are being reassigned. Please explain the impact on the position losing the job duties/responsibilities.
New duties and procedures required as a result of audits
What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?
N/A
Outline the changes in the level of authority of the position (i.e., position now has authority to sign off on expenditures for goods/services). Have any reporting relationships to or from this position been altered?
N/A
What specific tasks or activities make the job duties/responsibilities more complex?
Audits- local, State, and Federal
Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.
N/A
What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?
To ensure that the procedures and guidelines are followed so when an audit process follows, standards are met. To avoid future audits.

## D. Essential Functions

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

<b>EXAMPLE ↓</b>	Time	E or NE
Function: Maintains exterior of facilities		
<b><i>Tasks performed to accomplish this function:</i></b>	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function: Disbursing checks	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>	10%	E
Disbursement of checks for a multimillion dollar budget, deposits and expenditures from the general account, forfeiture accounts, and various other accounts.		
Obtains approvals for purchases. Prepares paperwork for forfeiture and other expenditures (processing payments, recording on the ledgers).		
Distributes checks for payment to vendors and law enforcement agencies		
Reconciliation of at least 13 accounts.		
Prepares briefing for travel and Grants to Commissioners Court.		
Processes civil citations from Juvenile and Civil.		
Creates 1099's for non-employee personnel.		
2. Function: Processing requests	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>	15%	E
Performs a variety of moderately complex support tasks which may include: inputting, processing and distributing a variety of documents and records; collecting, compiling, filing and maintaining data; reconciling data, funds or inventory; and interacting with the public to provide excellent customer service. Works within a well-defined framework of policies and procedures, under moderate supervision		
Processes all travel and training authorized by management, maintaining a file for each.		
Maintains spreadsheets for travel and training.		
Ensures that requests for reimbursement conform to Dallas County Travel Policy.		
Very proficient in Oracle and purchase orders.		
Responds to requests for payments.		
Orders office supplies. Orders equipment, armor, ammunitions, etc. for investigators.		
3. Function: Dealing with vendors and grants	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>	40%	E

Receives, prepares, verifies and processes a variety of documents, instruments, records, bills, payments and receipts. Inputs data to complete routine correspondence, forms, reports and documents. Researches, locates, pulls and prepares a variety of documents, records and other assigned data. Effectively answers routine inquiries and resolves basic customer service issues. Collects, inputs, updates and reconciles data, funds or inventory and maintains filing/storage of documents and supplies. Performs other duties as assigned.		
Requests quotes from vendors.		
Books hotel arrangements for DA personnel to attend seminars or conferences.		
Assists with grant activity.		
Updates court orders for new grant year.		
4. Function: Reconciliations, general ledgers	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>	25%	
Performs a variety of moderately complex financial tasks which may include preparing, processing, reviewing and maintaining various records, files and reports, and entering data. Works under minimum supervision, within a well-defined framework of policies and procedures.		E
Prepares and processes a variety of accounting transactions and produces various reports such as special funds, general ledgers, bank reconciliations, etc.		
Runs YTD balances for accounts.		
Reconcile and record MOU, Hot Check and forfeiture money. Prepare deposit to be sent to Treasurer's Office.		

5. Function: audits, budget	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>	5%	
Since the creation of the position, she responds to Local, State, and Federal Audits.	(100% when Auditors are present)	E
Also assists in budget preparation for the upcoming year.		

## E. Visual-Mental Demands

- Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

		Frequency of Time		
		0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1. Work requires a minimum of mental and visual	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



		concentration to detail most of the time.			
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## F. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)


3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

Central class, Access Database, Oracle

4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	Office Environment	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.

N/A

## G. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input checked="" type="radio"/>	4.	Two-year Associate's degree in: Accounting
<input type="radio"/>	5.	Four-year Bachelor's degree in:
<input type="radio"/>	6.	Graduate or professional work or advanced degree in:

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	No previous experience required
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input type="radio"/>	5.	Minimum of three years experience in/as:
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input checked="" type="radio"/>	7.	Minimum of five years experience in/as: Clerk/Accounting Clerk



<input type="radio"/>	8.	Minimum of six years experience in/as:	
<input type="radio"/>	9.	Minimum of seven years experience in/as:	
<input checked="" type="radio"/>	10.	Minimum of eight years experience in/as:	Banking – Financial Services

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.	Administrative Assistant Certification
2.	
3.	
4.	
5.	Valid Drivers License Required? <input type="radio"/> Yes <input type="radio"/> No If Yes, what type?

## H. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input checked="" type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? ☐ Yes ☒ No  
If yes, describe the planning or project management activities associated with this position.


3. Budgetary Responsibility: Does this position involve working with the annual budget? ☐ Yes ☐ No  
If yes, please indicate the types of budgetary activities required.

<input checked="" type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
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<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
Additional comments:	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

☐ Yes    ☒ No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>

6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position. (Choose one)

<input checked="" type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees. - Auditors
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of

freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (Choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input checked="" type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

## I. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

<b>EXAMPLE ↓</b>		
Function: Maintains exterior of facilities	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging		
Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function: Disbursing checks	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>	10%	E
Disbursement of checks for a multimillion dollar budget, deposits and expenditures from the general account, forfeiture accounts, and various other accounts.		
Obtains approvals for purchases. Prepares paperwork for forfeiture and other expenditures (processing payments, recording on the ledgers). Files and maintains the contracts for vendors.		
Distributes checks for payment to vendors and law enforcement agencies.		
Reconciliation of at least 13 accounts.		
Prepares briefing for travel and Grants to Commissioners Court.		
Processes civil citations from Juvenile and Civil.		
Creates 1099's for non-employee personnel.		
2. Function: Processing requests	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>	15%	E
Performs a variety of moderately complex support tasks which may include: inputting, processing and distributing a variety of documents and records; collecting, compiling, filing and maintaining data; reconciling data, funds or inventory; and interacting with the public to provide excellent customer service. Works within a well-defined framework of policies and procedures, under moderate supervision		
Processes all travel and training authorized by management, maintaining a file for each.		
Maintains spreadsheets for travel and training.		
Ensures that requests for reimbursement conform to Dallas County Travel Policy.		
Very proficient in Oracle and purchase orders.		
Responds to requests for payments.		
Orders office supplies. Orders equipment, armor, ammunitions, etc. for investigators.		
3. Function: Dealing with vendors and grants	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>	40%	E

		exception policies or procedures that could result in litigation or damages if improperly handled.			
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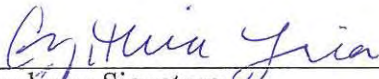


## J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

## K. Signature/Approval

*To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.*

	_____	Date	_____
Employee Signature			4/17/15
	_____	Date	_____
Immediate Supervisor Signature			
Comments:	_____		
	_____	Date	4/17/15
Department Head/Elected Official Signature			
Comments:	_____		



## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	Clerk II	<b>Job Code:</b>	6000900	<b>Job Grade:</b>	06
<b>Reports To:</b>	Supervisor	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	N
<b>Department:</b>	Various	<b>Loc. Code:</b>	Various	<b>SIC Code:</b>	9131
				<b>WC Code:</b>	8810
<b>Division:</b>	Various	<b>CS Code:*</b>	A, B, C, D, or C-JD	<b>EEO Code:</b>	F04

**Summary of Functions:** Performs a variety of moderately complex support tasks which may include: inputting, processing and distributing a variety of documents and records; collecting, compiling, filing and maintaining data; reconciling data, funds or inventory; and interacting with the public to provide excellent customer service. Works within a well-defined framework of policies and procedures, under moderate supervision.

**Management Scope:** N/A

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Receives, prepares, verifies and processes a variety of documents, instruments, records, bills, payments and receipts.	20	E
2. Inputs data to complete routine correspondence, forms, reports and documents.	20	E
3. Researches, locates, pulls and prepares a variety of documents, records and other assigned data.	20	E
4. Effectively answers routine inquiries and resolves basic customer service issues.	20	E
5. Collects, inputs, updates and reconciles data, funds or inventory and maintains filing/storage of documents and supplies.	15	E
6. Performs other duties as assigned.	05	N

\* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

### **Minimum Qualifications:**

#### Education, Experience and Training:

Graduation from an accredited high school/GED Program. Two (2) years job related experience or 30 hours of college or a combination of the two. Experience in a customer service environment a plus.

#### Special Requirements/Knowledge, Skills & Abilities:

Ability to type 30 wpm or 60 kspm, with knowledge of computer applications and standard word processing

software. Ability to understand and follow written and verbal instructions, organize and process work and establish and maintain effective working relationships with other County employees and the general public.

Physical/Environmental Requirements:

May require prolonged sitting, standing, walking and ability to lift and carry up to 25 lbs. unassisted.

Hay Points/Point Factor:

HS12=100, E2=20, VM2C=20, PD1C=15, WH1A=5, WE1A=5, IC2C=35, DL2=10, PS2=15, RE1A=5, SF1A=5, TTL=235

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on

Date 5/2003

Approved by Civil Service Commission on

Date 6/16/2003, 6/21/2004,  
8/24/2004, 7/18/2005

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. The percentage of time devoted to each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.





## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	Clerk III	<b>Job Code:</b>	6000200	<b>Job Grade:</b>	07
<b>Reports To:</b>	Supervisor	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	N
<b>Department:</b>	Various	<b>Loc. Code:</b>	Various	<b>SIC Code:</b>	9131
				<b>WC Code:</b>	8810
<b>Division:</b>	Various	<b>CS Code:*</b>	A, B, C, or D	<b>EEO Code:</b>	F04

**Summary of Functions:** Performs a variety of complex support tasks which may include: processing a variety of documents; drafting routine correspondence; resolving questions and problems; providing information; researching files and records; and assisting with the training of Level I and Level II clerks. Works within a well-defined framework of policies and procedures, under minimum supervision.

**Management Scope:** N/A

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Resolves problems/issues and responds to inquiries from Level I/II clerks, customers, and other entities.	20	E
2. Reviews, validates and processes a variety of complex documents, data, reports and other materials requiring specialized knowledge.	20	E
3. Collects, inputs and reconciles data, funds or inventories and prepares appropriate reports.	20	E
4. Utilizes department-specific and county-wide specialized and general computer systems for data access, input, retrieval, purchasing, inventory, etc..	15	E
5. May assist supervisor in training staff and performing quality control duties to ensure compliance with policies and procedures.	10	E
6. Maintains a variety of files and records and releases information according to the County's policies and procedures while maintaining confidentiality of records.	10	E
7. Performs other duties as assigned.	05	N

\* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

**Minimum Qualifications:**Education, Experience and Training:

Graduation from an accredited high school/GED Program. Three (3) years job related experience or 45 hours of college or a combination of the two. Experience in a customer service environment a plus.

Special Requirements/Knowledge, Skills & Abilities:

Ability to type 35 wpm or 70 kspm, with knowledge of computer applications and standard word processing software. Ability to understand and follow written and verbal instructions, organize and process work and establish and maintain effective working relationships and excellent customer service with other County employees and the general public.

Physical/Environmental Requirements:

May require prolonged sitting, walking and/or standing and ability to lift files, boxes, and copies up to 25 lbs. unassisted.

Hay Points/Point Factor:

HS12=100, E3=30, VM3C=25, PD2B=15, WH1A=5, WE1C=5, IC3B=35, DL2=10, PS2=15, RE1A=5, SF1A=5, TTL: 250

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on \_\_\_\_\_

Date 5/2003

Approved by Civil Service Commission on \_\_\_\_\_

Date 6/16/03, 10/18/04

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## DALLAS COUNTY JOB DESCRIPTION – GENERIC

<b>Job Title:</b>	Accountant I	<b>Job Code:</b>	701000	<b>Job Grade:</b>	12
<b>Reports To:</b>	Supervisor	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	N
<b>Department:</b>	Various	<b>Loc. Code:</b>	Various	<b>SIC Code:</b>	9311
				<b>WC Code:</b>	8810
<b>Division:</b>	Various	<b>CS Code:*</b>	A ,B, C, or D	<b>EEO Code:</b>	B01

**Summary of Functions:** Performs moderately complex accounting transactions to analyze, research and review financial information and prepares financial reports.

**Management Scope:** May supervise clerical staff.

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Reconciles accounts from various sub-ledgers, bank statements, and third party documents.	20	E
2. Analyzes, researches and processes billings, fees, refunds and payments.	20	E
3. Recommends or corrects posting and prepares supporting journal entries.	20	E
4. Develops correspondence regarding errors or other financial related information, answers inquiries, conducts research and resolves financial questions.	20	E
5. Reviews accounting data for accuracy, prepares reports regarding financial data, and assures maintenance to reports are timely.	10	E
6. May provide operational guidance to other accounting staff.	05	N
7. Performs other duties as assigned.	05	N

\* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

### **Minimum Qualifications:**

#### Education, Experience and Training:

Education and experience equivalent to a Bachelor's degree from an accredited college or university in Accounting, Finance, Business, or in a job related field of study.

#### Special Requirements/Knowledge, Skills & Abilities:

Skilled in the use of standard software applications. Must be familiar with basic accounting functions. Skilled in 10-key by touch.

Physical/Environmental Requirements:

Standard office environment. May require prolonged sitting at computer.

Hay Points/Point Factor:

KH: EI1 – 175, PS: D3 (29%) – 50, AC: C4R – 57, Total: 282, Profile: +1, KH/PS/AC: 62-18-20

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on

Date 01/2004; 04/2007;  
11/2007

Approved by Civil Service Commission on

Date 2/16/2004, 2/20/12

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time devoted to each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.



# PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

<b>Department</b>	District Attorney/Felony Trial Division	<b>Budget No</b>
<b>Brief Title of PIR</b>	Attorney V	
<b>Approx. Net Cost</b>	\$138,820.00 (Requesting 2 positions) = \$277,640.00	<b>Department Priority</b>

## **Brief Summary of Request**

This prosecutor would serve as a "Floater Chief" and step into the shoes of any prosecutor that is out on FMLA, vacation, sick time, or extended periods of time due to trials. Because of their experience they would literally assume the responsibility of the absent prosecutor and avoid any continuances normally incumbent with a prosecutor absent for an extended period of time.

## **Discussion of Need**

There are 17 Felony Trial Courts. Each court has three prosecutors assigned to the court; there are additional prosecutors handling a case load for the court from specialized divisions. Each prosecutor averages 150 to 200 active cases at any given time. Each prosecutor has their own docket that consumes their entire day. At any given time we have multiple felony prosecutors absent for extended periods of time. I.e. FLMA (three months for pregnancy), involved in Capital Murder voir dire (lasting on average 8 weeks), time off for surgery, sick days, vacation, etc. When any one of these prosecutors is absent either short term or long term, the docket slows down. For prosecutors absent for extended period of time their docket often comes to a standstill; cases are continued and the docket and jail chain does not get the attention it needs in order to efficiently move. An absent prosecutor contributes to the culture of continuances that jam up the jail population and overburdened dockets. While other prosecutors do their best to assist with the overflow and backlog, taking over an entire caseload is physically and logistically impossible. Cases are continued, dockets do not move efficiently, jail chain suffers and grows.

## **Discussion of Related Performance Measure**

In 2012 approximately 70 felony attorneys (ATT 3, ATT 4, and ATT 5) took FMLA; none of these include the Civil or Juvenile Division. The total number of days taken for FMLA were 2608. This translates to eight full time prosecutors gone. These 2608 days do not include the felony chief prosecutors involved in Capital Murder Voir Dires that lasted an average of 8 weeks. Nor does this number include person taking vacation or short term sick time. In 2013 we had 18 attorneys out on FMLA for a total of 522 days. This does not include persons taking vacation and sick time.

## **Staff Review and Comment**

Because of the expertise and authority given to a Floater Chief, he or she is capable and has the authority to also handle State Jail cases, Grand Jury intake, and misdemeanor. These divisions suffer the most when prosecutors are out for extended periods of time.

# PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	ADA V (2)
<b>Staff Cost</b>	
Grade	V
Salary	106,292
FICA @ 7.65%	8,131
Retirement @ 11.5%	12,223
Insurance @ \$8,500	8,500
	Total \$135,146
<b>Related Equipment</b>	
Number	527
Desk	
Furniture	1,237
Computer	1,025
Printer	
Network Cabling	
Software	
Vehicle	
Travel	
Pager	
Cell Phone	840
Other	
	Total \$3,674
<b>Other Costs (describe)</b>	
Special Training	
Consultant Fees	
Renovation/Space	
	Total \$138,820.00
Less Additional Revenue Source	
	Grand Total



**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

**New Position Description Request Form**

**General Instructions:** Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

**(For position reclassifications use the "Position Reclassification Summary Form")**

**A. Identification / General Information**

Proposed Position Title:	Attorney V
Proposed Position Grade:	ATT 5
Department Name:	District Attorney
Position Number:	N/A
Supervisor Name & Position Title ("Reports To"):	Cindy Stormer Administrative Division Chief
Supervisor Phone:	214-875 2355
Supervisor Email:	<a href="mailto:cstormer@dallascounty.org">cstormer@dallascounty.org</a>
Court Order # and Date:	

**B. Brief Description of the New Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to fill in for any trial ADA or other Atty V or above that is out on FMLA, vacation, sick time, or extended periods of time. By assuming the responsibilities and docket of the absent prosecutor we avoid a stagnate docket and continuances normally incumbent with a prosecutor absent for an extended period of time.
This is accomplished by having an experienced attorney available to rotate through any trial court that needs assistance and offer additional assistance to overburdened courts and to fill in as needed with diversion courts and special programs.
By having additional expertise in diversion programs and mental health, such a prosecutor will be able to educate other prosecutors by example.
Other duties include: Because of the experience they can work in any division in the office; grand jury for example.

**C. Essential Functions of the New Position**

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.



Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

Function: Legal work	Time	E or NE
	100%	E
1. Function: Assume the duties and docket of absent felony trial court Prosecutor	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	40%	E
Stands in the stead of absent prosecutor; assumes responsibility for the prosecutor's docket and management of their caseload and court with priority on jail docket.		
Uses experience and Chief status to immediately assume duties of docket; uses authority and experience to make quick decisions to ensure docket efficiency and avoid continuances in cases and stall in docket, i.e. pleading cases/and case disposition.		
2. Function: Docket Management	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	30%	E
Reviews Court's daily docket, prioritizes and assigns cases and work to felony prosecutors.		
Manages the court docket by assisting felony prosecutors, attorneys and other staff in the court.		
Resolves disputes between the court, defense attorneys and staff, and determines appropriate action to be taken for unusual, extremely serious or complex situations		
Approves case resolution and plea bargains for felony prosecutors in the court.		
3. Function: Case Management	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	20%	E
Evaluates assigned cases by:		
• Reviewing cases and documentation,		
• Conducting and interpreting legal research on applicable law, rules and regulations.		
• Interviewing witnesses or persons with knowledge of the cases,		
• Gathering evidence, and		
• Determining the appropriate actions to be taken.		
• Negotiating with defense counsel for appropriate case resolution.		
Assesses strengths and weaknesses of cases, negotiates settlements or plea-bargains and obtains approval, if necessary, of plea-bargain agreements.		
Prepares legal documents if plea-bargain agreements are reached and insures proper signatures are executed and documents filed as required.		
4. Function: Trial Docket Management	Time	E or NE
Prioritize and manage trial docket; work with and advise court personnel of pending cases.	5%	E
Drafts, files and responds to motions, briefs or other legal documents for trial and/or hearings.		
Ensures that records and documents are accurate, up-to-date and processed in accordance with standard procedures.		
Explain legal process to potential witnesses, prepare witness for court testimony and ensures clients or victims/families are kept informed on status of case.		
5. Function: Jury Trial	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	5%	E
Gathers, prepares and presents evidence, exhibits and related materials for trials and hearings.		

Represent the State or clients in pre-trials, evidentiary hearings and jury/court trials by:		
<ul style="list-style-type: none"> <li>• Conducting jury selection,</li> <li>• Presenting opening statements,</li> <li>• Conducting direct and cross-examinations of witnesses, and</li> <li>• Presenting closing arguments.</li> </ul>		

## D. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## E. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)


3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

Proficiency in accessing and working FORVUS, AIS, ACMS, and Court Notify.



4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	<b>Office Environment</b>	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.

--

## F. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education	
<input type="radio"/>	2.	High school diploma or equivalent	
<input type="radio"/>	3.	One year college	
<input type="radio"/>	4.	Two-year Associate's degree in:	
<input type="radio"/>	5.	Four-year Bachelor's degree in:	
<input checked="" type="radio"/>	6.	Graduate or professional work or advanced degree in:	Graduation from an accredited law school. Three years work related experience in Dallas County District Attorney's office;

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	<i>No previous experience required</i>
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input checked="" type="radio"/>	5.	Minimum of three years experience in/as: Assistant DA with Dallas County DA
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.	Requires current license to practice law in the State of Texas.
2.	Requires experience as lead prosecutor for more complex felony cases.
3.	Requires experience in managing a felony court.
4.	
5.	Valid Drivers License Required? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, what type?

## G. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input checked="" type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? ☐ Yes ☒ No  
If yes, describe the planning or project management activities associated with this position.

Docket and trial management, special diversion and/or mental health programs and treatment as needed.
With training in mental health, therapies and treatments this prosecutor can educate other prosecutors in the office by example.



3. Budgetary Responsibility: Does this position involve working with the annual budget? ☐ Yes ☒ No  
If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

<u>Additional comments:</u>	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?  
☒ Yes ☐ No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>
Attorney IV and Attorney III	2

6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position (check one).

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input checked="" type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. **Freedom to Act:** This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input checked="" type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

## H. Human Relations

**Interpersonal/Human Relations Skills:** This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

## J. Signature/Approval

*To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.*

N/A

Employee Signature

Date

Immediate Supervisor Signature

Date

Comments:

Department Head/Elected Official Signature

Date

Comments:

# PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

<b>Department</b>	District Attorney/Administration	<b>Budget No.</b>	
<b>Position Title</b>	Administrative Assistant to First Assistant – Grade 10	<b>Position No.</b>	3356
<b>Current Grade</b>	Grade 8	<b>Job Code</b>	6001100
		<b>Department Priority</b>	

**Description of Changes in Work Being Performed** Due to the Audits numerous written procedures must be put in place. This position must assist in dissemination of this information to the office and record-keeping of same.

**Reason/Authority for Change (see Budget Manual)** Due to the Audits numerous written procedures must be put in place. This position must assist in dissemination of this information to the office and record-keeping of same. The previous Administration had an employee in this position that did not have the appropriate skills for the position and therefore it was improperly downgraded

## Departmental Cost Worksheet

Current Grade	08	Proposed Grade	10
Salary	35,214	Salary	40,582
FICA (7.65%)	2,694	FICA (7.65%)	3,105
Retirement (11.5%)	4,050	Retirement (11.5%)	4,667
Total	41,958	Total	48,354
		Total Annual Impact	6,396

## Staff Review and Comment





**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

**Position Description Reclassification Request Form**

**General Instructions:** Please complete this form and attach the current and proposed position descriptions, the current and proposed organization charts and any comparative position descriptions that can be identified.

**A. Identification / General Information**

Current Position Title:	Clerk IV
Proposed Position Title:	Administrative Assistant 10 to the First Assistant
Current Position Grade:	08
Department Name:	District Attorney
Position Number:	3356
Supervisor Name:	Messina Madson
Supervisor Phone:	214 653 3600
Supervisor Email:	Messina.madson@dallascounty.org

**B. Brief Description of the Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to provide support to the First Assistant District Attorney.
This is accomplished by maintaining schedules, document preparation, answering phone calls, etc.
Other duties include data entry of time for non-exempt employees of the District Attorney staff.

**C. Rationale for Reclassification**

Explain what caused the changes in job duties. Be specific as to how those changes occurred and in what timeframe (i.e., last month, two years ago, etc.). Include such things as: changes in organizational structure, changes in department procedures; changes in grant or program scope; new programs/functions; introduction of new equipment/systems; reassignment of job duties/termination of other employees in the work unit, etc.

The prior administration placed an employee in this position that did not have typing skills for it to be placed at an Administrative Assistant level and therefore the position had to be downgraded to support that choice. The position is now being used as a true Administrative Assistant again.

Provide an explanation on the differences between the old and new job duties/responsibilities. Describe how the job has grown and changed since its creation. Include changes in the level of judgment, independence, problem solving and/or management (i.e., position was previously responsible for

<p>\$1,000,000 and is now responsible for \$10,000,000; position was previously responsible for supervising two employees and is now responsible for supervising fifteen employees, etc.). Please clearly outline the specific new job duties/responsibilities.</p>
<p>The position is dealing more with the public and problem solving various situations.</p>
<p>Are the new duties/responsibilities additional or have they been allocated from another position(s)? Please specify. If the duties have been reassigned, please provide the name, job title, and an explanation of why the duties are being reassigned. Please explain the impact on the position losing the job duties/responsibilities.</p>
<p>This employee assists other departments more frequently. For instance, the personnel coordinator sought out the First Assistant for approval in having this employee assist with the inputting of DA Staff time for payroll. Additionally, the employee have scanned large amount of documents for other departments so that staff members in that division could be free to handle pertinent issues they are dealing with continuously.</p>
<p>What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?</p>
<p>None.</p>
<p>Outline the changes in the level of authority of the position (i.e., position now has authority to sign off on expenditures for goods/services). Have any reporting relationships to or from this position been altered?</p>
<p>None</p>
<p>What specific tasks or activities make the job duties/responsibilities more complex?</p>
<p>Due to the Audits numerous written procedures must be put in place. This position must assist in dissemination of this information to the office and record-keeping of same.</p>
<p>Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.</p>
<p>Administrative Assistant 10 to the Felony Trial Bureau Chief.</p>
<p>What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?</p>
<p></p>

## D. Essential Functions

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each



duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

<b>EXAMPLE ↓</b>		
Function: Maintains exterior of facilities	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function:	Time	E or NE
<b>Tasks performed to accomplish this function:</b> Provides direct administrative and secretarial support to the department and accounts for the coordination and supervision of office procedures and personnel to assure the most cost effective and efficient method of administration.	20	E
2. Function:	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	20	E
Dissemination of new procedures to the office and record-keeping of same.		
3. Function:	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	20	E
Serves as a liaison between staff, management and other departments to facilitate interaction of various functions and flow of information while ensuring that the director's or operational goals, objectives, and mission are met and communicated to staff.		



4. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	20	E
Performs complex administrative duties, which include researching, gathering material and completing variety of assigned special projects or reports to include analyzing data and advising management of status to ensure compliance with guidelines.		

5. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	20	E
Provides director or operation with specific sources of information upon request and communicates with other staff and departments to elicit information regarding issues, etc., to provide feedback to management. Maintains confidential files and processes incoming/outgoing mail. Performs other duties as assigned.		

## E. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>		<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## F. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
X	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	X	<input type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.		<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.		<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.		<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

Legal Boxes

3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

Word, Excel, Kronos, Central Login

4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions. NA

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



<input type="radio"/>	5.	Fire hazards		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	O	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

X	1.	Office Environment	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.


## G. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
X	4.	Two-year Associate's degree in: 75 hours of college
<input type="radio"/>	5.	Four-year Bachelor's degree in:
<input type="radio"/>	6.	Graduate or professional work or advanced degree in:

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	No previous experience required
	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input type="radio"/>	5.	Minimum of three years experience in/as:
<input type="radio"/>	6.	Minimum of four years experience in/as:
X	7.	Minimum of five years experience in/as: Administrative related experience
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or

registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.
2.
3.
4.
5. Valid Drivers License Required? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, what type?

## H. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
	2.	Work tasks are routine, but not identical.
X	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? ☒ Yes ☐ No  
If yes, describe the planning or project management activities associated with this position.

Research of Legal programming across country

3. Budgetary Responsibility: Does this position involve working with the annual budget? ☐ Yes ☒ No  
If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for

		countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
Additional comments:	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

☐ Yes    ☒ No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>

6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position. (Choose one)

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (Choose one)



<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input checked="" type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

## I. Human Relations

**Interpersonal/Human Relations Skills:** This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>		<input type="radio"/>
<input checked="" type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>		<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.		<input type="radio"/>	<input type="radio"/>

## J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

## K. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature <i>Ashley Allen</i>	Date <i>4/27/15</i>
Immediate Supervisor Signature <i>Susan Allen</i>	Date
Comments:	
Department Head/Elected Official-Signature <i>[Signature]</i>	Date <i>4/30/15</i>
Comments:	





## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	Clerk IV	<b>Job Code:</b>	6001100	<b>Job Grade:</b>	08
<b>Reports To:</b>	Supervisor	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	N
<b>Department:</b>	Various	<b>Loc. Code:</b>	Various	<b>SIC Code:</b>	9131
				<b>WC Code:</b>	8810
<b>Division:</b>	Various	<b>CS Code:*</b>	A, B, C, or D	<b>EEO Code:</b>	F04

**Summary of Functions:** Performs a variety of complex support tasks for judges, managers, or supervisors, etc. which may include: preparation, processing and reconciling a variety of documents and/or records; researching and resolving problems/issues; may balance and monitor accounts; and interact effectively with the public. May act as group/team lead under a manager or supervisor. Relies on experience and judgment to plan and accomplish assigned tasks, under minimum supervision.

**Management Scope:** N/A

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Acts as a subject matter expert and team leader to provide guidance and training to staff and others to include: <ul style="list-style-type: none"><li>▪ Developing policies and procedures,</li><li>▪ Coordinating/monitoring tasks,</li><li>▪ Updating and training on policies and procedures, and</li><li>▪ Preparing training materials and aids.</li></ul>	25	E
2. Prepares routine correspondence, completes forms and other documents, and serves as a liaison to other departments and the public.	20	E
3. Researches, compiles and analyzes data to respond to inquiries, problems, issues, exceptions and to resolve discrepancies.	10	E
4. Collects, inputs and reconciles data, funds or inventories and prepares reports.	10	E
5. Utilizes expertise to verify accuracy of information, policies and procedures and accounts to ensure follow through and compliance with applicable County, State and Federal statutes.	10	E
6. Utilizes department-specific and county-wide specialized and general computer systems for data input, retrieval, purchasing, inventory, etc. May provide routine computer support to the section, including: <ul style="list-style-type: none"><li>▪ Accessing data,</li><li>▪ Ordering supplies,</li><li>▪ Maintaining inventory,</li><li>▪ Generating and maintaining reports and schedules,</li><li>▪ Training clerical staff on computer applications,</li></ul>	10	E

- Resolving routine problems and coordinating with I.T. services, and
- Stays abreast of changes in laws, policies and procedures that impact the section or area and reviews section material to ensure changes are reflected.

7. May assist in employee related issues such as: 10 E
- Participating in the interviewing process,
  - Maintaining time and attendance data and reconciling payroll related issues,
  - Coordinating leave activities, and
  - Ensuring employees receive appropriate training.
8. Performs other duties as assigned. 05 N

\* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

### **Minimum Qualifications:**

#### Education, Experience and Training:

Graduation from an accredited high school/GED program. Four (4) years job related experience or 60 hours of college or a combination of the two. Experience in a customer service environment a plus.

#### Special Requirements/Knowledge, Skills & Abilities:

Ability to type 35 wpm or 70 kspm, with knowledge of computer applications and standard word processing software. Ability to understand and follow written and verbal instructions, organize and process work and establish and maintain effective working relationships with other County employees and the general public.

#### Physical/Environmental Requirements:

May require prolonged sitting, standing, walking and ability to lift and carry up to 25 lbs. unassisted.

#### Hay Points/Point Factor:

HS12=100, E4=40, VM2C=20, PD1A=5, WH1A=5, WE1A=5, IC2C=35, DL3=20, PS2=15, RE1C=15, SF2A=15, TTL= 275

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on \_\_\_\_\_

Date 5/2003

Approved by Civil Service Commission on \_\_\_\_\_

Date 6/16/03, 9/20/04,  
10/18/04, 7/18/05

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. The percentage of time devoted to each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.



## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	Administrative Assistant	<b>Job Code:</b>	6030600	<b>Job Grade:</b>	10
<b>Reports To:</b>	Supervisor	<b>Pos. No:</b>		<b>SIC Code:</b>	9131
<b>Department:</b>	District Attorney	<b>Loc. Code:</b>		<b>FLSA Code:</b>	N
				<b>WC Code:</b>	8810
<b>Division:</b>		<b>CS Code:</b>	A	<b>EEO Code:</b>	F01

**Summary of Functions:** Provides direct administrative and secretarial support to the department and accounts for the coordination and supervision of office procedures and personnel to assure the most cost effective and efficient method of administration.

**Management Scope:** N/A

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Provides day-to-day administrative support services in the management of the department or operation to ensure that administration of the department or operation is conducted in an efficient manner.	20	E
2. Keeps management abreast of progress of all projects.	20	E
3. Serves as a liaison between staff, management and other departments to facilitate interaction of various functions and flow of information while ensuring that the director's or operational goals, objectives, and mission are met and communicated to staff.	20	E
4. Performs complex administrative duties, which include researching, gathering material and completing variety of assigned special projects or reports to include analyzing data and advising management of status to ensure compliance with guidelines.	15	E
5. Provides director or operation with specific sources of information upon request and communicates with other staff and departments to elicit information regarding issues, etc., to provide feedback to management.	10	E
6. Maintains confidential files and processes incoming/outgoing mail.	10	E
7. Performs other duties as assigned.	05	N

**Minimum Qualifications:**

Education, Experience and Training:

Graduation from an accredited high school/GED Program. Five (5) years of administrative/secretarial work related experience or 75 hours of college or combination of the two.

Special Requirements:

Must possess excellent skills in grammatical correctness, letter writing and proofreading. Must possess excellent communication skills, organization and planning skills. Ability to interact effectively with diverse groups of deputy directors, administrators, managers, supervisors, employees and community contacts. Ability to exercise sound judgement, flexibility, initiative and commitment in an environment of rapid change. Ability to work under pressure. Skilled in the utilization of computer terminals and software such as Microsoft Windows, Harvard Graphics and Lotus 123 preferred. Skilled in the operation of general office machinery such as facsimile machines, telephones and copiers.

Physical/Environmental Requirements:

Standard office environment.

Hay Points/Point Factor:

KH: DI1 152 pts, PS: C3 (29%) 43 pts, AC: C1C 43 pts, TTL: 238 pts, KH/PS/AC: 64-18-18, Profile: L

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on

Date 6/18/02

Approved by Civil Service Commission on

Date 8/19/2002



# PROGRAM IMPROVEMENT REQUEST

## CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

<b>Department</b>	District Attorney	<b>Budget No</b>
<b>Brief Title of PIR</b>	Furniture for Admin Chief's Office	
<b>Estimated Cost</b>	\$3,391.00	<b>Department Priority</b> high

### Brief Summary of Request

Desk - (1) Administrative Double Pedestal 3/2 72W x 36" D Desk (HON 10799) \$745  
 Chair - (1) Judicial bench chair Ex High Back Mid-Range Knee-1 (HON 6541) \$628  
 Shelves - (2) 36" w X 13 1/8" d X 71"h - 5 shelves (HON 10755) \$362 Total \$734  
 Filing Cabinets - (2) 5-drawer (HON 315CP) \$365 Total \$730  
 Guest Chair Pillow- Soft (Series 2190) 4-Leg Frame (HON 2194)  
 \$277 (2) for a total of \$554  
 Microwave  
 Refrigerator (for Kitchen near Technology Division)

### Discussion of Need

These requests are standard for this position. The previous attorney in this position must have had his personal furniture moved from the office after his resignation as there was no appropriate furniture in this office for the new administration.

### Staff Review and Comment

# PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

<b>Department</b>	District Attorney/Appellate Division	<b>Budget No.</b>	
<b>Position Title</b>	ADA III	<b>Position No.</b>	4499
<b>Current Grade</b>	III	<b>Job Code</b>	7035300
		<b>Department Priority</b>	1

## Description of Changes in Work Being Performed

The current ADA III conducts and interprets legal research on applicable laws and rules concerning cases on appeal. The position drafts, files, and responds to briefs and other legal documents on appeals. Michael Casillas, an attorney licensed for over 23 years, has worked as an Assistant District Attorney in the Appellate Division of the Dallas County District Attorney's Office for eight years and, prior to that, worked as an Assistant District Attorney in the Tarrant County District Attorney's Office for almost 14 years. He is an advanced appellate lawyer who has drafted hundreds of briefs and presented oral argument many times before the intermediate appellate courts and the highest state court for criminal matters, with a high rate of success.

Mr. Casillas is performing the work of an ADA V attorney; he needs minimal supervision. Since my return as Chief of the Appellate Division, I have assigned to him several appeals with complex legal issues which needed to be briefed quickly. He also advises other criminal justice personnel in legal aspects of prosecutions. His work helps Dallas County be safe, secure, and prepared, specifically maximizing effectiveness of the County's criminal justice resources. In sum, the current ADA III position does not fit the work being done by the attorney in this position. Instead, this attorney is doing the work of an ADA V position.

## Reason/Authority for Change (see Budget Manual)

This reclassification from an ADA III to an ADA V is related to changes in staffing of the Appellate Division, as well as to changes in the complexity of the work of the Appellate Division. The ADA III position does not provide the level of work necessary to accomplish the work that is required of the division. The ADA V position – that Mr. Casillas would fill – is critical to the overall performance of the division. Specifically, Mr. Casillas's work contributes to and enhances the number of complex briefs filed in direct appeals of non-capital cases; he provides supervision to some of the division's ADA II, ADA III, and ADA IV attorneys; and he advises other ADAs in the office in legal aspects of prosecutions.

## Departmental Cost Worksheet

Current Grade	ADA III	Proposed Grade	ADA V
Salary	75,243	Salary	106,292
FICA (7.65%)	5,756	FICA (7.65%)	8,131
Retirement (11.5%)	8,653	Retirement (11.5%)	12,223
Total	89,652	Total	126,646
		Total Annual Impact	36,994

## Staff Review and Comment





**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

**Position Description Reclassification Request Form**

**General Instructions:** Please complete this form and attach the current and proposed position descriptions, the current and proposed organization charts and any comparative position descriptions that can be identified.

**A. Identification / General Information**

Current Position Title:	ADA III
Proposed Position Title:	ADA V
Current Position Grade:	ADA III
Department Name:	Appellate Division
Position Number:	4499
Supervisor Name:	Lori Ordiway
Supervisor Phone:	214-712-3016
Supervisor Email:	Lori.Ordiway@dallascounty.org

**B. Brief Description of the Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to prepare State's briefs in complex appeals and to supervise ADA IIs, ADA IIIs, and ADA IVs in the Appellate Division.
This is accomplished by: (1) conducting legal research and drafting, filing, and responding to briefs in complex direct appeals; and (2) reviewing and enhancing the work of ADA IIs, ADA IIIs, and ADA IVs in the Appellate Division.
Other duties include advising other ADAs in the District Attorney's Office in legal aspects of prosecutions.

**C. Rationale for Reclassification**

Explain what caused the changes in job duties. Be specific as to how those changes occurred and in what timeframe (i.e., last month, two years ago, etc.). Include such things as: changes in organizational structure, changes in department procedures; changes in grant or program scope; new programs/functions; introduction of new equipment/systems; reassignment of job duties/termination of other employees in the work unit, etc.
In the past few months, I (Lori Ordiway) have been brought in as the Chief of the Appellate Division, and Michael Casillas, who formerly held that position, still contributes substantially to the work necessary in the Appellate Division. The work he produces is that of an ADA V, not that of an ADA III.
Provide an explanation on the differences between the old and new job duties/responsibilities. Describe how the job has grown and changed since its creation. Include changes in the level of judgment, independence,

problem solving and/or management (i.e., position was previously responsible for \$1,000,000 and is now responsible for \$10,000,000; position was previously responsible for supervising two employees and is now responsible for supervising fifteen employees, etc.). Please clearly outline the specific new job duties/responsibilities.
The current ADA III position is responsible only for drafting, filing, and responding to briefs and other legal documents on appeal, whereas the ADA V position performs these tasks on complex legal issues, with almost complete independence. The ADA V position also supervises the work of ADA IIs, ADA IIIs, and ADA IVs in the Appellate Division.
Are the new duties/responsibilities additional or have they been allocated from another position(s)? Please specify. If the duties have been reassigned, please provide the name, job title, and an explanation of why the duties are being reassigned. Please explain the impact on the position losing the job duties/responsibilities.
No duties have been allocated from another position or reassigned. This reclassification gives up an open ADA III position and simply classifies the position according to the work being produced as an ADA V. Thus, the only impact is that the Appellate Division loses this ADA III position, in favor of the ADA V position which is necessary for the complex work of the division.
What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?
No duties/responsibilities have been removed from the position.
Outline the changes in the level of authority of the position (i.e., position now has authority to sign off on expenditures for goods/services). Have any reporting relationships to or from this position been altered?
The change from an ADA III to ADA V position gives Mr. Casillas the independence to draft direct appeal briefs in complex cases. No reporting relationships have been altered.
What specific tasks or activities make the job duties/responsibilities more complex?
Mr. Casillas can be relied on to conduct and interpret legal research on novel issues in the law, which is necessary to the work of the Appellate Division.
Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.
In the Appellate Division, we have other ADA V positions that take the lead on post-conviction DNA litigation, search & seizure issues, and indictment issues. All of these positions, like this one, are filled by attorneys with many years of experience as licensed attorneys, specializing in appeals.
What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?
To produce a high volume of direct appeal briefs on behalf of the State in appeals that involve complex legal issues and to supervise ADA IIs, IIIs, and IVs. Mr. Casillas's work helps Dallas County be safe, secure, and prepared, specifically maximizing effectiveness of the County's criminal justice resources.

## D. Essential Functions

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

<b>EXAMPLE ↓</b>		
Function: Maintains exterior of facilities	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	30%	E

By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function: Preparing briefs on behalf of the State in direct appeals	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>	80%	E
Conducting and interpreting legal research on applicable laws and rules concerning cases on appeal, and then drafting, filing, and responding to briefs and other legal documents on appeals involving complex legal issues, with independence.		
2. Function: Reviewing the work of lower level attorneys in the division	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>	10%	E
Reviewing, editing, and providing input on how to improve the legal arguments made in the direct appeal briefs drafted by ADA IIs, IIIs, and IVs in the division.		
3. Function: Advising other ADAs in the District Attorney's Office in legal aspects of prosecutions	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>	10%	E
Conducting and interpreting legal research on applicable laws and rules concerning issues that arise in prosecutions, and then advising these ADAs as to the correct course of action to take under the law.		
4. Function:	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>		



5. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		

## E. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## F. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

N/A
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3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

Use of electronic research program: Lexis/Nexis.

4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	Office Environment	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.

N/A

## G. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college

<input type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:
<input checked="" type="radio"/>	6.	Graduate or professional work or advanced degree in: <b>Law</b>

2. **Experience:** Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	No previous experience required
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input type="radio"/>	5.	Minimum of three years experience in/as:
<input checked="" type="radio"/>	6.	Minimum of four years experience in/as: attorney
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. **Certification and Other Requirements:** List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.	Licensed by the State Bar of Texas
2.	
3.	
4.	
5.	Valid Drivers License Required? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, what type?

## H. Planning and Management Responsibilities

1. **Problem Solving and Analytical Skills:** What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.



<input checked="" type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? ☐ Yes ☒ No  
If yes, describe the planning or project management activities associated with this position.


3. Budgetary Responsibility: Does this position involve working with the annual budget? ☐ Yes ☒ No  
If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
Additional comments:	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

☒ Yes ☐ No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>
ADA II	1
ADA III	2
ADA IV	2

6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position. (Choose one)

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input checked="" type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (Choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input checked="" type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.



## I. Human Relations

**Interpersonal/Human Relations Skills:** This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. N/A
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1. N/A
	2.

## K. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature <i>Michael R. Casillas</i>	Date <i>4/29/15</i>
Immediate Supervisor Signature <i>Lou Ordway</i>	Date <i>4/29/15</i>
Comments:	
Department/Head/Elected Official Signature <i>[Signature]</i>	Date <i>4/29/15</i>
Comments:	



## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	Attorney III	<b>Job Code:</b>	7035300	<b>Job Grade:</b>	ATT3
<b>Reports To:</b>	Section Chief	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	E
<b>Department:</b>	District Attorney	<b>Loc. Code:</b>	0862004	<b>SIC Code:</b>	9222
				<b>WC Code:</b>	8810
<b>Division:</b>	Various	<b>CS Code:</b>	A	<b>EEO Code:</b>	B01

**Summary of Functions:** Performs assignments involving litigation and legal research with authority to make tactical and legal decisions in connections with assigned cases **OR** prosecutes felony cases in assigned court, to include case evaluation, preparation and management.

**Management Scope:** N/A

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Evaluates criminal complaints, accepts or rejects cases for prosecution, determines appropriate charges to be filed, and prepares required documentation for indictments.		E
2. Evaluates assigned cases or lawsuits by: <ul style="list-style-type: none"><li>▪ reviewing documentation,</li><li>▪ conducting and interpreting legal research on applicable laws, rules and interviewing witnesses or persons with knowledge of the cases, and</li><li>▪ gathering evidence.</li></ul>		E
3. Drafts, files, and responds to motions, briefs or other legal documents for trials and/or hearings.		E
4. Explains legal process to potential witnesses, prepares witnesses for court testimony, and ensures clients or victims/families are kept informed on status of cases.		E
5. Gathers, prepares and presents evidence, exhibits and related material for trials or hearings.		E
6. Represents the State or clients in hearings and jury/court trials by: <ul style="list-style-type: none"><li>▪ conducting jury selection,</li><li>▪ presenting opening statements,</li><li>▪ conducting direct and cross-examinations of witnesses, and</li><li>▪ presenting closing arguments.</li></ul>		E
7. Negotiates settlements or plea-bargains and obtains approval of plea-bargains or settlement agreements.		E
8. Prepares legal documents, if settlements or plea-bargain agreements are reached, and ensures proper signatures are secured and documents filed as		E

required.

- |   |   |
|---|---|
| 9. May manage court dockets and case schedules to ensure deadlines are met and records and documentation are accurate and up-to-date. | E |
| 10. Trains or assists in training Attorneys I and II.   | E |
| 11. Performs other duties as assigned.  | N |
- 

**Minimum Qualifications:**

Education, Experience and Training:

Graduation from an accredited law school. One (1) year work related experience.

Special Requirements/Knowledge, Skills & Abilities:

Requires a current license to practice law in the State of Texas. Requires experience as a lead prosecutor for all levels of misdemeanor offenses, or experience providing legal services in conjunction with civil litigation, or appellate work on direct appeals.

Physical/Environmental Requirements:

Standard office and court room environment.

Disclaimer:

This is an "at will" position with no civil service or other appellate rights. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Hay Points/Point Factor:

N/A

Supervisor Signature	<u>Lori Ordway</u>	Date	<u>4/29/15</u>
Reviewed by Human Resources/Civil Service on		Date	<u></u>
Approved by Civil Service Commission on		Date	<u>10/20/2003, 1/31/2006</u>

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. The percentage of time devoted to each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.





## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	Attorney V	<b>Job Code:</b>	703550	<b>Job Grade:</b>	ATT5
<b>Reports To:</b>	Section Chief	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	E
<b>Department:</b>	District Attorney	<b>Loc. Code:</b>	0862004	<b>SIC Code:</b>	9222
				<b>WC Code:</b>	
<b>Division:</b>	Various	<b>CS Code:</b>	A	<b>EEO Code:</b>	B01

**Summary of Functions:** Supervises the operations of an assigned court and/or assigned cases including staff supervision, evaluation and training.

**Management Scope:** May generally supervise staff.

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Manages the court docket by assigning cases and work to felony prosecutors, attorneys and other staff.		E
2. Authorizes reduction in level or class of offenses, recommends PR bonds, approves granting of probation and signs various types of dismissals.		E
3. Resolves disputes between the court, defense attorneys and staff, and determines appropriate actions to be taken for unusual, extremely serious or complex situations.		E
4. Ensures that records and documents are accurate, up-to-date and processed in accordance with standard procedures.		E
5. Evaluates assigned cases or lawsuits by: <ul style="list-style-type: none"> <li>• reviewing documentation,</li> <li>• conducting and interpreting legal research on applicable law, rules and regulations,</li> <li>• interviewing witnesses or persons with knowledge of the cases,</li> <li>• gathering evidence, and</li> <li>• determining the appropriate action(s) to be taken.</li> </ul>		E
6. Drafts, files and responds to motions, briefs or other legal documents for trials and/or hearings.		E
7. Explains legal process to potential witnesses, prepares witnesses for court testimony and ensures clients or victims/families are kept informed on status of case.		E
8. Gathers, prepares and presents evidence, exhibits and related materials for trials or hearings.		E



- |   |   |
|---|---|
| 9. Represents the State or clients in pre-trials, evidentiary hearings and jury/court trials by: <ul style="list-style-type: none"><li>• conducting jury selection,</li><li>• presenting opening statements,</li><li>• conducting direct and cross-examinations of witnesses, and</li><li>• presenting closing arguments.</li></ul> | E |
| 10. Assesses strengths and weaknesses of cases, negotiates settlements or plea-bargains and obtains approval, if necessary, of plea-bargain agreements  | E |
| 11. Prepares legal documents if settlements or plea-bargain agreements are reached and ensures proper signatures are secured and documents filed as required.   | E |
| 12. Conducts presentations at conferences and seminars; instructs law enforcement and other criminal justice personnel in legal aspects of investigations, prosecutions and other litigation; and speaks before community and citizens groups.  | E |
| 13. Performs other duties as assigned.  | N |
- 

**Minimum Qualifications:**

Education, Experience and Training:

Graduation from an accredited law school. Three (3) years work related experience.

Special Requirements/Knowledge, Skills & Abilities:

Requires a current license to practice law in the State of Texas. Requires experience as lead prosecutor for more-complex felony cases, as lead counsel in conjunction with more serious or complex civil litigation, or extensive appellate work on direct appeals and capital writs.

Physical/Environmental Requirements:

Standard office and court environment.

**Disclaimer:**

This is an "At Will" position with no civil service or other appellate rights. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Hay Points/Point Factor:

N/A

Supervisor Signature Lori Ordway

Date 4/29/15

Reviewed by Human Resources/Civil Service on

Date 10/2004

Approved by Civil Service Commission on

Date 10/18/04

# PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

<b>Department</b>	DA – Appellate Division	<b>Budget No</b>
<b>Brief Title of PIR</b>	Paralegal Grade 12	
<b>Approx. Net Cost</b>	\$65,033	<b>Department Priority</b> 1

## **Brief Summary of Request**

This request is to have a paralegal position in the Appellate Division to assist with processing the 1,800+ expunctions and misuse of identity applications filed yearly. The demand for expunctions has increased every year since 9-11-2001 (as a result of more stringent background checks), and they are expected to continue increasing.

## **Discussion of Need**

Since 2011, an equitable component has been added to the expunction statute. This has increased the number of circumstances under which an individual may qualify for expunction. Additionally, expunctions are now available on certification or recommendation of the District Attorney's Office. This additional component requires independent investigation, legal analysis, and review by prosecutors assigned to expunction litigation.

Also, the impact that an arrest can have on an individual's ability to secure a job or housing has elevated the importance of expunctions in today's society and, in particular, Dallas County. The addition of a paralegal to assist in this area would help Dallas County be safe, secure, and prepared, specifically maximizing effectiveness of the County's criminal justice resources. Moreover, the explosion in the number of expunction-related matters is causing a backlog in other areas in which the Appellate Division has time-imposed deadlines. Finally, in keeping with making Dallas County the destination of choice for residents and businesses, adding a paralegal in this area would improve/maintain Dallas County as a driver of economic development.

## **Discussion of Related Performance Measure**

In FY2014, the Appellate Division processed 1,844 expunction-related matters. In the first two quarters of F2015, the division has processed 907 expunction-related matters, putting us on track for another year of over 1,800. We currently have five attorneys who spend the following approximate percentages of their work time on expunction-related matters: one at 90%; a second at 45 %; a third at 40%; a fourth at 20%; and a fifth at 5%. In addition, two of our three support staff members spend approximately 90-95% of their time on expunction-related matters.

## **Staff Review and Comment**

# PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Paralegal
<b>Staff Cost</b>	
Grade	12
Salary	\$45,077
FICA @ 7.65%	\$3,448
Retirement @ 11.5%	\$5,184
Insurance @ \$8,500	\$8,500
Total	\$62,209
<b>Related Equipment</b>	
Number	
Desk	\$572
Furniture	\$1,227
Computer	\$1,025
Printer	None needed.
Network Cabling	None needed.
Software	None needed.
Vehicle	None needed.
Travel	None needed.
Pager	None needed.
Cell Phone	None needed.
Other	None needed.
Total	\$2,824
<b>Other Costs (describe)</b>	
Special Training	None needed.
Consultant Fees	None needed.
Renovation/Space	???
Total	

Less Additional Revenue Source

Grand Total

\$65,033

Form E1

FY2016

# New Position Description Request Form

**General Instructions:** Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the "Position Reclassification Summary Form")

## A. Identification / General Information

Proposed Position Title:	Paralegal
Proposed Position Grade:	Grade 12
Department Name:	District Attorney
Position Number:	N/A
Supervisor Name & Position Title ("Reports To"):	Lori Ordiway
Supervisor Phone:	214-712-3016
Supervisor Email:	<a href="mailto:Lori.ordway@dallascounty.org">Lori.ordway@dallascounty.org</a>
Court Order # and Date:	

## B. Brief Description of the New Position

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to assist four attorneys in the Appellate Division who handle all expunction matters for the District Attorney's Office. There are 1,800 + expunctions filed yearly, and each one requires specific procedures to be followed that are time sensitive and labor intensive.
This is accomplished by having a paralegal take over some tasks currently handled only by attorneys, such as conducting initial file reviews, communicating with outside law enforcement agencies, compiling documents needed for hearings, and preparing motions for summary judgment.
Other duties include presenting prepared agreed orders to the court, meeting with misuse of identity victims, and assuming compliance duties in both regular and misuse of identity expunction orders.

## C. Essential Functions of the New Position

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

EXAMPLE ↓	Time	E or NE
Function: Maintains exterior of facilities		
Tasks performed to accomplish this function:	30%	E



By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function: Initial case review	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	25%	E
Identify petitions in cases that are legally eligible to be expunged.		
For all other cases, identify and analyze the contested issues.		
Where appropriate, contact agencies to determine status of cases, request offense reports, request prosecution files, etc.		
Organize and maintain files, including petitions, motions, and checklists.		
Organize and maintain docket, noting deadlines for responsive pleadings, court appearances, and other related events.		
2. Function: Case preparation for opposed cases	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	30%	E
Analyze records and draft trial memos.		
Draft motions for summary judgment where appropriate.		
Order grand jury transcripts and subpoena witnesses.		
Coordinate with trial court and petitioner's attorney to schedule hearings.		
3. Function: Case preparation for agreed cases	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	10%	E
Pull docket weekly.		
Analyze proposed order and coordinate it with court file.		
Draft agreed order for court's signature.		
Deliver agreed order to District Clerk's Office for processing.		
4. Function: Misuse of identity	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	20%	E
Analyze and draft petitions.		
Communicate with DPS and other law enforcement agencies.		
Receive DPS evaluations.		
Draft orders for attorney review.		
Deliver to District Clerk's Office after judge signs order.		
5. Function: Compliance with expunction and misuse of identity orders	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	15%	E
For expunctions, remove all confidential and privileged information from files as required by law, certify compliance, and deliver expunction files to District Clerk's Office.		
For misuse cases, redact and replace information as ordered, verify compliance, and submit certification to District Clerk's Office.		



## D. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.		<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## E. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

N/A

3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

Environmental Condition			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<input type="radio"/>	10. Minimum of eight years experience in/as:
-----------------------	--

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1. Certified Paralegal
2.
3.
4.
5. Valid Drivers License Required? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, what type?

**G. Planning and Management Responsibilities**

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input checked="" type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? ☐ Yes ☒ No  
If yes, describe the planning or project management activities associated with this position.


3. Budgetary Responsibility: Does this position involve working with the annual budget? ☐ Yes ☒ No  
If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
Additional comments:	N/A

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

☐ Yes   ☒ No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>

6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position (check one).

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
<input checked="" type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

## H. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

	<u>Frequency of Time</u>
--	--------------------------



			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. N/A
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1. N/A
	2.

## J. Signature/Approval

*To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.*

<u>N/A</u> Employee Signature	Date
<u>Roz Ardaway</u> Immediate Supervisor Signature	<u>4/23/15</u> Date
Comments:	
<u>[Signature]</u> Department Head/Elected Official Signature	<u>4/23/15</u> Date
Comments:	



## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	Paralegal II	<b>Job Code:</b>	6078100	<b>Job Grade:</b>	INV II (68)
<b>Reports To:</b>	Prosecuting Attorney	<b>Pos. No:</b>	2556,3509	<b>FLSA Code:</b>	N
<b>Department:</b>	District Attorney	<b>Loc. Code:</b>	0862004	<b>SIC Code:</b>	9211
				<b>WC Code:</b>	8810
<b>Division:</b>	Juvenile Division	<b>CS Code:</b>	A	<b>EEO Code:</b>	B11

**Summary of Functions:** The purpose of this position is to assist litigation teams/attorneys with research, depositions, trial preparation, discovery, drafting of documents for submission to court, and related administrative functions for civil litigations where the Texas Department of Family Protective Services is seeking termination of parental rights or other remedies in child abuse/neglect cases. This position will also conduct criminal history and warrant checks, and serve subpoenas to witnesses and parents relative to civil citations.

**Management Scope:** N/A

Duties and Responsibilities:	% of Time**	Essential Non-essential
1. Assists attorney in trial preparation by maintaining a list of exhibits as identified, offered into evidence, and noting development of cases.	30	E
2. Obtains, reviews, organizes, and analyzes preliminary documentation and information for court preparation.	15	E
3. Ensures custodians of supporting information provide an affidavit of authenticity to the prosecutor to be filed with accompanying court/case documents.	15	E
4. Serves civil subpoenas for witnesses, serves respondent parents with civil citations, obtains records and documents for court, conducts criminal history and warrant checks, and computer searches for additional information to support court cases and hearings. May be requested to visit crime scenes with prosecutor.	10	E
5. Obtains written reports/analysis of physical evidence, injuries, issues, and financial evaluations from experts.	10	E
6. Locates respondent parents by conducting criminal history research and contacting witnesses who may have knowledge of the parents' whereabouts. Once respondent parents are located, drive to location and personally serve the individuals.	10	E
7. Assists with and coordinates discovery process to ensure all relevant information requested be provided to opposing party and that Dallas County has the information it requested.	05	N



8. Performs other duties as assigned.

05

N

\* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

\*\* *The percentage of time devoted to each function is only an estimate and may change depending on the specific departmental tasks.*

**Minimum Qualifications:**

Education, Experience and Training:

Education and experience equivalent to a Bachelor's degree from an accredited college or university in a job related field of study. Two (2) years of additional job related experience.

Special Requirements/Knowledge, Skills & Abilities:

Must be a Certified Peace Officer and proficient in the use of a firearm. Demonstrate the ability to effectively communicate, both verbally and in writing with a diverse group of individuals. Skilled at applying interviewing techniques while assisting the prosecutors in adverse or hostile conditions. Must pass criminal background investigation. This position may require successful completion of a polygraph exam, psychological exam, physical exam, and extensive background investigation, and is subject to random, unannounced drug/alcohol testing.

Physical/Environmental Requirements:

Normal office environment with some exposure to potential hazardous working environment.

Disclaimer:

This is an "At Will" position with no civil service or other appellate rights. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time, without notice.

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on

Date 11/2004; 10/2009

Approved by Civil Service Commission on

Date 12/21/04; 10/27/2009

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.

# PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	Check Division	Budget No
Brief Title of PIR	Bookkeeper, Grade 8	
Approx. Net Cost		High
		Department Priority

## Brief Summary of Request

One Grade 8 Bookkeeper is needed in the Check Division of the District Attorney's Office

## Discussion of Need

**Mission:** The intended mission of the Check Division is to maintain an efficient case filing prosecution and disposition system for check related offenses committed in Dallas County which includes the management of restitution and disbursement of funds to victims.

**Justification for additional personnel:** The request for one Grade 8 Bookkeeper is not a request for a creation of new designated position. The Check Division had a Bookkeeper in the past. However at the time when the last Bookkeeper left the office the position was not filled and was ultimately discontinued. The Checks Division has used personnel on loan from the IT Division to perform both bookkeeping and IT functions in the past but this was not workable due to the tremendous workload this placed on the IT personnel. The functions of the bookkeeper cannot be adequately maintained by other Check Division staff. The position is essential to daily operation of the division. This position is responsible for balancing of daily receipts of hot check, welfare fraud and non-check restitution payments. Reporting and accountability of the Odyssey accounting system which includes daily, monthly, and annual printing of reports and statistics are maintained. The bookkeeper is responsible for the preparation and mailing of payments to victims associated with Court ordered non-check restitution as well as weekly preparation of restitution checks from within the Check Division system.

## Discussion of Related Performance Measure

Check Division are reported monthly to OBE and the Commissioners.

## Staff Review and Comment

# PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	District Attorney/Bookkeeper
<b>Staff Cost</b>	
Grade	8
Salary	35214
FICA @ 7.65%	2694
Retirement @ 11.5%	4050
Insurance @ \$8,500	8500
	Total 50458
<b>Related Equipment</b>	
Number	
Desk	745
Furniture	245
Computer	1025
Printer	
Network Cabling	
Software	
Vehicle	
Travel	
Pager	
Cell Phone	
Other	
	Total 2015
<b>Other Costs (describe)</b>	
Special Training	
Consultant Fees	
Renovation/Space	
	Total 52473
Less Additional Revenue Source	
	Grand Total 52473

Form E1

FY2016



**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

**New Position Description Request Form**

**General Instructions:** Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

**(For position reclassifications use the "Position Reclassification Summary Form")**

**A. Identification / General Information**

Proposed Position Title:	Bookkeeper
Proposed Position Grade:	Clerk 8
Department Name:	Check Division
Position Number:	N/A
Supervisor Name & Position Title ("Reports To"):	Jamie Young, Chief of Check Division
Supervisor Phone:	214 653 3742
Supervisor Email:	jyoung@dallascounty.org
Court Order # and Date:	

**B. Brief Description of the New Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to serve as bookkeeper for the Check Division. The bookkeeper would handle all financial transactions for hot check restitution, non-check restitution, memo agreements and welfare fraud accounts.
This is accomplished by working with current Odyssey and Quickbook software to receive restitution payments and distribute monies to appropriate victims and government agencies
Other duties include maintaining accurate records of all transactions and providing a daily balancing of all accounts, providing deposits of all money to appropriate DA employee for delivery to bank, issuing checks, etc.

**C. Essential Functions of the New Position**

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.



<b>EXAMPLE ↓</b>	Time	E or NE
Function: Maintains exterior of facilities		
Tasks performed to accomplish this function:	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function: Maintain financial information for all accounts in Check Division	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	40%	E
Input Data and keep detailed records of all financial transactions for all accounts, including a daily reconciliation of Odyssey and Quicken systems, and a separate daily accounting of Memo Agreement Payments received		
2. Function: Distribute restitution from each account to appropriate recipients	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	40%	E
Issues checks weekly from check and non-check restitution accounts, and welfare fraud accounts.		
Mails checks to address on file for each recipient		
Communicates with recipients about accounts and procedures for restitution		
Distributes money collected for Memo Agreements daily		
3. Function: Research and correct problem transactions	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	20%	E
Deals with issues such as lost checks, address changes for CWs, unbalanced till, etc		
4. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		
5. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		


## D. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	X <input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	X <input type="radio"/>

## E. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	X
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

Calculator, printer

3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

Computer with Quick Books, Odyssey

4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.



<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	<i>Office Environment</i>	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.


## F. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input type="radio"/>	2.	High school diploma or equivalent
<input checked="" type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:
<input type="radio"/>	6.	Graduate or professional work or advanced degree in:

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	<i>No previous experience required</i>
<input type="radio"/>	2.	Six months to one year experience in/as:

<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input checked="" type="radio"/>	5.	Minimum of three years experience in/as:
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.
2.
3.
4.
5. Valid Drivers License Required? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, what type?

## G. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input checked="" type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? ☐ Yes ☒ No  
If yes, describe the planning or project management activities associated with this position.


3. Budgetary Responsibility: Does this position involve working with the annual budget? ☐ Yes ☐ No

If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
Additional comments:	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

☐ Yes    ☒ No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>

6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position (check one).

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
X	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

## H. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.



			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	X	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	X	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

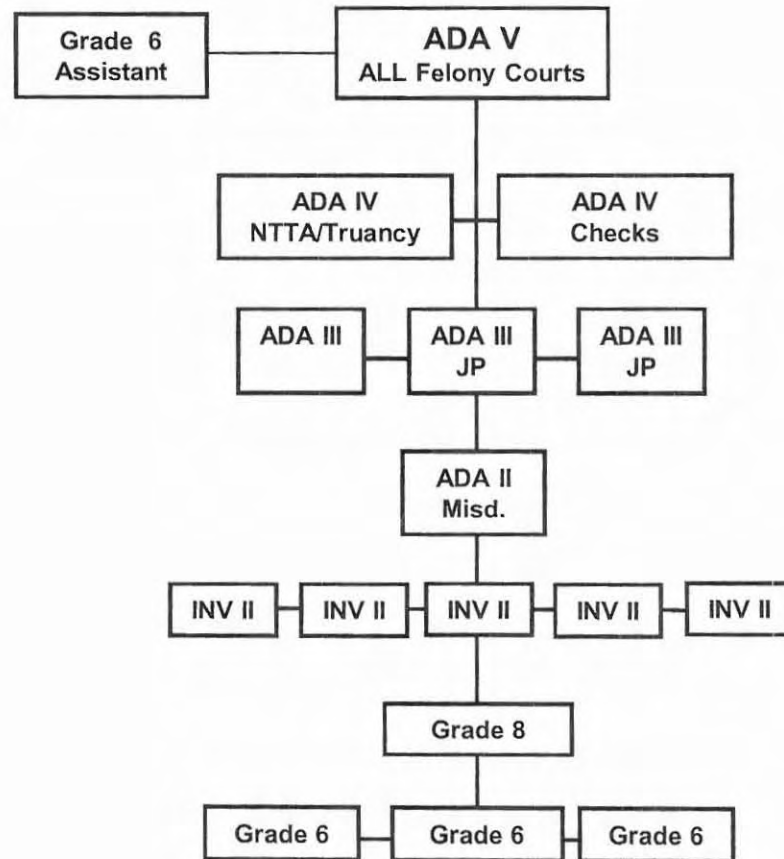
## J. Signature/Approval

*To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.*

Employee Signature <i>Samie Young</i>	Date <i>4/28/2015</i>
Immediate Supervisor Signature <i>C. Stou</i>	Date <i>4/28/15</i>
Department Head/Elected Official Signature	Date
Comments:	

# CHECKS/ ID FRAUD

Current





# PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

<b>Department</b>	<u>Child Abuse Division</u>	<b>Budget No</b> _____
<b>Brief Title of PIR</b>	_____	
<b>Approx. Net Cost</b>	_____	<b>Department Priority</b> _____

## **Brief Summary of Request**

The Part-time Child Care Provider (PTCCP) will provide emotional support and staff a supportive and child-friendly waiting room for children to play and rest while awaiting interviews or court hearings.

## **Discussion of Need**

The victim's failure to participate in the criminal justice system due to their lack of understanding of the criminal justice process leads to reduced charges, probated sentences or even the dismissal of charges. The end result is that victims do not receive justice and perpetrators are allowed back in the community to harm again. Guardians of children need to be reassured that their children will be kept in a safe, child friendly environment while waiting at the courthouse. The Part-time Child Care Provider (PTCCP) will provide emotional support and staff a supportive and child-friendly waiting room for children to play and rest while awaiting interviews or court hearings.

The Child Abuse Division of the Dallas County District Attorney's Office has been providing the services of Part-time Child Care Provider (PTCCP) since November 1, 2003. This position has been funded by a VOCA grant. Currently, the resources are the salaries for both the BCVA and the PTCCP.

## **Discussion of Related Performance Measure**

Approximately 675 cases were indicted by Dallas County Grand Juries and assigned to the DCD AO CAD in Fiscal Year (FY) 2014. (DCDAO Performance Measures FY2014). An average of 645 cases were assigned to the DCD AO CAD in the last 4 years. (DCDAO Performance Measures FY 2011-2014). A significant number of each prosecutor's case load is set on the jury trial docket at any given time. (Individual CAD Prosecutor Pending Docket Lists). Each prosecutor has to interview children, civilian witnesses and police officers regularly to prepare for trial. Child abuse cases are more commonly set for jury trial by defendants than other felony cases because of the significant prison sentences, convictions requiring mandatory sex offender registration, and the fact that defendants must serve at least half of any prison sentence before reaching parole eligibility, and some defendants are not eligible for parole at all. Child abuse cases must compete with thousands of other pending criminal cases on the courts' dockets. Due to the large number of children who have to wait at the courthouse for preparation or a resolution of their case, we need a safe, child friendly environment for the children to wait to be interviewed or wait for trial.

## **Staff Review and Comment**

# PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	\$65,051.00
<b>Staff Cost</b>	
Grade	Child Abuse Division
Salary	\$65,051.00
FICA @ 7.65%	
Retirement @ 11.5%	
Insurance @ \$8,500	
Total	\$65,051.00
<b>Related Equipment</b>	
Number	
Desk	
Furniture	
Computer	
Printer	
Network Cabling	
Software	
Vehicle	
Travel	
Pager	
Cell Phone	
Other	
Total	
<b>Other Costs (describe)</b>	
Special Training	
Consultant Fees	
Renovation/Space	
Total	
Less Additional Revenue Source	
Grand Total	\$65,051.00

Form E1

FY2016

# PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

<b>Department</b>	Child Abuse Division	<b>Budget No</b>
<b>Brief Title of PIR</b>	\$65,051.00	
<b>Approx. Net Cost</b>	\$65,051.00	<b>Department Priority</b> \$65,051.00

## Brief Summary of Request

A Bilingual Child Victim Assistant who will (1) make initial contact with the child victim or the victim's guardian; (2) make follow-up contacts with the victim or their guardian to provide referrals to other agencies and to apprise the families of the status of their case; (3) make follow-up contacts with the victims or their guardian at the request of the prosecution team or the victim/guardian; (4) make follow-up contacts to schedule interviews of the victim at the request of the prosecution team; (5) provide interpretation services during victim/family interviews with the prosecution team in preparation for disposition of the case at the request of the prosecution team; (6) perform Spanish to English translation on evidentiary documents or electronic data pertinent to the victim at the request of the prosecution team; (7) order documents pertinent to the victim such as child protective services documents, medical records, and therapy records; and (8) provide emotional support to the victim and victim's family throughout the process, including accompaniment of the victim and/or the family to court when requested.

## Discussion of Need

The high volume of cases, competing court dockets, and language and cultural barriers prevent prosecuting attorneys in the Dallas County District Attorney's Office (DCDAO) Child Abuse Division (CAD) from promptly and continuously contacting their victims.

The victim, as well as the community, is negatively impacted when the victim does not participate in the criminal justice process. Failure to contact victim's early and often during the criminal justice process often results in victim's not receiving services for medical or emotional support and not receiving proper information regarding victim compensation and the criminal justice process as a whole. A lack of victim understanding and participation in the criminal justice process leads to reduced charges, probated sentences or even dismissals of charges. Unfortunately, these decisions allow child abusers to return to the community with the risk of abusing again. It also allows many of them to return to the community without registering as a sex offender. When this happens, not only does the victim not receive justice, but the victim and other children are at risk of being abused.

## Discussion of Related Performance Measure

An average of 645 cases were assigned to the DCDAO CAD in the last 4 years. (DCDAO Performance Measures FY 2011-2014) The average number of case filings per year for each non-supervisory child abuse prosecuting attorney for the last four years is approximately fifty-six (56) cases. (DCDAO Performance Measures FY2011-2014). Each prosecutor has a case load of between 80-100 cases. All of these cases involve either the sexual or physical abuse of a child. A significant number of each prosecutor's case load is set on the jury trial docket at any given time. (Individual CAD Prosecutor Pending Docket Lists). The victim or the guardian of the victim has to be contacted in each case. It is imperative that victims receive early and frequent contact from the prosecutor's office. Victim cooperation for the duration of a pending case is essential. Delays and lack of contacts impact victims' willingness to participate in the process, causing victims to become uncooperative, to recant their abuse and/or disappear. Such circumstances cause charges to be reduced or potential penitentiary sentences to be probated or worse the dismissal of charges. (DCDAO CAD Weekly and Year End Statistics FY 1998-2014). Thus, it is vital that victim service personnel fill the void of communication between prosecution and child victims and their families. This position will allow us to make early and frequent contact with the victim and/or the guardian.

## Staff Review and Comment

Form E

FY2016

# PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	\$14,868.00
<b>Staff Cost</b>	
Grade	Child Abuse Division
Salary	
FICA @ 7.65%	
Retirement @ 11.5%	
Insurance @ \$8,500	
	Total \$14,868.00
<b>Related Equipment</b>	
Number	
Desk	
Furniture	
Computer	
Printer	
Network Cabling	
Software	
Vehicle	
Travel	
Pager	
Cell Phone	
Other	
	Total
<b>Other Costs (describe)</b>	
Special Training	
Consultant Fees	
Renovation/Space	
	Total
Less Additional Revenue Source	
	Grand Total

Form E1

FY2016

# DISTRICT ATTORNEY

## Child Abuse Division

Performance Measures Linked to Specific Resource Allocation are Boxed

	FY12	FY13	FY14	FY2015				Total	Target	Target Met?
				1Q	2Q	3Q	4Q			
<b>Workload Measures</b>										
Filings <sup>1</sup>	583	682	675	156						
<b>Efficiency Measures</b>	51	59	59	14						
Filings per prosecutor										
Dispositions per prosecutor	53	54	53	13						
Filings per investigator	57	69	68	16						
Dispositions per investigator	59	78	61	15						
<b>Outcome Measures</b>										
Dispositions	601	628	627	150						
Jury trial conviction rate	87%	76%	84%	100%						
Jury trial dispositions	44	51	48	9						
Pending caseload two years and older. <sup>2</sup>	135	147	183	182						
Total pending caseload. <sup>3</sup>	722	832	957	983						
Overall conviction rate	80%	894	95%	88%						

<sup>1</sup> Reversals not counted as filings.

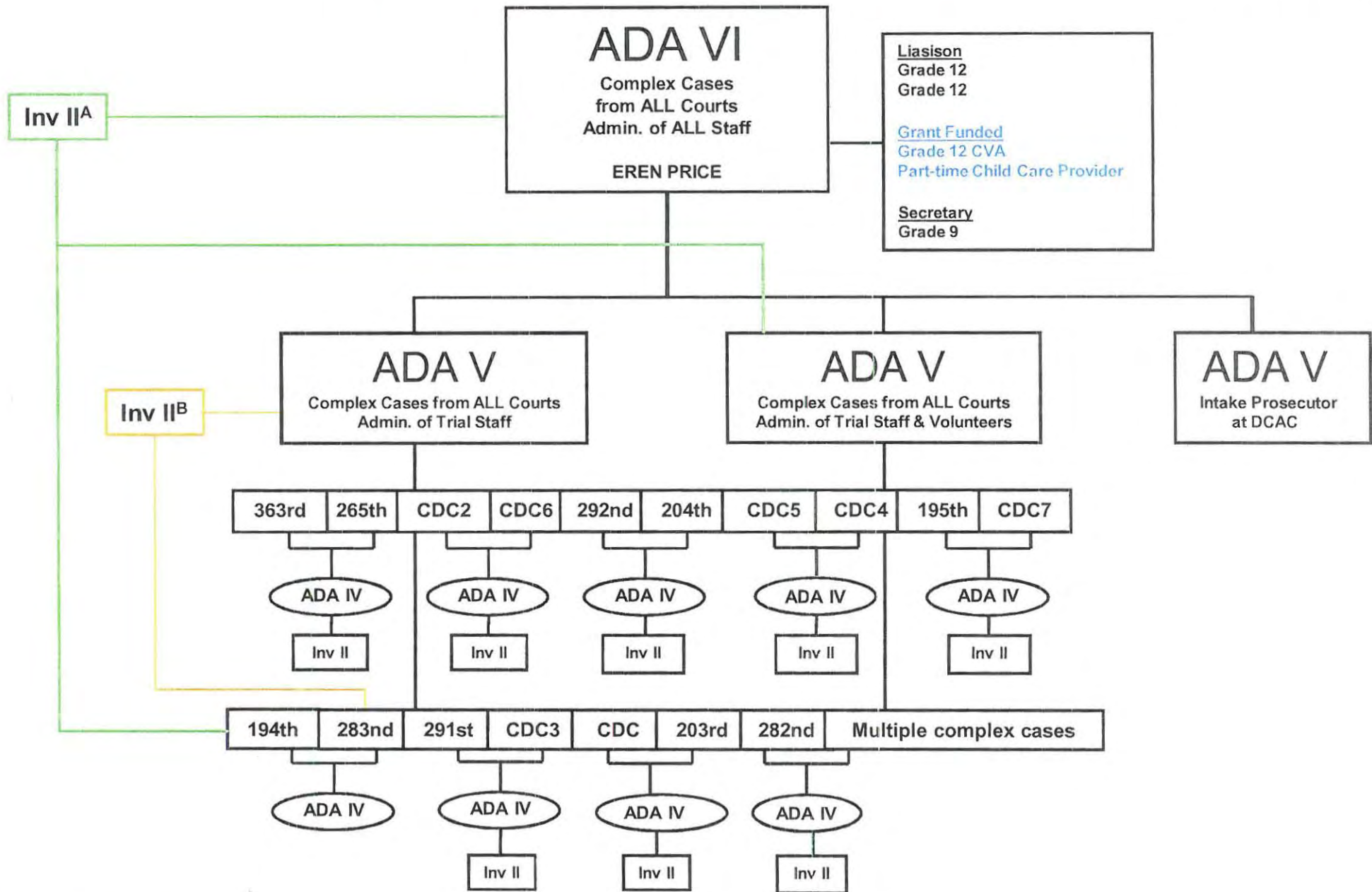
<sup>2</sup> Cases indicted two years prior. Unapprehended cases not included in this count.

<sup>3</sup> Total at end of quarter/year.



# CHILD ABUSE DIVISION

CURRENT



VOCA Grant Funded Positions

<sup>A</sup> This Inv II works with three ADAs

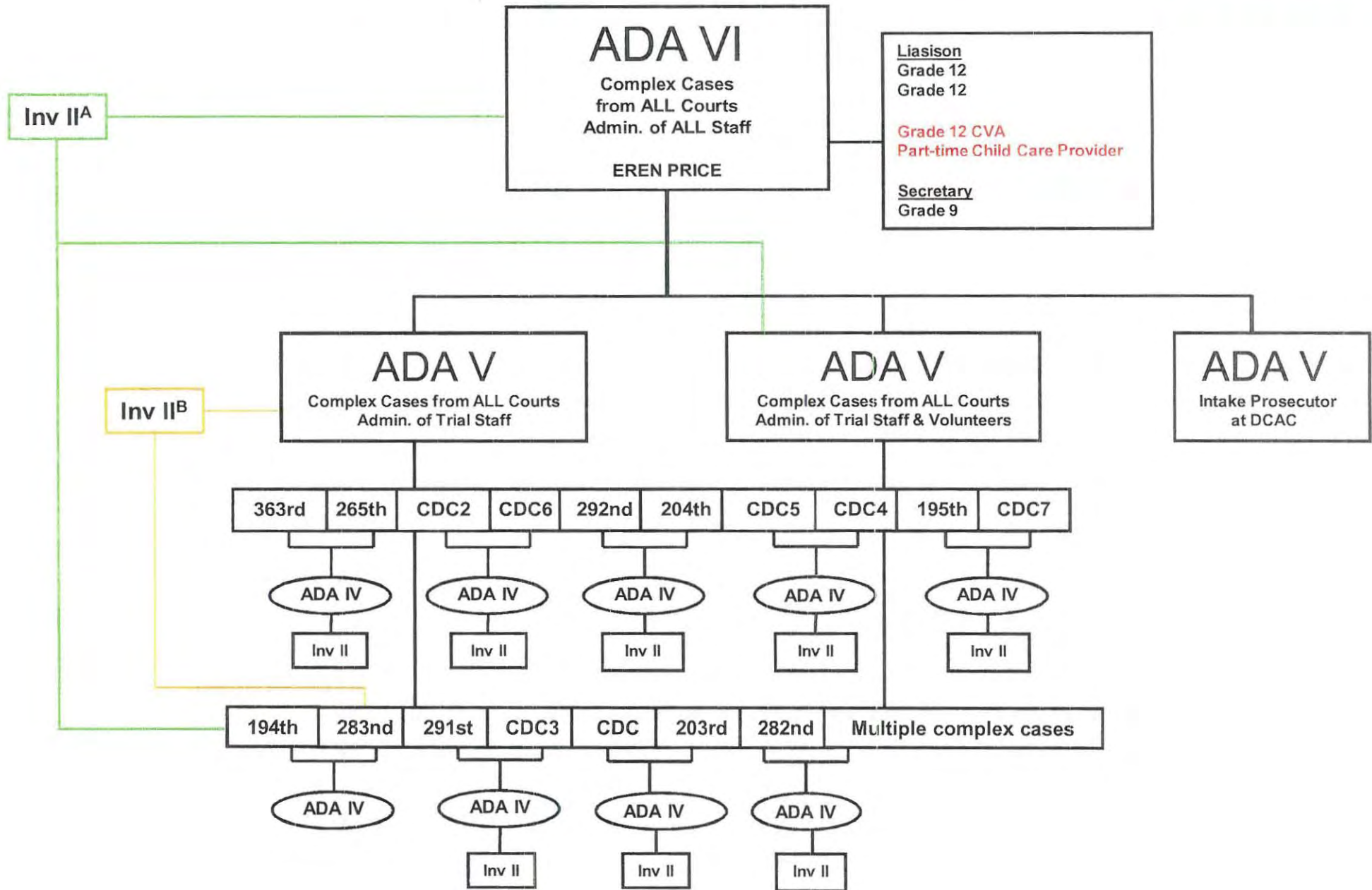
<sup>B</sup> This Inv II works with two ADAs

FY15



# CHILD ABUSE DIVISION

PROPOSED



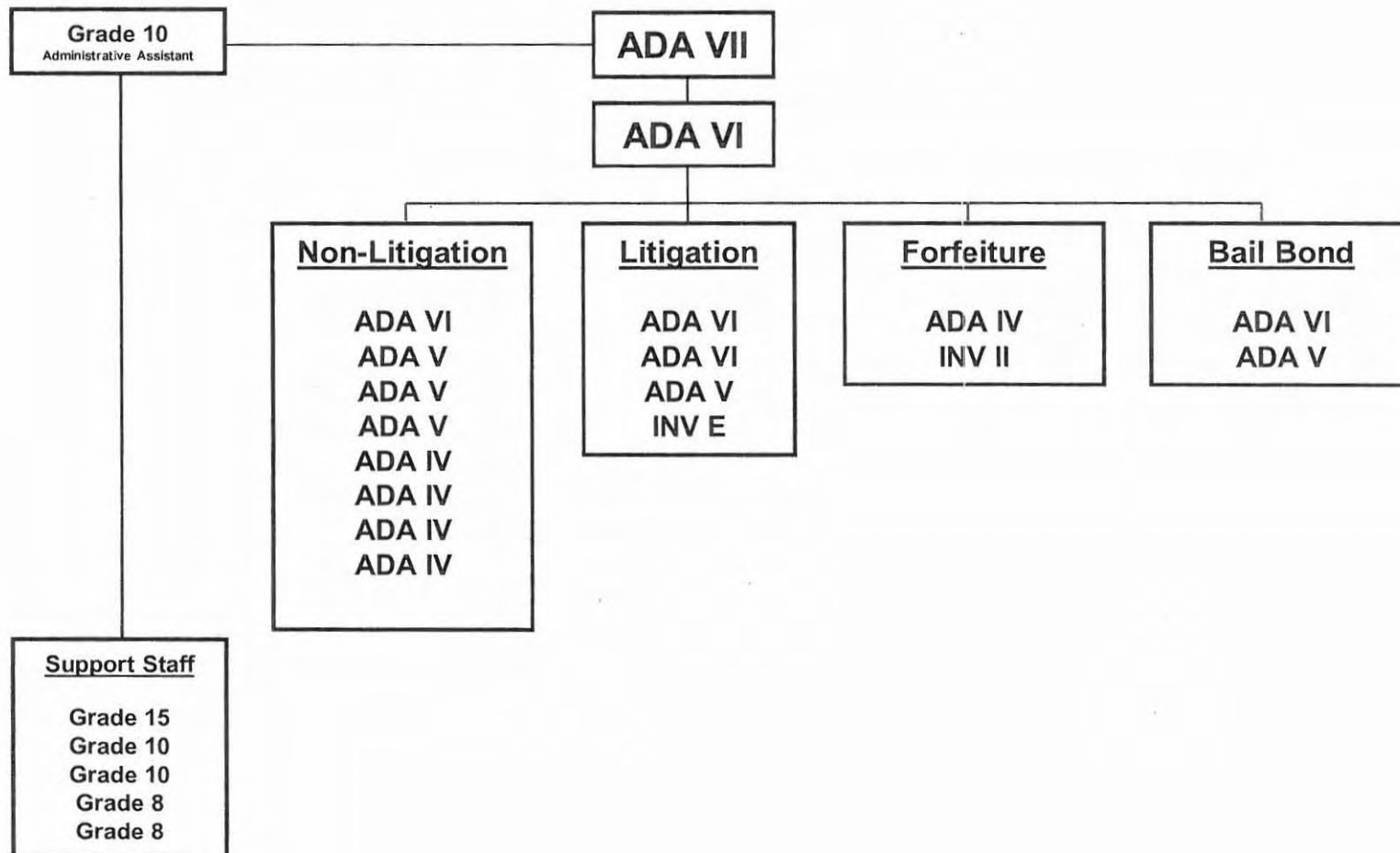
## New Positions

<sup>A</sup> This Inv II works with three ADAs

<sup>B</sup> This Inv II works with two ADAs

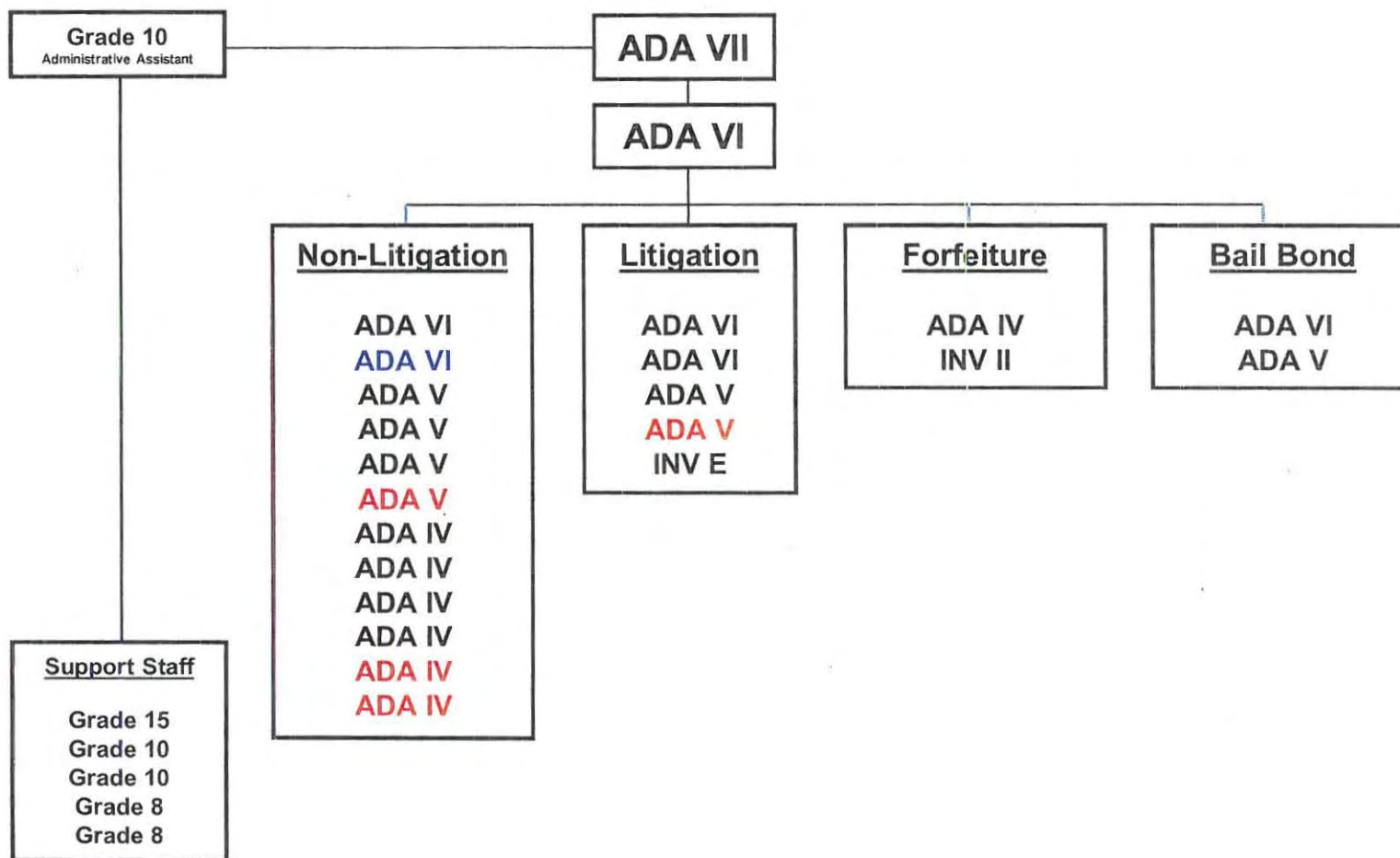
# CIVIL DIVISION

CURRENT



# CIVIL DIVISION

PROPOSED



New Positions  
Upgrades (V to VI)

# PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

<b>Department</b>	District Attorney/Civil	<b>Budget No.</b>	
<b>Position Title</b>	ADA V (Advisory Attorney)	<b>Position No.</b>	3399
<b>Current Grade</b>	ADA V	<b>Job Code</b>	7035500
		<b>Department Priority</b>	

### Description of Changes in Work Being Performed

The Civil Division requests the current grade V attorney be reclassified to grade VI. This attorney position serves the advisory section of the Civil Division of the District Attorney's office.

### Reason/Authority for Change (see Budget Manual)

Currently, the grade V attorney serves as the advisory chief of the section (see master chart). This position is responsible for reviewing all requests for legal assistance forwarded to our office and carefully delegating them to the most equipped attorney within the division. This position also handles various requests and assignments, providing counsel to the different departments the office serves. The position, as it is currently graded, does not take into consideration the managerial responsibilities attributed to this position. The level of responsibilities assigned to this position requires additional time and attention not adequately compensated. This position is the 3<sup>rd</sup> in line related to the chain of commands within the division. Reclassification would appropriately and efficiently ensure the services required of this position are fairly compensated

### Departmental Cost Worksheet

Current Grade	ADA V	Proposed Grade	ADA VI
Salary	106,292	Salary	121,133
FICA (7.65%)	8,131	FICA (7.65%)	9,267
Retirement (11.5%)	12,223	Retirement (11.5%)	13,930
Total	126,646	Total	144,330
		Total Annual Impact	17,684

### Staff Review and Comment



**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

**Position Description Reclassification Request Form**

**General Instructions:** Please complete this form and attach the current and proposed position descriptions, the current and proposed organization charts and any comparative position descriptions that can be identified.

**A. Identification / General Information**

Current Position Title:	Assistant District Attorney V
Proposed Position Title:	Assistant District Attorney VI
Current Position Grade:	V
Department Name:	Civil Division
Position Number:	
Supervisor Name:	Russell Roden
Supervisor Phone:	214-653-7358
Supervisor Email:	Russell.Roden@dallascounty.org

**B. Brief Description of the Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to supervise the operations of the Advisory Section of the Civil Division.
This is accomplished by assigning work and mentoring attorneys in their performance of their jobs.
Other duties include handling cases in Mental Illness Court and Tuberculosis Commitments, PIA requests, representing the Civil Service Commission, employment law matters for the county, providing legal opinions to elected officials and department heads.

**C. Rationale for Reclassification**

Explain what caused the changes in job duties. Be specific as to how those changes occurred and in what timeframe (i.e., last month, two years ago, etc.). Include such things as: changes in organizational structure, changes in department procedures; changes in grant or program scope; new programs/functions; introduction of new equipment/systems; reassignment of job duties/termination of other employees in the work unit, etc.
Organizational Structure/More job duties. I was a Grade VI until the previous administration changed my position to a Grade V for organizational reasons.
Provide an explanation on the differences between the old and new job duties/responsibilities. Describe how the job has grown and changed since its creation. Include changes in the level of judgment, independence,



problem solving and/or management (i.e., position was previously responsible for \$1,000,000 and is now responsible for \$10,000,000; position was previously responsible for supervising two employees and is now responsible for supervising fifteen employees, etc.). Please clearly outline the specific new job duties/responsibilities.
Restoring position to Grade VI – where it used to be. Position has grown in responsibility, being responsible for the Advisory Section (which was created after I was originally promoted to a Grade VI).
Are the new duties/responsibilities additional or have they been allocated from another position(s)? Please specify. If the duties have been reassigned, please provide the name, job title, and an explanation of why the duties are being reassigned. Please explain the impact on the position losing the job duties/responsibilities.
n/a
What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?
n/a
Outline the changes in the level of authority of the position (i.e., position now has authority to sign off on expenditures for goods/services). Have any reporting relationships to or from this position been altered?
n/a
What specific tasks or activities make the job duties/responsibilities more complex?
Managing and supervising the attorneys and work load of the Advisory Section.
Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.
What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?

## D. Essential Functions

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.



<b>EXAMPLE ↓</b>	Time	E or NE
Function: Maintains exterior of facilities		
<b>Tasks performed to accomplish this function:</b>	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function:	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	40%	E
Handling Mental Illness Court		
2. Function:	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	30%	E
Handle employment law matters for the County.		
3. Function:	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	15%	E
Handle PIA Requests.		
4. Function:	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	15%	E
Civil Service, Responding to opinion requests from elected officials and department heads, Reviewing/drafting contracts, Tuberculosis Commitments.		
5. Function:	Time	E or NE

<b>Tasks performed to accomplish this function:</b>		

## E. Visual-Mental Demands

1. **Visual-Mental Demands:** Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## F. Physical Demands, Equipment Requirements, Working Conditions

1. **Strength Demands:** Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. **Machines, Tools, Equipment and Work Aids:** List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

n/a

3. **Computer Equipment and Software:** List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

No specialized equipment required.

4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	n/a	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	n/a	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	n/a	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	n/a	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	X	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	n/a	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	n/a	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	n/a	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	n/a	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	n/a	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	n/a	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

X	1.	Office Environment	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
X	3.	Other (Specify) Courtroom						

6. Protective Equipment Required: List any protective equipment required for this position.

n/a

### G. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input type="radio"/>	2.	High school diploma or equivalent

<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:
<input checked="" type="radio"/>	6.	Graduate or professional work or advanced degree in:

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	No previous experience required
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input type="radio"/>	5.	Minimum of three years experience in/as:
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input checked="" type="radio"/>	7.	Minimum of five years experience in/as: attorney
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.
2.
3.
4.
5. Valid Drivers License Required? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, what type?

## H. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.



X	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.
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2. Planning: Does this position involve planning work activities or projects? ☐ Yes ☒ No  
If yes, describe the planning or project management activities associated with this position.


3. Budgetary Responsibility: Does this position involve working with the annual budget? ☐ Yes ☒ No  
If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
Additional comments:	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

☒ Yes ☐ No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>
Assistant District Attorneys assigned to the Advisory Section	7

6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the

position. (Choose one)

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input checked="" type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (Choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input checked="" type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

## I. Human Relations



**Interpersonal/Human Relations Skills:** This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

## K. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature

Date

Immediate Supervisor Signature

Date

Comments:

Department Head/Elected Official Signature

Date

Comments:



**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

**New Position Description Request Form**

**General Instructions:** Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

**(For position reclassifications use the "Position Reclassification Summary Form")**

**A. Identification / General Information**

Proposed Position Title:	Attorney IV
Proposed Position Grade:	ATT 4
Department Name:	District Attorney's Office-Civil Division
Position Number:	Various
Supervisor Name & Position Title ("Reports To"):	Russell H. Roden, Chief Civil Division (Reports to Section Chief, Melanie Barton)
Supervisor Phone:	214-653-6149
Supervisor Email:	Russell.roden@dallascounty.org
Court Order # and Date:	N/A

**B. Brief Description of the New Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to enhance the level of legal services to various departments of Dallas County. The creation of this position will allow the Civil Division of the DA's office to serve more efficiently and effectively as it relates to the clients served.
This is accomplished by creating (2) grade IV attorney positions which will allow flexibility with regard to legal assignments, PIA research, and other entry level attorney duties. This will also allow the release of higher grade attorneys to handle the more complex matters in which they are qualified to do. The creation of 2 attorney iv positions will permit the civil division to maximize the resources available to the office as the division continues to serve the numerous needs of the County. The addition in staff positions the division to have the manpower required to continue to provide excellent legal counsel to Dallas County.
Other duties include those assigned by immediate supervisor and Chief of division.

**C. Essential Functions of the New Position**

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These

estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

<b>EXAMPLE ↓</b>	Time	E or NE
Function: Maintains exterior of facilities		
Tasks performed to accomplish this function:	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging		
Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function:	Time	E or NE
Tasks performed to accomplish this function:	50%	
Advisory Functions such as legal reviews, memos, opinions, contract preparation, contract review, and legislation matters		
2. Function:	Time	E or NE
Tasks performed to accomplish this function:	50%	
Public Information Acts/ Open Records		

## D. Visual-Mental Demands

- Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.			<input checked="" type="radio"/>

## E. Physical Demands, Equipment Requirements, Working Conditions

- Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands	Frequency of Time		
	0-1/3	1/3-2/3	2/3-Over



<input checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.			<input checked="" type="radio"/>
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2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

N/A
-----

3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

Westlaw, Lexis (i.e. legal research software)
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4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

Environmental Condition <i>NOT APPLICABLE</i>	Frequency of Time			
	0-1/3	1/3-2/3	2/3-Over	Seasonally

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	Office Environment
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6. Protective Equipment Required: List any protective equipment required for this position.

NOT APPLICABLE
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## F. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input checked="" type="radio"/>	6.	Graduate or professional work or advanced degree in:	J.D. (LAW)
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2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input checked="" type="radio"/>	6.	Minimum of four years experience in/as: Civil Law Practice
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3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1. License to Practice Law in Texas in State and Federal Courts
5. Valid Drivers License Required? No

## G. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input checked="" type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
----------------------------------	----	---

2. Planning: Does this position involve planning work activities or projects? No

3. Budgetary Responsibility: Does this position involve working with the annual budget? No

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility. N/A

5. Management and Supervisory Responsibility: Does this position involve directing the work of others? No

6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position (check one).

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (choose one)

<input checked="" type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
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## H. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

		Frequency of Time		
		0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	2.	Work requires handling inquiries and reasonable complaints	<input checked="" type="radio"/>	

		involving an explanation of standard policies, procedures and non-controversial matters.			
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.		●	
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.		●	

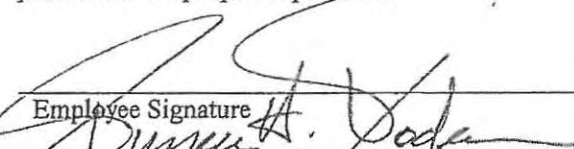
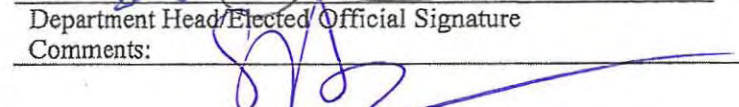
## I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. ATTY V
	2. ATTY VI
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

## J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
	4/30/15
Immediate Supervisor Signature	Date
Comments:	4/30/15
	4/30/15
Department Head/Elected Official Signature	Date
Comments:	
	





**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

**New Position Description Request Form**

**General Instructions:** Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

**(For position reclassifications use the "Position Reclassification Summary Form")**

**A. Identification / General Information**

Proposed Position Title:	Attorney IV
Proposed Position Grade:	ATT 4
Department Name:	District Attorney's Office-Civil Division
Position Number:	Various
Supervisor Name & Position Title ("Reports To"):	Russell H. Roden, Chief Civil Division (Reports to Section Chief, Melanie Barton)
Supervisor Phone:	214-653-6149
Supervisor Email:	Russell.roden@dallascounty.org
Court Order # and Date:	N/A

**B. Brief Description of the New Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

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This is accomplished by creating (2) grade IV attorney positions which will allow flexibility with regard to legal assignments, PIA research, and other entry level attorney duties. This will also allow the release of higher grade attorneys to handle the more complex matters in which they are qualified to do. The creation of 2 attorney iv positions will permit the civil division to maximize the resources available to the office as the division continues to serve the numerous needs of the County. The addition in staff positions the division to have the manpower required to continue to provide excellent legal counsel to Dallas County.
Other duties include those assigned by immediate supervisor and Chief of division.

**C. Essential Functions of the New Position**

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These

estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

**Essential/Non-Essential (E or NE):** Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

<b>EXAMPLE</b> ↓		Time	E or NE
Function: Maintains exterior of facilities			
Tasks performed to accomplish this function:		30%	E
By picking up and removing litter and debris from grounds, sweeping and edging			
Sidewalks, mowing lawns, trimming shrubs and raking leaves.			
1. Function:		Time	E or NE
Tasks performed to accomplish this function:		50%	
Advisory Functions such as legal reviews, memos, opinions, contract preparation, contract review, and legislation matters			
2. Function:		Time	E or NE
Tasks performed to accomplish this function:		50%	
Public Information Acts/ Open Records			

## D. Visual-Mental Demands

- Visual-Mental Demands:** Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

		Frequency of Time		
		0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	3. Work requires regular mental and visual concentration most of the time.			<input checked="" type="radio"/>

## E. Physical Demands, Equipment Requirements, Working Conditions

- Strength Demands:** Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands	Frequency of Time		
	0-1/3	1/3-2/3	2/3-Over

<input checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.			<input checked="" type="radio"/>
----------------------------------	----	--	--	--	----------------------------------

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

N/A
-----

3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

Westlaw, Lexis (i.e. legal research software)
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4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

Environmental Condition	Frequency of Time			
	0-1/3	1/3-2/3	2/3-Over	Seasonally
NOT APPLICABLE				

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	Office Environment
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6. Protective Equipment Required: List any protective equipment required for this position.

NOT APPLICABLE
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## F. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input checked="" type="radio"/>	6.	Graduate or professional work or advanced degree in:	J.D. (LAW)
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2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input checked="" type="radio"/>	6.	Minimum of four years experience in/as: Civil Law Practice
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3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1. License to Practice Law in Texas in State and Federal Courts
5. Valid Drivers License Required? No

## G. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input checked="" type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
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2. Planning: Does this position involve planning work activities or projects? No

3. Budgetary Responsibility: Does this position involve working with the annual budget? No

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility. N/A

5. Management and Supervisory Responsibility: Does this position involve directing the work of others? No

6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position (check one).

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (choose one)

<input checked="" type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
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## H. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

		Frequency of Time		
		0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	2.	Work requires handling inquiries and reasonable complaints	<input checked="" type="radio"/>	



		involving an explanation of standard policies, procedures and non-controversial matters.			
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.		●	
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.		●	

## I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. ATTY V
	2. ATTY VI
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

## J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature

Date

Immediate Supervisor Signature

Date

Comments:

Department Head/Elected Official Signature

Date

Comments:



estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

<b>EXAMPLE</b> ↓	Time	E or NE
Function: Maintains exterior of facilities		
Tasks performed to accomplish this function:	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function:	Time	E or NE
Tasks performed to accomplish this function:	50%	
Advisory Functions such as legal reviews, memos, opinions, contract preparation, contract review, trial preparation, litigation, and legislation matters		
2. Function:	Time	E or NE
Tasks performed to accomplish this function:	50%	
More complex Public Information Acts/ Open Records		

## D. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.			<input checked="" type="radio"/>

## E. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands	Frequency of Time		
	0-1/3	1/3-2/3	2/3-Over

<input checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.			<input checked="" type="radio"/>
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2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

N/A
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3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

Westlaw, Lexis (i.e. legal research software)
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4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

Environmental Condition	Frequency of Time			
	0-1/3	1/3-2/3	2/3-Over	Seasonally
NOT APPLICABLE				

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	Office Environment
----------------------------------	----	--------------------

6. Protective Equipment Required: List any protective equipment required for this position.

NOT APPLICABLE
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## F. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input checked="" type="radio"/>	6.	Graduate or professional work or advanced degree in:	J.D. (LAW)
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2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input checked="" type="radio"/>	6.	Minimum of four years experience in/as: Civil Law Practice
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3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1. License to Practice Law in Texas in State and Federal Courts
5. Valid Drivers License Required? No

## G. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input checked="" type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
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2. Planning: Does this position involve planning work activities or projects? No

3. Budgetary Responsibility: Does this position involve working with the annual budget? No

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility. N/A

5. Management and Supervisory Responsibility: Does this position involve directing the work of others? No

6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position (check one).

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (choose one)

<input checked="" type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
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## H. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

	Frequency of Time
--	-------------------



		involving an explanation of standard policies, procedures and non-controversial matters.			
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.		●	
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.		●	

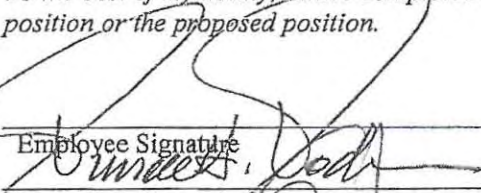
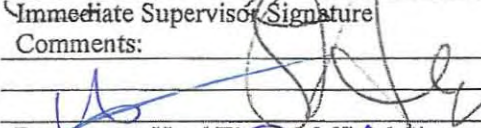
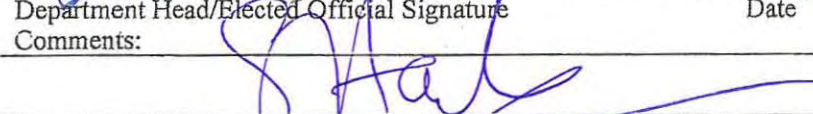
## I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. ATTY V
	2. ATTY VI
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

## J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
	4/30/15
Immediate Supervisor Signature	Date
	4/30/15
Comments:	
Department Head/Elected Official Signature	Date
	4/30/15
Comments:	

# PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

<b>Department</b>	<u>District Attorney</u>	<b>Budget No.</b> _____
<b>Position Title</b>	<u>Program advocate to Diversion Clinical Dir.</u>	<b>Position No.</b> <u>3293</u>
<b>Current Grade</b>	<u>F</u>	<b>Job Code</b> _____
		<b>Department Priority</b> _____

**Description of Changes in Work Being Performed**

The program advocate is now needed to offer clinical support, assessment and guidance to the Community Prosecution Unit diversion programs that have grown in the District Attorney's office since the creation of the unit. Additionally, the advocate has been providing this support to other existing specialty and diversion courts and this is a service that has not been able to be used from other resources.

**Reason/Authority for Change (see Budget Manual)**

The success of these other diversion programs and specialty courts has more potential to have a greater impact on the county's budget in the long term than the prostitution diversion initiative through lowering jail population and improved recidivism rates.

**Departmental Cost Worksheet**

Current Grade	F	Proposed Grade	I
Salary	52,780.20	Salary	66,297.24
FICA (7.65%)	4037.69	FICA (7.65%)	5071.74
Retirement (11.5%)	6069.72	Retirement (11.5%)	7624.18
Total	62,887.61	Total	78,993.16
		Total Annual Impact	16,105.55

**Staff Review and Comment**





**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

**Position Description Reclassification Request Form**

**General Instructions:** Please complete this form and attach the current and proposed position descriptions, the current and proposed organization charts and any comparative position descriptions that can be identified.

**A. Identification / General Information**

Current Position Title:	Program Advocate
Proposed Position Title:	Diversion Clinical Director
Current Position Grade:	F
Department Name:	District Attorney
Position Number:	3293
Supervisor Name:	Rachael Jones
Supervisor Phone:	3774
Supervisor Email:	Rachael.jones@dallascounty.org

**B. Brief Description of the Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position (1) is to evaluate and meet the therapeutic and clinical needs of individuals applying for and entering into pretrial diversion and specialty court programs; (2) offer continued clinical and therapeutic services for graduates of existing pretrial diversion programs (3) provide training for other agencies throughout the county on trauma informed care; (4) advise the District Attorney on the therapeutic and clinical needs for additional diversion programs.

This is accomplished by (1) one on one assessment of the individuals applying for the programs; (2) providing individual therapy sessions for clients; (3) conduct continual research on viable programs for Dallas County; (4) holding weekly support meetings for graduates; (5) developing and conducting training sessions as requested. The diversion director will also perform additional duties as needed by the CPU and the District Attorney.

**C. Rationale for Reclassification**

Explain what caused the changes in job duties. Be specific as to how those changes occurred and in what timeframe (i.e., last month, two years ago, etc.). Include such things as: changes in organizational structure, changes in department procedures; changes in grant or program scope; new programs/functions; introduction

of new equipment/systems; reassignment of job duties/termination of other employees in the work unit, etc.

The Community Prosecution Unit is entering its third year. During the last two years we have had the opportunity to assist several of the existing specialty courts and also to develop some new diversion programs. With our new diversion program's expansion there is a need for us to have our own therapist on staff to provide for the individual unique needs of candidates. Not all defendants can succeed or meet the criteria of the pre-existing diversion programs. Many of these diversion clients need specialized therapy sessions, assessments, or referrals to successfully address why they have committed a criminal offense. Additionally, existing pretrial diversion programs and specialty courts could benefit from a qualified person that provides continual support to graduates. Many of our graduates lack the support they need to remain free from criminal activity or relapse once they complete the program. In order to ensure that our graduates maintain their success and not reoffend it is imperative that we have someone who is not only trained in providing the clinical support for continued sobriety but also someone who can aid in answering any mental health and trauma needs. Additionally, it has become apparent that many of our defendants' substance abuse stems from untreated trauma. Having a trained therapist on staff who not only knows how to treat the trauma, but also to train other agencies in the county will aid in making the entire county knowledgeable in trauma informed care, thereby, putting us in a much better position to reduce recidivism. . The prostitution diversion initiative is going to change in the future to be more encompassing of other broader issues, and if needed this person can pick up some of those same duties.

Provide an explanation on the differences between the old and new job duties/responsibilities. Describe how the job has grown and changed since its creation. Include changes in the level of judgment, independence, problem solving and/or management (i.e., position was previously responsible for \$1,000,000 and is now responsible for \$10,000,000; position was previously responsible for supervising two employees and is now responsible for supervising fifteen employees, etc.). Please clearly outline the specific new job duties/responsibilities.

The old position worked on one program and this new classification and description requires different certifications and to advise on several programs. Additionally, the new position would have much greater decision making authority.

Are the new duties/responsibilities additional or have they been allocated from another position(s)? Please specify. If the duties have been reassigned, please provide the name, job title, and an explanation of why the duties are being reassigned. Please explain the impact on the position losing the job duties/responsibilities.

The duties have not been reassigned there is a new need and the current duties can be absorbed into this position.

What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?

The current structure of the Prostitution Diversion Initiative will simply be included into this job. However, additional duties will be added to this position based on the significant expansion of the DA's pretrial diversion activities and the need for a therapist and assessor.

Outline the changes in the level of authority of the position (i.e., position now has authority to sign off on expenditures for goods/services). Have any reporting relationships to or from this position been altered?

The changes in job duties will change as stated above. Additionally, the educational level and training required for this job is much more extensive than the previously outlined position. Also, the prosecutor will be relying heavily on the mental health training of this person in making treatment recommendations for successful completion of the diversion program and for determining if an individual is granted admission to the program. Those qualifications and reliance were not present in the previous description.

What specific tasks or activities make the job duties/responsibilities more complex?
The evaluation of the clinical, mental health, and substance abuse needs of defendants requires someone who has the necessary background, training and experience in those areas.
Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.
There are not any in the DA's office that are of a comparable nature.
What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?
(1) To see a certain number of clients per week (2) to start alumni group for the other existing diversion programs (3) to maintain a clinical caseload of clients who could not otherwise afford outside therapy services. This position will help with vision 3 making Dallas County safer and expanding sentencing alternatives; vision 2 by helping to provide indigent medical and mental health care. Additionally, the training we can provide to other agencies will also help with vision 2 to work with regional partners to ensure residents are healthier.

## D. Essential Functions

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

EXAMPLE ↓	Time	E or NE
Function: Maintains exterior of facilities		
<b>Tasks performed to accomplish this function:</b>	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging		
Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function: assess defendants clinical, mental health and substance abuse needs for pretrial diversion	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	30%	E
One on one assessment and interview with defendants		
Review of offense reports and prior treatment records		
Consultation with prosecutor		
Recommend treatment plan for successful completion of eligible defendants		



2. Function: Provide counseling services to eligible indigent defendants in diversion program	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	40%	E
Use degree to provide required counseling services on a weekly or bi-monthly basis to qualified defendants in the program so that they can successfully complete the pretrial diversion program		
3. Function: Provide training to other agencies on trauma informed care	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	10%	E
Assess the need and develop training material and presentation as requested from agencies in the county concerning trauma informed care		
4. Function: Provide clinical and therapeutic guidance to the District Attorney for the development and implementation of additional pretrial diversion programs and	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	15%	E
Perform the monthly classes for misdemeanor defendants that are going through the prostitution memo program to aid in decreasing recidivism rates		

5. Function:	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	5%	NE
As needed research and consult on new and cutting edge programs that may aid in reducing jail population or crime prevention or recidivism in Dallas County		

## E. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## F. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)


3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)


4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.



<b>Environmental Condition</b>			<b>Frequency of Time</b>			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<b>Health and Safety Conditions</b>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	Office Environment	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.

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## G. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:
<input checked="" type="radio"/>	6.	Graduate or professional work or advanced degree in: Counseling or psychology

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's

experience).

<input type="radio"/>	1.	No previous experience required
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input type="radio"/>	5.	Minimum of three years experience in/as:
<input checked="" type="radio"/>	6.	Minimum of four years experience in/as: clinical
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. **Certification and Other Requirements:** List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1. Licensed for independent practice
2.
3.
4.
5. Valid Drivers License Required? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, what type? Operator's license

## H. Planning and Management Responsibilities

1. **Problem Solving and Analytical Skills:** What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input checked="" type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. **Planning:** Does this position involve planning work activities or projects? ☒ Yes ☐ No  
If yes, describe the planning or project management activities associated with this position.

--

In developing specific training for trauma informed care as requested and in developing new diversion programs.

3. Budgetary Responsibility: Does this position involve working with the annual budget? ☐ Yes ☒ No  
If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
Additional comments:	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

☐ Yes ☒ No

If yes, please list the classification titles (not working titles) and number of employees supervised.

Classification Title(s)	Number of Employees

6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position. (Choose one)

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.



<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (Choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input checked="" type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

## I. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. None that aware of because of client needs and environment is different
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1. Advocate positions
	2.

## K. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date 4/11/15
Immediate Supervisor Signature	Date 4/11/15
Comments: -	
Department Head/Elected Official Signature	Date 4/13/15
Comments:	





## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	PDI Program Advocate	<b>Job Code:</b>	7074000	<b>Job Grade:</b>	F
<b>Reports To:</b>	Manager/Supervisor	<b>Pos. No:</b>	3293	<b>FLSA Code:</b>	E
<b>Department:</b>	Law Enforcement	<b>Loc. Code</b>	Various	<b>SIC Code:</b>	9222
				<b>WC Code:</b>	8810
<b>Division:</b>	Various	<b>CS Code:</b>	A, B, C, or D	<b>EEO Code:</b>	B01

**Summary of Functions:** Act as lead and primary contact/liason related to the development or enhancement of a program, initiative, or field operation (ex: Prostitute Diversion Initiative - PDI) for a law enforcement agency (ex: DA) by creating and maintaining partnerships and collaborations within the community, other agencies/institutions and the governing board/body for the program, initiative or operation, including assisting with communications, marketing needs, fund raising and fiscal development for same.

**Management Scope:** N/A

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Facilitates inter-agency and intra-agency collaboration to support and enhance a program, initiative, or field operation by providing timely, accurate, and consistent communication via reports, verbal updates, etc., to all applicable parties.	25	E
2. Coordinates all primary and ancillary activities relevant to the program, initiative, operation to include screening and selecting volunteers that participate in the social service component of the program, initiative, or field operation as well as those who provide the mentoring relationships for those exiting the behavior (ex: leaving the sex trade).	20	E
3. Utilizes clinical knowledge of mental health, substance abuse, and other behavioral health issues to facilitate triage of the volunteer/participant as well as determine appropriate levels of physical, emotional, mental, and psychiatric care for the volunteer/participant and appropriate referral source(s).	20	E
4. Interviews volunteer/participant to determine and/or identify patterns of abuse, neglect, exploitation, abandonment, and/or other forms of maltreatment as applicable to the program, initiative, or field operation to effectively intervene during/after operation and/or on-going volunteer/participation in the program.	20	E
5. Represents the agencies and program, initiative or operation in the community by attending meetings, providing education about the etiology, pathology, and profile of the individuals related to the program, initiative, or operation.	10	E

6.. Performs other related duties as assigned.

05

N

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**Minimum Qualifications:**

Education, Experience and Training:

Education and experience equivalent to a Bachelor's Degree from an accredited college or university in a job related field of study. **Minimum of two years clinical experience within the mental health and/or chemical dependency fields.**

Special Requirements:

**Must be a Licensed Chemical Dependency Counselor (LCDC) in the State of Texas.** Ability to effectively interact with the public and staff while maintaining confidentiality.

Physical/Environmental Requirements:

Standard office environment and/or field environment.

Hay Points/Point Factor:

**KH: EI3 – 200, PS: D3 (33%) – 66, AC: D1C – 76, Total: 342, KH/PS/AC: 58-19-22, Profile: +1**

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on

Date 12/10/2013

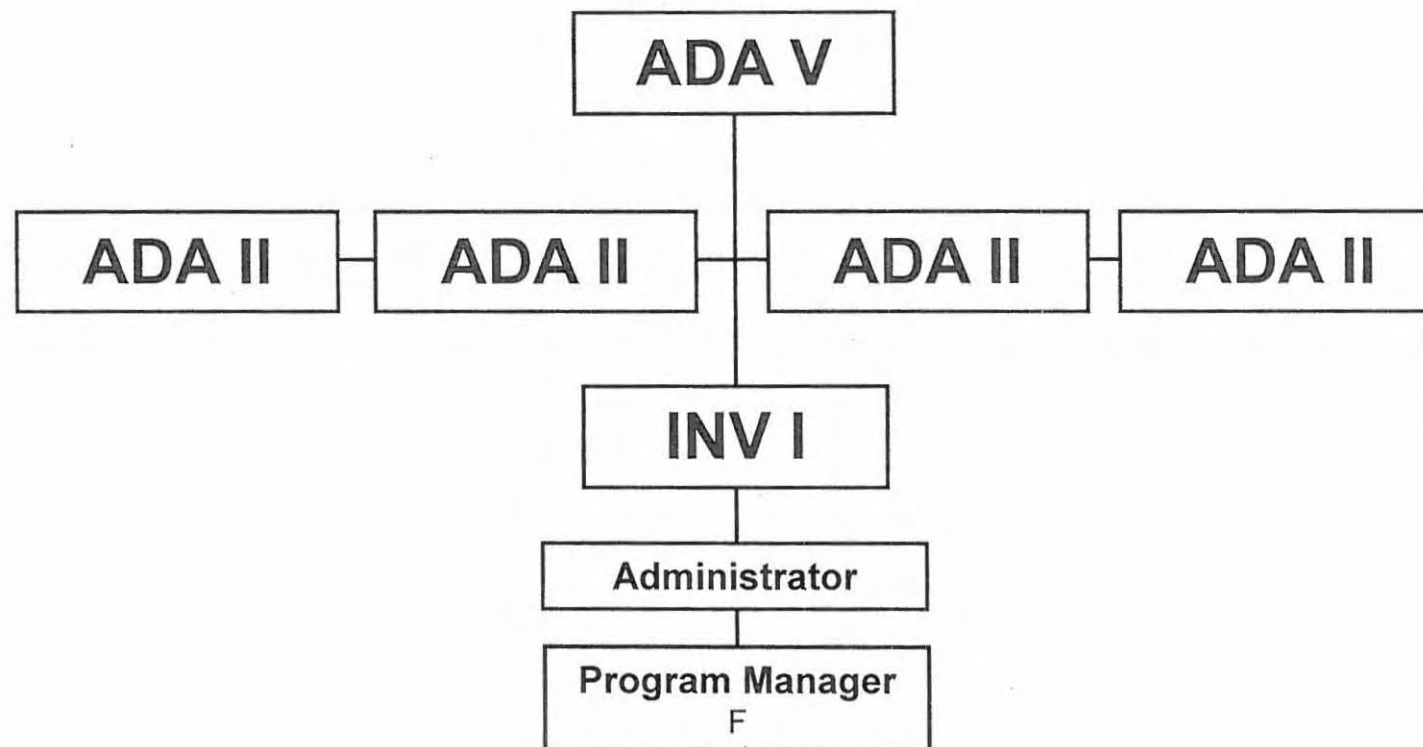
Approved by Civil Service Commission on

Date \_\_\_\_\_

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.

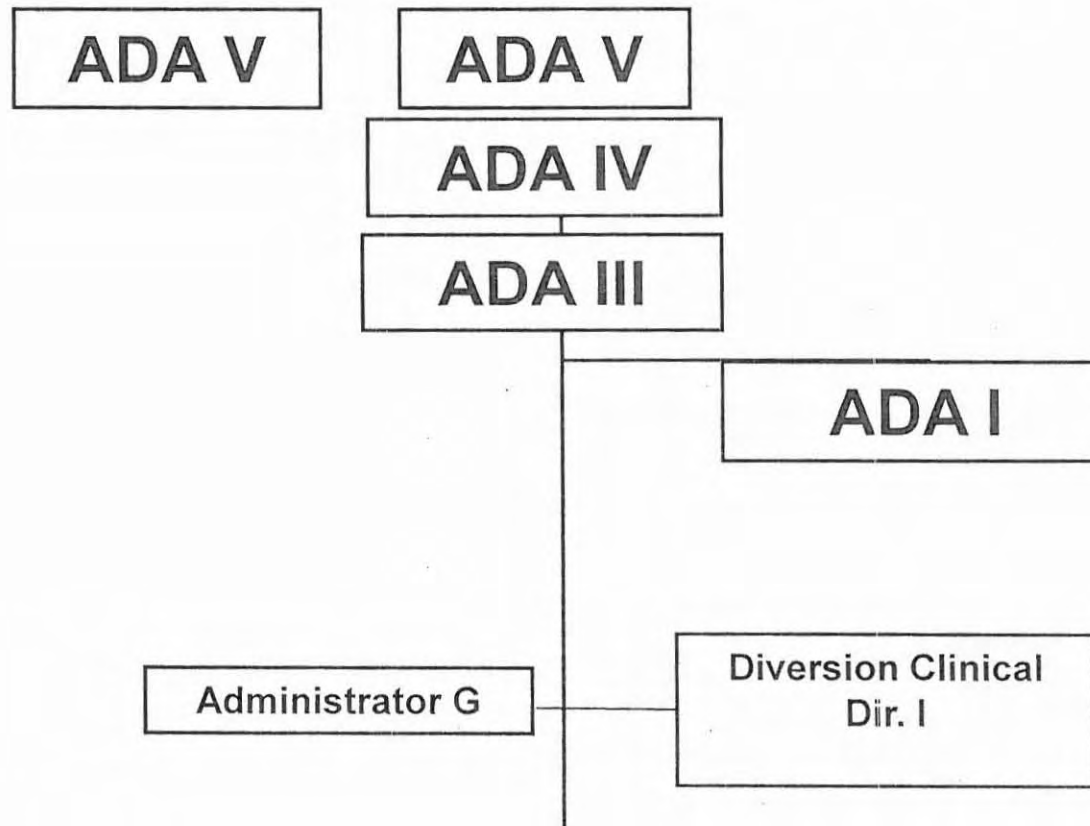
# COMMUNITY PROSECUTION UNIT

CURRENT



# COMMUNITY PROSECUTION UNIT

Proposed



## PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

<b>Department</b>	<u>District Attorney/Family Violence – Sexual Assault Unit</u>	<b>Budget No</b> _____
<b>Brief Title of PIR</b>	<u>Legal Assistant, Sexual Assault Unit, Grade 10</u>	
<b>Approx. Net Cost</b>	<u>\$53,728</u>	
		<b>Department Priority</b> _____

### Brief Summary of Request

Over the last year, the number of sexual assault cases has risen dramatically. As of today, the sexual assault unit is utilizing a victim advocate that is currently assigned to both family violence and sexual assault cases. Because of the dramatic increase of sexual assault cases being filed due to the expansion of the CODIS system, it has become vital to have a victim advocate assigned particularly to the sexual assault unit.

### Discussion of Need

Over the last year, the number of sexual assault cases received has risen significantly. There is a pending caseload of between 130 -140 cases at any given time. Our office has been receiving on average over 20 per month since May 2014. We received as high as 29 and 35 in the months of July and October 2014. We do indict most cases. With the expansion of the CODIS system and changes in state law, rape kits are being tested quickly and in greater numbers than ever before, increasing our number of cases. In August 2014, DPD announced that it has 4,480 untested rape kits. Through a grant with Orchid Cell Mark, 65 kits/week are being dropped off at their lab. Orchid has 90 days to test these kits and submit the results to DPS for CODIS submission. All of these kits are expected to be tested over the next 18 months. DPD recently got its first set of results back and there was a 23% hit rate.

### Discussion of Related Performance Measure

A legal assistant will be necessary to assist the prosecutor in preparing cases for prosecution and for trial. In other jurisdictions in the country that have faced the same issue with untested rape kits, the hiring of support staff has been necessary to ensure that we continue to see positive conviction rates. A conservative estimate of prosecutable kits is expected to be a minimum of 400 new cases.

### Staff Review and Comment



# PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Legal Assistant, Grade 10
<b>Staff Cost</b>	
Grade	Grade 10
Salary	\$37,960
FICA @ 7.65%	\$2,903
Retirement @ 11.5%	\$4,365
Insurance @ \$8,500	\$8,500
	Total \$53,728
<b>Related Equipment</b>	
Number	
Desk	
Furniture	
Computer	
Printer	
Network Cabling	
Software	
Vehicle	
Travel	
Pager	
Cell Phone	
Other	
	Total
<b>Other Costs (describe)</b>	
Special Training	
Consultant Fees	
Renovation/Space	
	Total

Less Additional Revenue Source

Grand Total

Form E1

FY2016



**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

**New Position Description Request Form**

**General Instructions:** Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

**(For position reclassifications use the "Position Reclassification Summary Form")**

**A. Identification / General Information**

Proposed Position Title:	Legal Assistant, Sexual Assault Unit
Proposed Position Grade:	Grade 10
Department Name:	Dallas County DA's Office, Family Violence Division - Sexual Assault Unit
Position Number:	N/A
Supervisor Name & Position Title ("Reports To"):	Amy Derrick, Chief Prosecutor of the Family Violence Division - Sexual Assault Unit
Supervisor Phone:	214-653-3719
Supervisor Email:	aderrick@dallascounty.org
Court Order # and Date:	

**B. Brief Description of the New Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to
Assist in the prosecution of sexual assault crimes which have increased significantly over the last year due to the expansion of the CODIS system and changes in state law. Now, rape kits are being tested faster and in greater numbers than ever before and as a result, we are expecting about 400 new cases to be filed within the next year. Currently, there is 1 investigator and 1 victim advocate assisting the sexual assault unit. This victim advocate also maintains a case load with the family violence courts. Because of the dramatic increase of sexual assault cases, it is vital to have a legal assistant that handles only sexual assault cases.
This is accomplished by
Creating a legal assistant position that handles only sexual assault cases and reports to the Chief Prosecutor of the Sexual Assault Unit.
Other duties include
Prepare cases for prosecution and trial by subpoenaing or informally requesting documents and evidence needed to prove the cases. Prepare cases for trial by issuing witness subpoenas and notification letters to witnesses to ensure their presence in court and at hearings, coordinating travel arrangements for witnesses, filing motions and conditions of bond with the felony courts, assisting during interviews of victims and other witnesses as needed, schedule and monitor assigned cases to ensure cases are processed expeditiously and in accordance with established procedures.

The legal assistant will also assist in providing discovery to defense counsel in compliance with the Michael Morton Act.

## C. Essential Functions of the New Position

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

<b>EXAMPLE ↓</b>		
Function: Maintains exterior of facilities	Time	E or NE
Tasks performed to accomplish this function:	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging		
Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	35%	E
Prepare cases for prosecution and trial by subpoenaing or informally requesting documents and evidence needed to prove the cases.		
2. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	35%	E
Prepare cases for trial by issuing witness subpoenas and notification letters to witnesses to ensure their presence in court and at hearings, coordinating travel arrangements for witnesses, coordinating witness and police officer interviews, filing motions and conditions of bond with the felony courts, assisting during interviews of victims and other witnesses as needed, schedules and monitor assigned cases to ensure cases are processed expeditiously and in accordance with established procedures.		
3. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	20%	E
Provide discovery to defense counsel in compliance with the Michael Morton Act		

4. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	5%	
Ensures applicable equipment is available and in workable condition in the courtrooms, Notarizes documents, orders supplies, distributes mail, prepares statistical data and coordinates the transportation of County witnesses with the Victim Witness Division.		
5. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	5%	
Drafts routine correspondence; processes, compiles and copies forms, legal documents and other materials; ensures case information is organized; and maintains current policy and trial notebooks.		

## D. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## E. Physical Demands, Equipment Requirements, Working Conditions



1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
X	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	X
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)


3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

Proficiency with ACMS

4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	<i>Office Environment</i>	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.


## F. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input checked="" type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:
<input type="radio"/>	6.	Graduate or professional work or advanced degree in:

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	<i>No previous experience required</i>
<input type="radio"/>	2.	Six months to one year experience in/as:
<input checked="" type="radio"/>	3.	Minimum of one year experience in/as: legal
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input type="radio"/>	5.	Minimum of three years experience in/as:
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.
2.
3.
4.
5. Valid Drivers License Required? <input type="radio"/> Yes <input type="radio"/> No If Yes, what type?

## G. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input checked="" type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? ☐ Yes ☒ No

If yes, describe the planning or project management activities associated with this position.


3. Budgetary Responsibility: Does this position involve working with the annual budget? ☐ Yes ☒ No

If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.

<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.
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4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
Additional comments:	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

☐ Yes    ☒ No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>



6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position (check one).

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervisor always available, and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
X	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather than directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.



## H. Human Relations

**Interpersonal/Human Relations Skills:** This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

## J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

	Date <u>4/30/15</u>
Employee Signature	Date
	Date <u>4/30/15</u>
Immediate Supervisor Signature	Date
Comments: 	
	Date <u>4/30/15</u>
Department Head/Elected Official Signature	Date
Comments:	<u>5/3/15</u>



**SUSAN HAWK**  
CRIMINAL DISTRICT ATTORNEY  
DALLAS COUNTY, TEXAS

# **FAMILY VIOLENCE DIVISION**

## **BUDGET PROPOSAL FY2016**



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## PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

<b>Department</b>	Dallas County DA, Family Violence Position	<b>Budget No.</b>
<b>Position Title</b>	Protective Order Prosecutor	<b>Position No.</b>
<b>Current Grade</b>	Attny III	<b>Department Priority</b>
	<b>Job Code</b>	

### Description of Changes in Work Being Performed

An attorney III is the equivalent to an entry-level felony prosecutor with limited felony experience. The Protective Order Unit not only requires experience in both criminal and civil law but also demands that the prosecutor understand the complexities of the cases and the seriousness of the victim's safety and well-being. This Protective Order position should not, and cannot remain an entry level position with limited opportunity for advancement.

### Reason/Authority for Change (see Budget Manual)

The Protective Order Unit is currently comprised of three prosecutors, one investigator, and six victim advocates to handle all the protective order applicants and cases in Dallas County. In 2014, 591 protective order cases were filed with the District Clerk's office. The three prosecutors each handle a third of the docket and prepare them for hearings by ordering police reports, interviewing applicants, and gathering evidence for contested hearings. Each of the three prosecutors handles approximately 4-6 contested hearings a week which is about 160-200 contested hearings a year. This position, as an Attorney III, is underrated for the work that is required.

### Departmental Cost Worksheet

Current Grade	Attny III	Proposed Grade	Attny IV
Salary	\$75,243	Salary	\$89,228
FICA (7.65%)	\$5,756	FICA (7.65%)	\$6,823
Retirement (11.5%)	\$8,653	Retirement (11.5%)	\$10,261
Total	\$89,652	Total	\$106,312
		Total Annual Impact \$16,660	

### Staff Review and Comment





**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

**Position Description Reclassification Request Form**

**General Instructions:** Please complete this form and attach the current and proposed position descriptions, the current and proposed organization charts and any comparative position descriptions that can be identified.

**A. Identification / General Information**

Current Position Title:	Family Violence Protective Order Prosecutor
Proposed Position Title:	Family Violence Protective Order Prosecutor – Atty IV
Current Position Grade:	Atty III
Department Name:	Dallas County DA, Family Violence Position
Position Number:	
Supervisor Name:	Stephanie Fargo
Supervisor Phone:	214-653-3706
Supervisor Email:	stephanie.fargo@dallascounty.org

**B. Brief Description of the Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to
Handle both criminal and civil matters when dealing with protective order applicants. These cases are numerous and complex and require a higher level of experience and knowledge.
This is accomplished by
Upgrading the current position from an entry-level felony Attny III to an Attorney IV position which historically means that prosecutor has 3-5 years of experience as a felony prosecutor and is able to handle complex legal issues.
Other duties include
Screening and processing over approximately 200 different protective order applications each year. Evaluate and prepare each protective order case for court that is filed with the clerk's office. Preparing those victims and witnesses for contested hearings. Gathering evidence and ordering police reports.

**C. Rationale for Reclassification**

Explain what caused the changes in job duties. Be specific as to how those changes occurred and in what timeframe (i.e., last month, two years ago, etc.). Include such things as: changes in organizational structure, changes in department procedures; changes in grant or program scope; new programs/functions; introduction of new equipment/systems; reassignment of job duties/termination of other employees in the work unit, etc.
The demands and duties of the protective order unit over the past several years have increased tremendously. The laws regarding who can apply for a Protective Order have changed in order to allow



more victims to apply who in the past would not qualify because there was no family relationship. With the changes, more complex cases began arising, which requires a higher level of knowledge and expertise in the field of protective orders. This position has been under-filled with an Attorney III prosecutor; this position demands an Attorney IV position.

Provide an explanation on the differences between the old and new job duties/responsibilities. Describe how the job has grown and changed since its creation. Include changes in the level of judgment, independence, problem solving and/or management (i.e., position was previously responsible for \$1,000,000 and is now responsible for \$10,000,000; position was previously responsible for supervising two employees and is now responsible for supervising fifteen employees, etc.). Please clearly outline the specific new job duties/responsibilities.

See above

Are the new duties/responsibilities additional or have they been allocated from another position(s)? Please specify. If the duties have been reassigned, please provide the name, job title, and an explanation of why the duties are being reassigned. Please explain the impact on the position losing the job duties/responsibilities.

See above

What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?

None

Outline the changes in the level of authority of the position (i.e., position now has authority to sign off on expenditures for goods/services). Have any reporting relationships to or from this position been altered?

See above

What specific tasks or activities make the job duties/responsibilities more complex?

See above

Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.

This position is equivalent to the Felony 2 prosecutor assigned to a Court (Attny IV level) which is a prosecutor with 3-5 years of experience in the field and works more independently than an Attny III prosecutor.

What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?

A more experience prosecutor can better manage the flow of cases into and out of the protective order unit handling more cases and delivering the expertise and dedication to some of the most vulnerable victims in Dallas County.

## D. Essential Functions

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

<b>EXAMPLE ↓</b>		
Function: Maintains exterior of facilities	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function:	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	45%	E
Interviewing victims and witnesses, reviewing reports. Drafting affidavits and gathering evidence. Subpoenaing records and witnesses for contested hearings. Ensure that the pleadings are filed properly.		
2. Function:	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	10%	
Safety planning with victims, assisting with finding safe locations for victims and communicating and working with various agencies to provide resources to the victims.		
3. Function:	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	45%	
Evaluate and prepare each contested case for trial. Interview witnesses for the contested hearing and prosecute the cases in trial.		

4. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		

5. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		

## E. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## F. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

		the occasional lifting of 25 pounds or less.			
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)


3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)


4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	Office Environment	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						



6. Protective Equipment Required: List any protective equipment required for this position.


## G. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:
<input checked="" type="radio"/>	6.	Graduate or professional work or advanced degree in: Law degree

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	No previous experience required
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input checked="" type="radio"/>	5.	Minimum of three years experience in/as: ADA
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1. State Bar License
2.
3.
4.
5. Valid Drivers License Required? <input type="radio"/> Yes <input type="radio"/> No If Yes, what type?



## H. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input checked="" type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? ☐ Yes ☐ No  
If yes, describe the planning or project management activities associated with this position.


3. Budgetary Responsibility: Does this position involve working with the annual budget? ☐ Yes ☐ No  
If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
Additional comments:	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

X Yes    O No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>
Attney I	1

6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position. (Choose one)

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input checked="" type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (Choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for

		planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
X	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
○	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
○	9.	Work is generally unguided.



## I. Human Relations

**Interpersonal/Human Relations Skills:** This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

## K. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
<i>[Signature]</i>	4-9-15
Immediate Supervisor Signature	Date
<i>[Signature]</i> Costello	4/17/15
Comments:	
Department Head/Elected Official Signature	Date
<i>[Signature]</i>	4-23-15
Comments:	5/3/15

# PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

<b>Department</b>	Dallas County DA, Family Violence Position	<b>Budget No.</b>
<b>Position Title</b>	Protective Order Prosecutor	<b>Position No.</b>
<b>Current Grade</b>	Attny I	<b>Job Code</b>
		<b>Department Priority</b>

## Description of Changes in Work Being Performed

An Attorney I is the equivalent to an entry-level misdemeanor prosecutor with limited to no criminal experience. The Protective Order Unit not only requires experience in both criminal and civil law but also demands that the prosecutor understand the complexities of the cases and the seriousness of the victim's safety and well-being. This Protective Order position should not, and cannot remain an entry level position with limited opportunity for advancement.

## Reason/Authority for Change (see Budget Manual)

The Protective Order Unit is currently comprised of three prosecutors, one investigator, and six victim advocates to handle all the protective order applicants and cases in Dallas County. In 2014, 591 protective order cases were filed with the District Clerk's office. The three prosecutors each handle a third of the docket and prepare them for hearings by ordering police reports, interviewing applicants, and gathering evidence for contested hearings. Each of the three prosecutors handles approximately 4-6 contested hearings a week which is about 160-200 contested hearings a year. This position, as an Attorney I, is grossly underrated for the work that is required.

## Departmental Cost Worksheet

Current Grade Attny I		Proposed Grade Attny III	
Salary	\$62,131	Salary	\$75,243
FICA (7.65%)	\$4,753	FICA (7.65%)	\$5,756
Retirement (11.5%)	\$7,145	Retirement (11.5%)	\$8,653
Total	\$74,029	Total	\$89,652
		Total Annual Impact \$15,623	

## Staff Review and Comment





**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

**Position Description Reclassification Request Form**

**General Instructions:** Please complete this form and attach the current and proposed position descriptions, the current and proposed organization charts and any comparative position descriptions that can be identified.

**A. Identification / General Information**

Current Position Title:	Family Violence Protective Order Prosecutor
Proposed Position Title:	Family Violence Protective Order Prosecutor Atty II
Current Position Grade:	Atty I
Department Name:	Dallas County DA, Family Violence Position
Position Number:	
Supervisor Name:	Stephanie Fargo
Supervisor Phone:	214-653-3706
Supervisor Email:	stephanie.fargo@dallascounty.org

**B. Brief Description of the Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to
Handle both criminal and civil matters when dealing with protective order applicants. These cases are numerous and complex and require a higher level of experience and knowledge.
This is accomplished by
Upgrading the current position from an entry-level misdemeanor Atty I to an Attorney III position which historically means that prosecutor has 1-3 years of experience as a prosecutor and is able to handle complex legal issues.
Other duties include
Screening and processing over approximately 200 different protective order applications each year. Evaluate and prepare each protective order case for court that is filed with the clerk's office. Preparing those victims and witnesses for contested hearings. Gathering evidence and ordering police reports.

**C. Rationale for Reclassification**

Explain what caused the changes in job duties. Be specific as to how those changes occurred and in what timeframe (i.e., last month, two years ago, etc.). Include such things as: changes in organizational structure, changes in department procedures; changes in grant or program scope; new programs/functions; introduction of new equipment/systems; reassignment of job duties/termination of other employees in the work unit, etc.
The demands and duties of the protective order unit over the past several years have increased tremendously. The laws regarding who can apply for a Protective Order have changed in order to allow

more victims to apply who in the past would not qualify because there was no family relationship. With the changes, more complex cases began arising, which requires a higher level of knowledge and expertise in the field of protective orders. This position has been under-filled with an Attorney III prosecutor; this position demands an Attorney IV position.

Provide an explanation on the differences between the old and new job duties/responsibilities. Describe how the job has grown and changed since its creation. Include changes in the level of judgment, independence, problem solving and/or management (i.e., position was previously responsible for \$1,000,000 and is now responsible for \$10,000,000; position was previously responsible for supervising two employees and is now responsible for supervising fifteen employees, etc.). Please clearly outline the specific new job duties/responsibilities.

See above

Are the new duties/responsibilities additional or have they been allocated from another position(s)? Please specify. If the duties have been reassigned, please provide the name, job title, and an explanation of why the duties are being reassigned. Please explain the impact on the position losing the job duties/responsibilities.

See above

What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?

None

Outline the changes in the level of authority of the position (i.e., position now has authority to sign off on expenditures for goods/services). Have any reporting relationships to or from this position been altered?

See above

What specific tasks or activities make the job duties/responsibilities more complex?

See above

Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.

This position is equivalent to a Felony III (Attny III) prosecutor assigned to a court which has 1-3 years criminal experience and is now able to handle more complex legal issues.

What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?

A more experience prosecutor can better manage the flow of cases into and out of the protective order unit handling more cases and delivering the expertise and dedication to some of the most vulnerable victims in Dallas County.

## D. Essential Functions

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

<b>EXAMPLE ↓</b>		
Function: Maintains exterior of facilities	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function:	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>	45%	E
Interviewing victims and witnesses, reviewing reports. Drafting affidavits and gathering evidence. Subpoenaing records and witnesses for contested hearings. Ensure that the pleadings are filed properly.		
2. Function:	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>	10%	
Safety planning with victims, assisting with finding safe locations for victims and communicating and working with various agencies to provide resources to the victims.		
3. Function:	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>	45%	
Evaluate and prepare each contested case for trial. Interview witnesses for the contested hearing and prosecute the cases in trial.		

4. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		

5. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		

## E. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## F. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



		lifting of 26-50 pounds.			
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)


3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)


4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	Office Environment	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.



## G. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:
<input checked="" type="radio"/>	6.	Graduate or professional work or advanced degree in: Law degree

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	No previous experience required
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input checked="" type="radio"/>	4.	Minimum of two years experience in/as: ADA
	5.	Minimum of three years experience in/as:
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.	State Bar License
2.	
3.	
4.	
5.	Valid Drivers License Required? <input type="radio"/> Yes <input type="radio"/> No If Yes, what type?

## H. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input checked="" type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? ☐ Yes ☐ No  
If yes, describe the planning or project management activities associated with this position.


3. Budgetary Responsibility: Does this position involve working with the annual budget? ☐ Yes ☐ No  
If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
Additional comments:	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

Yes XNo

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>
Attny I	1

6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position. (Choose one)

<input checked="" type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (Choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input checked="" type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of

		assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.



## I. Human Relations

**Interpersonal/Human Relations Skills:** This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

## K. Signature/Approval

*To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.*

Employee Signature	Date
<i>[Signature]</i>	<i>4-9-15</i>
Immediate Supervisor Signature	Date
<i>[Signature]</i>	<i>4/17/15</i>
Comments:	
Department Head/Elected Official Signature	Date
<i>[Signature]</i>	<i>4-23-15</i>
Comments:	<i>5/2/15</i>



# PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

<b>Department</b>	District Attorney/Family Violence	<b>Budget No</b>
<b>Brief Title of PIR</b>	District Attorney, Attny. V	
<b>Approx. Net Cost</b>	\$135,147	<b>Department Priority</b>

## Brief Summary of Request

This position will create a more centralized court process and direct assistance to petitioners who are also seeking to file a Divorce or Suit Affecting Parent-Child Relationship (SAPCR), therefore increasing the likelihood that victims will receive the vital resources and services pertinent to creating a safe and stable environment in the midst of leaving an abusive partner.

## Discussion of Need

If a victim of family violence desires to file for a Protective Order after a divorce or Suit Affecting Parent-Child Relationship (SAPCR) has already been filed, the law requires that the Protective Order be filed in Family Court, if the victim is filing in the same county that the divorce or SAPCR suit is pending. The Family Court Protective Order Prosecutor will initiate Protective Order cases for victims unable to receive Protective Order assistance through the District Attorney's Office due to a pending divorce or SAPCR suit. This position will create a more centralized court process and direct assistance to petitioners, therefore increasing the likelihood victims will receive the vital resources and services pertinent to creating a safe and stable environment in the midst of leaving an abusive partner.

	2012	2013	2014
Family Violence Offenses Reported in Dallas County	22, 312	21,390	23,011
Individuals seeking Protective Orders	9,266	8,655	8,941

## Discussion of Related Performance Measure

18% of individuals seeking protective order assistance through the DA's office are ineligible to receive Protective Orders through the DA's office due to having an open case in Family Court.

## Staff Review and Comment

# PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	District Attorney, ADA V
<b>Staff Cost</b>	
Grade	ADA V
Salary	\$106,292
FICA @ 7.65%	\$8,131
Retirement @ 11.5%	\$12,224
Insurance @ \$8,500	\$8,500
	Total \$135,147
<b>Related Equipment</b>	
Number	
Desk	
Furniture	
Computer	
Printer	
Network Cabling	
Software	
Vehicle	
Travel	
Pager	
Cell Phone	
Other	
	Total
<b>Other Costs (describe)</b>	
Special Training	
Consultant Fees	
Renovation/Space	
	Total



**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

**New Position Description Request Form**

**General Instructions:** Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

**(For position reclassifications use the "Position Reclassification Summary Form")**

**A. Identification / General Information**

Proposed Position Title:	Assistant District Attorney, Family Violence Division
Proposed Position Grade:	Attorney V
Department Name:	Dallas County DA's Office, Family Violence Division
Position Number:	N/A
Supervisor Name & Position Title ("Reports To"):	Stephanie Fargo, Division Chief Prosecutor of the Family Violence Division
Supervisor Phone:	214-653-3706
Supervisor Email:	stephanie.fargo@dallascounty.org
Court Order # and Date:	

**B. Brief Description of the New Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to
Create a more centralized court process and direct assistance to protective order petitioners who are also seeking to file a divorce or Suit Affecting Parent-Child Relationship (SAPCR), therefore increasing the likelihood that victims will receive the vital resources and services pertinent to creating a safe and stable environment in the midst of leaving an abusive partner.
This is accomplished by
Creating an Attorney V, Protective Order Prosecutor in the Family Courts located in George Allen, who is able to assist a population of prospective petitioners who are not otherwise able to apply for protective orders in the District Attorney's Office because they have a divorce or SAPCR suit pending.
Other duties include
Initiating protective order cases for victims by interviewing victims, reviewing reports, and if needed, subpoenaing witnesses and records for protective order hearings. Other duties include safety planning with the victims and working with other agencies to provide victim assistance.

**C. Essential Functions of the New Position**

Description of Essential Function: Describe in detail the primary or most important functions of this

position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

<b>EXAMPLE</b> ↓	Time	E or NE
Function: Maintains exterior of facilities		
Tasks performed to accomplish this function:	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging		
Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	45%	E
Interviewing victims, reviewing reports, drafting affidavits, coordinating victim resources with other law enforcement agencies		
2. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	25%	E
Preparing victims, witnesses for contested hearings. Subpoenaing necessary witnesses for the hearings. Coordinate with victims and witnesses prior to the hearing via telephone or in person.		
3. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	30%	E
Conducting the hearing on behalf of the applicant in the appropriate court		
4. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		



5. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		

D. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

E. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



		over 76 pounds.			
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2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)


3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)


4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	<b>Office Environment</b>	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.


## F. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:
<input checked="" type="radio"/>	6.	Graduate or professional work or advanced degree in: Law Degree and State Bar License

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	<i>No previous experience required</i>
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input checked="" type="radio"/>	5.	Minimum of three years experience in/as: ADA
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1. State Bar License
2.
3.
4.
5. Valid Drivers License Required? <input type="radio"/> Yes <input type="radio"/> No If Yes, what type?

## G. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in depth analytical, evaluative, developmental and constructive thinking.
<input checked="" type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? ☐ Yes ☒ No

If yes, describe the planning or project management activities associated with this position.


3. Budgetary Responsibility: Does this position involve working with the annual budget? ☐ Yes ☒ No

If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
Additional comments:	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

☐ Yes   ☐ No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>



6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position (check one).

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, intern volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organization goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guideline. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
X	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather than directives from superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.



## H. Human Relations

**Interpersonal/Human Relations Skills:** This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

## J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature

Date

Immediate Supervisor Signature

Date

Comments:

Department Head/Elected Official Signature

Date

Comments:

## PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

<b>Department</b>	District Attorney/Family Violence	<b>Budget No</b>
<b>Brief Title of PIR</b>	Victim Advocate, Protective Order Unit, Grade 12	
<b>Approx. Net Cost</b>	\$62,209	
		<b>Department Priority</b>

### Brief Summary of Request

This position will create a more centralized court process and direct assistance to petitioners who are also seeking to file a Divorce or Suit Affecting Parent-Child Relationship (SAPCR), therefore increasing the likelihood that victims will receive the vital resources and services pertinent to creating a safe and stable environment in the midst of leaving an abusive partner.

### Discussion of Need

An on-site victim advocate would assist the protective order prosecutor by screening applicants both in person and by phone. The advocate would also be able to coordinate victim assistance with other agencies in a timely manner. Because the District Attorney's Office is unable to assist applicants who are also seeking a divorce and/or SAPCR at the same time, the protective order unit at the George Allen Building would be able to reach a segment of applicants that have had to either hire an attorney or proceed pro se in the past.

### Discussion of Related Performance Measure

18% of individuals seeking protective order assistance through the DA's office are currently ineligible due to having an open case in Family Court. Once the Protective Order Unit is established at the George Allen Building, more individuals will be able to seek assistance that otherwise would not have been made available to them in the past.

### Staff Review and Comment

# PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Protective Order Victim Advocate, Grade 12
<b>Staff Cost</b>	
Grade	Grade 12
Salary	\$45,077
FICA @ 7.65%	\$3,448
Retirement @ 11.5%	\$5,184
Insurance @ \$8,500	\$8,500
	Total \$62,209

## Related Equipment

### Number

Desk	
Furniture	
Computer	
Printer	
Network Cabling	
Software	
Vehicle	
Travel	
Pager	
Cell Phone	
Other	

Total \_\_\_\_\_

## Other Costs (describe)

Special Training	
Consultant Fees	
Renovation/Space	

Total \_\_\_\_\_





**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

**New Position Description Request Form**

**General Instructions:** Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

**(For position reclassifications use the "Position Reclassification Summary Form")**

**A. Identification / General Information**

Proposed Position Title:	Protective Order Victim Advocate
Proposed Position Grade:	Grade 12
Department Name:	Dallas County DA's Office, Family Violence Division
Position Number:	N/A
Supervisor Name & Position Title ("Reports To"):	Stephanie Fargo, Division Chief Prosecutor of the Family Violence Division
Supervisor Phone:	214-653-3706
Supervisor Email:	stephanie.fargo@dallascounty.org
Court Order # and Date:	

**B. Brief Description of the New Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to
Create a more centralized court process and direct assistance to petitioners who are also seeking to file a divorce or Suit Affecting Parent-Child Relationship (SAPCR), therefore increasing the likelihood that victims will receive the vital resources and services pertinent to creating a safe and stable environment in the midst of leaving an abusive partner.
This is accomplished by
Creating an onsite Protective Order Unit at the George Allen Building to assist applicants who have a pending divorce or SAPCR.
Other duties include
Screening applicants either in person or over the phone, assist with the completion of the affidavit for protective order and filing the necessary paperwork, relay information regarding the protective order process, provide victim service information, assist in the coordination and completion of the protective order.

**C. Essential Functions of the New Position**

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear,

concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

<b>EXAMPLE ↓</b>		
Function: Maintains exterior of facilities		
Tasks performed to accomplish this function:	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging		
Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	75%	E
Screening and qualifying prospective applicants either in person or over the phone. Assist with completing protective order affidavits to be filed with the court.		
2. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	25%	E
Filing necessary paperwork, coordinating hearing dates, relaying victim service information to applicants		
3. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		
4. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		



5. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		

### D. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

### E. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)


3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)


4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	<b>Office Environment</b>	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.


## F. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input checked="" type="radio"/>	5.	Four-year Bachelor's degree in:
<input type="radio"/>	6.	Graduate or professional work or advanced degree in:

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	<i>No previous experience required</i>
<input type="radio"/>	2.	Six months to one year experience in/as:
<input checked="" type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input type="radio"/>	5.	Minimum of three years experience in/as:
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.
2.
3.
4.
5. Valid Drivers License Required? <input type="radio"/> Yes <input type="radio"/> No If Yes, what type?

## G. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.

<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input checked="" type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? ☐ Yes ☐ No

If yes, describe the planning or project management activities associated with this position.


3. Budgetary Responsibility: Does this position involve working with the annual budget? ☐ Yes ☐ No

If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
Additional comments:	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

☐ Yes ☐ No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>



6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position (check one).

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees on a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisor or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department manager including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
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<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input checked="" type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
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<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather than directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

## H. Human Relations

**Interpersonal/Human Relations Skills:** This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

## J. Signature/Approval

*To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.*

Employee Signature

Date

Immediate Supervisor Signature

Date

Comments:

Department Head/Elected Official Signature

Date

Comments:

## PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

Department	District Attorney/Family Violence	Budget No
Brief Title of PIR	Victim Advocate, Sexual Assault Unit, Grade 12	
Approx. Net Cost	\$62,209	Department Priority

### Brief Summary of Request

Over the last year, the number of sexual assault cases has risen dramatically. As of today, the sexual assault unit is utilizing a victim advocate that is currently assigned to both family violence and sexual assault cases. Because of the dramatic increase of sexual assault cases being filed due to the expansion of the CODIS system, it has become vital to have a victim advocate assigned particularly to the sexual assault unit.

### Discussion of Need

Over the last year, the number of sexual assault cases received has risen significantly. There is a pending caseload of between 130 -140 cases at any given time. Our office has been receiving on average over 20 per month since May 2014. We received as high as 29 and 35 in the months of July and October 2014. We do indict most cases. With the expansion of the CODIS system and changes in state law, rape kits are being tested quickly and in greater numbers than ever before, increasing our number of cases. In August 2014, DPD announced that it has 4,480 untested rape kits. Through a grant with Orchid Cell Mark, 65 kits/week are being dropped off at their lab. Orchid has 90 days to test these kits and submit the results to DPS for CODIS submission. All of these kits are expected to be tested over the next 18 months.

### Discussion of Related Performance Measure

An advocate will be needed to assist with notifying the victims that a suspect has been identified in their case. In other jurisdictions in the country that have faced the same issue with untested rape kits, it has been shown that the conviction rate in those cold cases has been higher when an advocate participates in notifying the victim of the CODIS hit. A conservative estimate of prosecutable kits is expected to be a minimum of 400 new cases.

### Staff Review and Comment



# PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Victim Advocate, Grade 12
<b>Staff Cost</b>	
Grade	Grade 12
Salary	\$45,077
FICA @ 7.65%	\$3,448
Retirement @ 11.5%	\$5,184
Insurance @ \$8,500	\$8,500
	Total \$62,209
<b>Related Equipment</b>	
Number	
Desk	
Furniture	
Computer	
Printer	
Network Cabling	
Software	
Vehicle	
Travel	
Pager	
Cell Phone	
Other	
	Total
<b>Other Costs (describe)</b>	
Special Training	
Consultant Fees	
Renovation/Space	
	Total



**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

**New Position Description Request Form**

**General Instructions:** Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

**(For position reclassifications use the "Position Reclassification Summary Form")**

**A. Identification / General Information**

Proposed Position Title:	Victim Advocate, Sexual Assault Unit
Proposed Position Grade:	Grade 12
Department Name:	Dallas County DA's Office, Family Violence Division
Position Number:	N/A
Supervisor Name & Position Title ("Reports To"):	Stephanie Fargo, Division Chief Prosecutor of the Family Violence Division
Supervisor Phone:	214-653-3706
Supervisor Email:	stephanie.fargo@dallascounty.org
Court Order # and Date:	

**B. Brief Description of the New Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to
Assist in the prosecution of sexual assault crimes which have increased significantly over the last year due to the expansion of the CODIS system and changes in state law. Now, rape kits are being tested faster and in greater numbers than ever before and as a result, we are expecting about 400 new cases to be filed within the next year. Currently, there is 1 victim advocate assisting the sexual assault unit and also maintaining a case load with the family violence courts. Because of the dramatic increase of sexual assault cases, it is vital to have a victim advocate who only handles sexual assault cases.
This is accomplished by
Creating a victim advocate position that handles only sexual assault cases and reports to the Chief Prosecutor of the Sexual Assault Unit.
Other duties include
Meeting with every victim in person pre-indictment in order to provide resource information, make therapy referrals and to assist with the crime victim's compensation paperwork. The advocate also attends every meeting between the prosecutor and the victim as well as providing in court support for the victim. The advocate is also responsible for regularly making contact with the victims in between court setting to provide status updates on the cases.



## C. Essential Functions of the New Position

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

<b>EXAMPLE ↓</b>		
Function: Maintains exterior of facilities	Time	E or NE
Tasks performed to accomplish this function:	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging		
Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	40%	E
Meet each victim in person pre-indictment to provide victim resource information, make therapy referrals and to assist with crime victim's compensation paperwork.		
2. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	35%	E
Attends every meeting between the prosecutor and the victim as well as providing in court support for the victim.		
3. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	25%	E
Regularly making contact with each victim in between court settings to provide status updates on the case.		

4. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		
5. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		

### D. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

### E. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)


3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

Proficiency with ACMS

4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	<b>Office Environment</b>	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.

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## F. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input checked="" type="radio"/>	5.	Four-year Bachelor's degree in:
<input type="radio"/>	6.	Graduate or professional work or advanced degree in:

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	<i>No previous experience required</i>
<input checked="" type="radio"/>	2.	Six months to one year experience in/as: working with Domestic violence issues
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input type="radio"/>	5.	Minimum of three years experience in/as:
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.
2.
3.
4.
5. Valid Drivers License Required? <input type="radio"/> Yes <input type="radio"/> No If Yes, what type?

## G. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or



analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input checked="" type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? ☐ Yes ☒ No

If yes, describe the planning or project management activities associated with this position.


3. Budgetary Responsibility: Does this position involve working with the annual budget? ☐ Yes ☒ No

If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
Additional comments:	



5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

☐ Yes    ☒ No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>

6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position (check one).

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees on a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisor or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department manager including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
X	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather than directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

## H. Human Relations

**Interpersonal/Human Relations Skills:** This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

## J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature

Date

Immediate Supervisor Signature

Date

Comments:

Department Head/Elected Official Signature

Date

Comments:



## FAMILY VIOLENCE DIVISION BUDGET—FY 2016

### Division Summary

The Family Violence Division of the District Attorney's Office is comprised of four major units; Felony (which includes the intake and trial sections), Misdemeanor, Sexual Assaults, and Protective Orders. These units operate together to efficiently handle cases involving domestic violence, dating violence and sexual assault. Each division, with its subparts, plays a critical role in providing victims of domestic violence in Dallas County with outstanding advocacy, while responsibly handling the resources provided by the citizens of Dallas County.

To that goal, the Family Violence Division has identified several areas where additional funds could better provide for the victims of domestic violence here in Dallas County and assure that we, as a division, are efficiently managing the resources available to us. The greatest of those resources are our current personnel. With that in mind, the Family Violence Division respectfully requests:

1. **Dallas County reclassify an Attorney III prosecutor position to an Attorney IV prosecutor to assist the Protective Order Unit.** An attorney III is the equivalent to an entry-level felony prosecutor with limited felony experience. The Protective Order Unit not only requires experience in both criminal and civil law but also demands that the prosecutor understand the complexities of the cases and the seriousness of the victim's safety and well-being. This Protective Order position should not, and cannot remain an entry level position with limited opportunity for advancement.
2. **Dallas County reclassify an Attorney I prosecutor position to an Attorney III prosecutor to assist the Protective Order Unit.** An Attorney I is the equivalent to an entry-level misdemeanor prosecutor with no criminal experience required. Of all the civil departments in the District Attorney's Office, the Protective Order Unit is the only unit that has an Attorney I position. The lowest level in the other civil departments is an Attorney III position. The Protective Order Unit not only requires experience in both criminal and civil law but also demands that the prosecutor understand the complexities of the cases and the seriousness of the victim's safety and well-being. This Protective Order position should not, and cannot remain an entry level position with limited opportunity for advancement.
3. **Dallas County to add an Attorney V Protective Order prosecutor to the Family Violence Division.** A victim of family violence, who is filing for a Divorce or Suit Affecting Parent-Child Relationship (SAPCR) and also wishes to file for a Protective Order, is required by law to file for a protective order in Family Court if the victim is filing in the same county as the Divorce or SAPCR. Creating a Protective Order Attorney V position at the George Allen Building will create a more centralized court process and direct assistance to petitions, therefore increasing the likelihood that victims will receive the vital resources and services pertinent to creating a safe and stable environment in the midst of leaving an abusive partner.
4. **Dallas County to add a Grade 12 victim advocate to the Family Violence Division to assist the Protective Order Unit.** An onsite advocate at the George Allen Building would assist prospective applicants with all aspects of the Protective Order process. Their responsibilities would include

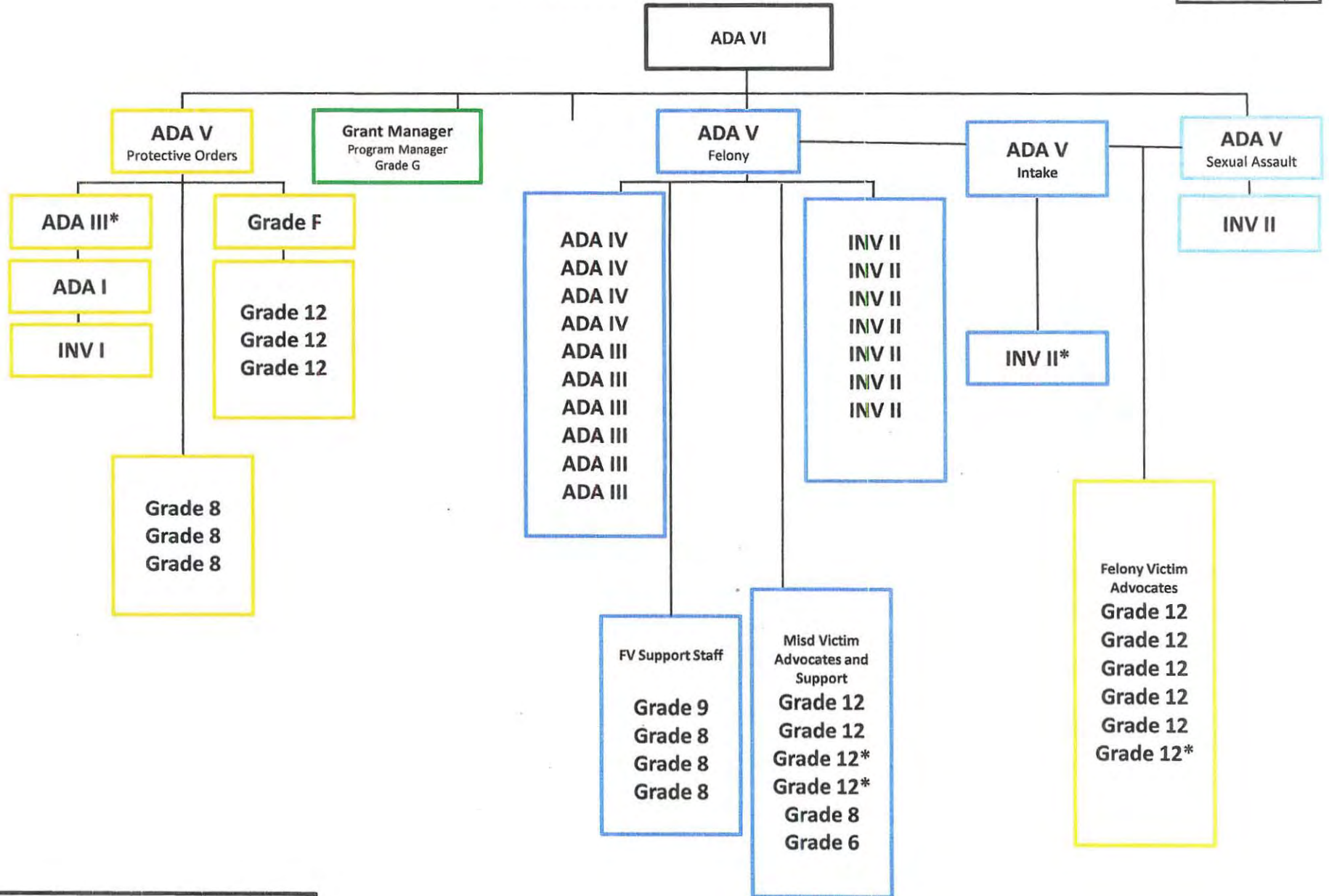
screening applicants either in person or by phone, to relay accurate information regarding victim resources, and assisting in coordinating the completion of both the final protective order as well as an emergency protective order in cases that meet the criteria.

5. **Dallas County to add a Grade 12 victim advocate to the Family Violence Division to assist the Sexual Assault Unit.** Over the last year, the number of sexual assault cases has risen dramatically. As of today, the sexual assault unit is utilizing a victim advocate that is currently assigned to family violence cases. Because of the dramatic increase of sexual assault cases being filed due to the expansion of the CODIS system, it has become vital to have a victim advocate assigned specially to the sexual assault unit.
6. **Dallas County renovate the Family Violence Division to allow for a safe victim waiting area and additional office space.** The Family Violence Division has grown in the last several years. As a result, domestic violence victims, sexual assault victims, and applicants for protective orders are required to wait to be seen in a non-secure location. Additionally, we have now run out of office space for our employees. We would request a sum sufficient to renovate the division's space to accommodate more offices and provide a safe and comfortable waiting area for victims.
7. **Dallas County provide new equipment for the Family Violence Division.** The growth of the division and the move to digitalized cases has created or increased the need for technology within the Family Violence Division. Additionally our growth has created a need for general office equipment. We are requesting:
  - a. 6 Laserjet P3015DN, with the second optional tray
  - b. 17 Fujitsu FI-7160 ScanSnap IX500 25PPM 600 DPI scanners
  - c. 1 Optional Tray for legal paper for Laserjet P3015
  - d. 3 Electric Staplers, for Protective Order Secretaries



# FAMILY VIOLENCE

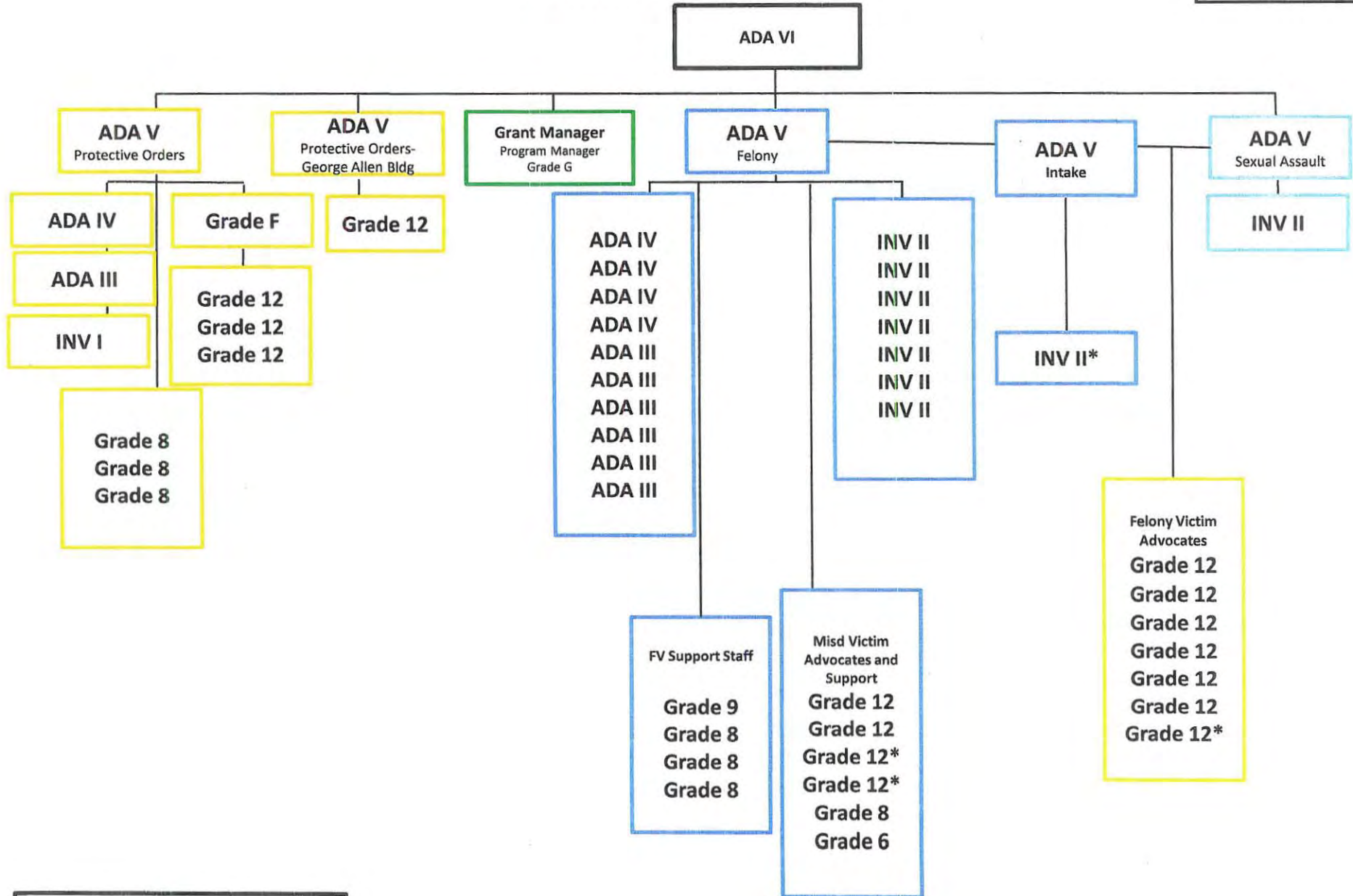
CURRENT



\*Grant Funded Position

# FAMILY VIOLENCE

PROPOSED



\*Grant Funded Position

# FELONY

Current

## Division A

CDC2  
ADA V  
ADA IV  
ADA III  
INV II

CDC6  
ADA V  
ADA IV  
ADA III  
INV II

CDC7  
ADA V  
ADA IV  
ADA III  
INV II

194<sup>th</sup>  
ADA V  
ADA IV  
ADA III  
INV II

195<sup>th</sup>  
ADA V  
ADA IV  
ADA III  
INV II

203rd  
ADA V  
ADA IV  
ADA III  
INV II

204<sup>th</sup>  
ADA V  
ADA IV  
ADA III  
INV II

291<sup>st</sup>  
ADA V  
ADA IV  
ADA III  
INV II

292nd  
ADA V  
ADA IV  
ADA III  
INV II

## Division B

CDC5  
ADA V  
ADA IV  
ADA III  
INV II

265<sup>th</sup>  
ADA V  
ADA IV  
ADA III  
INV II

282nd  
ADA V  
ADA IV  
ADA III  
INV II

363rd  
ADA V  
ADA IV  
ADA III  
INV II

## Division C

CDC1  
ADA V  
ADA IV  
ADA III  
INV II

CDC3  
ADA V  
ADA IV  
ADA III  
INV II

CDC4  
ADA V  
ADA IV  
ADA III  
INV II

283rd  
ADA V  
ADA IV  
ADA III  
INV II

# PROGRAM IMPROVEMENT REQUEST

## ADDITIONAL STAFF

<b>Department</b>	District Attorney/Gang Unit	<b>Budget No</b>
<b>Brief Title of PIR</b>	ADA V	
<b>Approx. Net Cost</b>	138,820	<b>Department Priority</b>

### Brief Summary of Request

A new felony level 5 ADA position needs to be added to the Gang Unit to adequately keep pace with the continued growth of gang-related criminal offenses.

### Discussion of Need

The Gang Unit is responsible for prosecuting felony level criminal offenses involving gang-related conduct and/or individuals associated with criminal street gangs. A tremendous amount of time is required to properly investigate, analyze and prepare these gang-related cases. Likewise, there is a tremendous amount of time spent researching, gathering and sharing intelligence with local law enforcement officers. Much time is required for meeting with members of law enforcement, meeting with victims of gang-related crimes, locating and meeting with witnesses to gang-related crimes, observing areas that are targets for State or Federal investigations, and meeting regularly with the Texas Gang Investigators Association and the North Texas Violent Gang Task Force just to keep pace with developing trends and sharing this intelligence and also instructing on the best methods for effective prosecution. Additionally, the Gang Unit regularly joins the DISD Police Department (at their request) in speaking with students who are at risk of becoming victims of violent offenses due to their gang affiliations. The Gang Unit also instructs and trains other prosecutors in identifying cases involving gang-related conduct and/or individuals associated with criminal street gangs and using gang-related evidence effectively at trial. The Gang Unit also regularly presents to law enforcement officers on how best to present cases involving gang-related offenses for prosecution. The reality is that the number of criminal street gangs and those choosing to associate with criminal street gangs is rising locally. There are currently 103 documented criminal street gangs and 9529 documented members of criminal street gangs in the City of Dallas alone. Since 2012, the Gang Unit caseload has gone from 30 cases to a current level of approximately 200 active cases, 63% of which are offenses involving the use or exhibition of deadly weapons. Caseload is actually higher when you factor in that the Gang Unit is also responsible for revocation and adjudication hearings on all gang members.

### Discussion of Related Performance Measure

### Staff Review and Comment



# PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	ADA V	
<b>Staff Cost</b>		
Grade	V	
Salary	106,292	
FICA @ 7.65%	8,131	
Retirement @ 11.5%	12,223	
Insurance @ \$8,500	8,500	
	Total	135,146
<b>Related Equipment</b>		
Number		
Desk	572	
Furniture	1,237	
Computer	1,025	
Printer		
Network Cabling		
Software		
Vehicle		
Travel		
Pager		
Cell Phone	840	
Other		
	Total	3,674
<b>Other Costs (describe)</b>		
Special Training		
Consultant Fees		
Renovation/Space		
	Total	



Less Additional Revenue Source

Grand Total 138,820

**Form E1**

**FY2016**



**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

**New Position Description Request Form**

**General Instructions:** Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

**(For position reclassifications use the "Position Reclassification Summary Form")**

**A. Identification / General Information**

Proposed Position Title:	Chief, Gang Unit
Proposed Position Grade:	Attorney V
Department Name:	District Attorney's Office
Position Number:	N/A
Supervisor Name & Position Title ("Reports To"):	Patrick Kirlin, Administrative Chief
Supervisor Phone:	214.653.3607
Supervisor Email:	pkirlin@dallascounty.org
Court Order # and Date:	

**B. Brief Description of the New Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to oversee the ever-increasing gang-related criminal offenses and caseload handled by the Gang Unit.
This is accomplished by redirecting the time needed to efficiently and properly evaluate each of the gang-related cases. The current caseload of over 200 cases needs to be reduced in half to accomplish this.
Other duties include teaching, instructing and assisting other prosecutors to recognize and to learn how to effectively use gang-related evidence in the evaluation and prosecution of gang-related cases.

**C. Essential Functions of the New Position**

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

<b>EXAMPLE ↓</b>	Time	E or NE
Function: Maintains exterior of facilities		
Tasks performed to accomplish this function:	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging		
Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function: Oversee the day to day operation of the Gang Unit	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	30%	E
Supervise one attorney level IV and one investigator on a daily basis by assigning cases, tasks and goals for the individuals and the Unit as a whole. Evaluating performance and making recommendations and providing guidance.		
2. Function: Meeting regularly with outside agencies and law enforcement	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	10%	E
Schedule and attend regular intelligence gathering and sharing meetings to gain and share knowledge regarding gang-related trends and to instruct law enforcement on best practices in handling gang-related cases for effective prosecution.		
3. Function: Intake and evaluate new gang-related cases	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	5%	E
Develop strong working relationships with each law enforcement agency's gang officers in an effort to determine if a case is gang-related and to be in at the ground level to most efficiently and effectively evaluate and prepare the case prosecution.		
4. Function: Assign and retain cases to keep caseloads manageable	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	15%	E
Evaluate all the gang-related cases. Continue to monitor and re-evaluate caseload of the Unit as a whole and as to the individual ADAs.		
5. Function: Efficiently move the cases through the criminal justice system.	Time	E or NE

<b>Tasks performed to accomplish this function:</b>	40%	E
Docket all assigned cases. Meet with defense attorneys regularly to efficiently dispose of the caseload by agreed plea, open plea or trial before a court or trial before a jury. Continue to evaluate each case and prepare for hearings, motions and trials. Have continuous contact with victims and witnesses involved in each case.		

## D. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## E. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)


3. Computer Equipment and Software: List specialized computer equipment and software required for this position.



(personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	??	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	<b>Office Environment</b>	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.

N/A

## F. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:



<input checked="" type="radio"/>	6.	Graduate or professional work or advanced degree in:	Law Degree
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2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	<i>No previous experience required</i>
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input type="radio"/>	5.	Minimum of three years experience in/as:
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input checked="" type="radio"/>	7.	Minimum of five years experience in/as: an assistant district attorney
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.	N/A
2.	
3.	
4.	
5.	Valid Drivers License Required? <input type="radio"/> Yes <input type="radio"/> No If Yes, what type?

## G. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input checked="" type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? ☒ Yes ☐ No  
If yes, describe the planning or project management activities associated with this position.

This position would be responsible for all the planning, coordinating, scheduling, instructing and prosecuting all the
--

gang-related cases assigned to the Gang Unit as well as assisting and teaching other ADAs on how to evaluate, determine, and present gang-related evidence.

3. Budgetary Responsibility: Does this position involve working with the annual budget? ☒ Yes ☐ No  
If yes, please indicate the types of budgetary activities required.

<input checked="" type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input checked="" type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$ over 250,000.00	Total grant amount \$
Additional comments: This is based on the Gang unit being comprised of this Chief position along with the current attorney level IV position and one investigator position.	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

☒ Yes ☐ No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>
Attorney Level IV	1
Investigator	1

6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position (check one).

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input checked="" type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input checked="" type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

## H. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.



			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

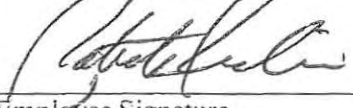

## I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

## J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

	<u>4/30/15</u>
Employee Signature	Date
_____ Immediate Supervisor Signature	_____ Date
Comments: _____	
_____ Department Head/Elected Official Signature	_____ Date
Comments: 	<u>4/30/15</u> <u>5/3/15</u>

SEE ORGANIZED CRIME SECTION



# PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

<b>Department</b>	District Attorney's Office ~ Intake	<b>Budget No.</b>
<b>Position Title</b>	Assistant DA III, Part-time	<b>Position No.</b>
<b>Current Grade</b>	Part Time III	<b>Job Code</b>
		<b>Department Priority</b>

## Description of Changes in Work Being Performed

This position has historically handled felony theft cases. Due to the evolving landscape of the criminal world, the cases that this position is having to evaluate are more complicated and laborious. As opposed to handling a majority of garden variety Felony Theft over \$1500, Unauthorized use of a Motor Vehicle, and Forgery cases, this position must address cases such as Fraudulent Use/Possession of Identifying Information, Credit Card Abuse, and Tampering with Government Records. With the increasing number of complicated criminal schemes in the community, this spot must process cases that take much more time per case due to the complicated nature of the cases. Drafting indictments also takes longer; writing return letters and rejection letters is also more involved due to the variations and intricacies of the elaborate crimes. These cases are also frequently missing information, such as copies of evidence, and thus the cases need to be returned and a letter drafted and sent to the agencies. On an ongoing basis, the initial charges need to be changed to be tailored to the specific set of facts that are able to be proven. Fraudulent Use and Tampering cases are the most complicated because there may be upwards of 50 complainants, whose names must be added to the indictments. Due to the increase in these types of crimes over the years, this position now is required to handle more complicated theft type cases.

## Reason/Authority for Change (see Budget Manual)

The reason for the change is the changing nature of theft crimes in today's world. The way thefts are committed via identity fraud and misuse of a person's identity have changed over the years. These types of criminal cases are more complex than a theft of an item from a store or a stolen car. Therefore, this position merits an upgrade to be on par with the complexity of the cases required to be processed.

## Departmental Cost Worksheet

Current Grade	PT Attorney III	Proposed Grade	Part Time IV	
Salary	\$37,627.20	Salary	\$44,613.78	= \$89,227.56 ÷ 2
FICA (7.65%)	N/A - PT	FICA (7.65%)	N/A - PT	
Retirement (11.5%)	N/A	Retirement (11.5%)	N/A - PT	
Total	\$37,627.20	Total	\$44,613.78	
			Total Annual Impact	\$6,986.58

## Staff Review and Comment



**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

**Position Description Reclassification Request Form**

**General Instructions:** Please complete this form and attach the current and proposed position descriptions, the current and proposed organization charts and any comparative position descriptions that can be identified.

**A. Identification / General Information**

Current Position Title:	Attorney III
Proposed Position Title:	Attorney IV
Current Position Grade:	ATT3
Department Name:	Intake/Grand Jury
Position Number:	
Supervisor Name:	Ellyce Lindberg
Supervisor Phone:	214-653-3878
Supervisor Email:	elindberg@dallascounty.org

**B. Brief Description of the Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to evaluate cases submitted by law enforcements agencies to determine whether to accept or reject the case for prosecution or return the case for additional information. The position also involves determining the correct charge and preparation of indictments.
This is accomplished by reviewing documents, conducting legal research and discussions with law enforcements agencies.
Other duties include discussions with victims and defense attorneys.

**C. Rationale for Reclassification**

Explain what caused the changes in job duties. Be specific as to how those changes occurred and in what timeframe (i.e., last month, two years ago, etc.). Include such things as: changes in organizational structure, changes in department procedures; changes in grant or program scope; new programs/functions; introduction of new equipment/systems; reassignment of job duties/termination of other employees in the work unit, etc.
Over the course of the last few years the amount of theft cases, the type of theft cases and the complexity of theft cases have changed. There are more cases involving identity theft, credit card abuse, tampering with government records and there are also more complex property theft cases. As the world has become more advanced in technology, there has been an increase in cases where technology is used to commit

<p>thefts. Criminals have become more advanced in how they commit theft offenses.</p>
<p>Provide an explanation on the differences between the old and new job duties/responsibilities. Describe how the job has grown and changed since its creation. Include changes in the level of judgment, independence, problem solving and/or management (i.e., position was previously responsible for \$1,000,000 and is now responsible for \$10,000,000; position was previously responsible for supervising two employees and is now responsible for supervising fifteen employees, etc.). Please clearly outline the specific new job duties/responsibilities.</p>
<p>This increase in volume and complexity of cases requires a longer amount of time in reviewing cases, ensuring that there is enough available evidence, thinking through how to properly charge the case and to write indictments.</p>
<p>Are the new duties/responsibilities additional or have they been allocated from another position(s)? Please specify. If the duties have been reassigned, please provide the name, job title, and an explanation of why the duties are being reassigned. Please explain the impact on the position losing the job duties/responsibilities.</p>
<p>The duties are additional in the sense that the complexity has changed.</p>
<p>What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?</p>
<p>No duties have been removed.</p>
<p>Outline the changes in the level of authority of the position (i.e., position now has authority to sign off on expenditures for goods/services). Have any reporting relationships to or from this position been altered?</p>
<p>There is no change in the level of authority.</p>
<p>What specific tasks or activities make the job duties/responsibilities more complex?</p>
<p>The types of cases and facts patterns involved in these cases make them much more complicated than the standard type of theft cases such as shoplifting and motor vehicle thefts.</p>
<p>Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.</p>
<p>Other Intake positions that handle mostly felony cases compare to this position as they also involve more complex offenses and longer evaluation and preparation time.</p>
<p>What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?</p>
<p>The expectations are that these cases are carefully considered, accepted (or rejected) and prepared in accordance with the law and in the interest of justice.</p>

## D. Essential Functions

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

**Percentage of Time:** Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

**Essential/Non-Essential (E or NE):** Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

<b>EXAMPLE ↓</b>		
Function: Maintains exterior of facilities	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function: Evaluating cases submitted by law enforcement agencies	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	60%	E
Reviewing submitted documentation		
Talking with law enforcement agencies		
Determining the most appropriate charge		
Rejecting cases when necessary		
Returning cases to the submitting agency for additional information when necessary		
2. Function: Gathering evidence	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	5%	E
Communication with law enforcement agencies if needed evidence is not all submitted when the case is filed		
3. Function: Legal research	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	10%	E
Research case and statutory law when needed		
4. Function: Drafting indictments	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	20%	E



Writing indictments for each case accepted and adding enhancement paragraphs when applicable		

5. Function: Interacting with law enforcement agencies	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	5%	E
Handling phone calls, e-mails and visits from law enforcement agencies regarding possible cases.		

## E. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## F. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

A scanner is often used in this position.

3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

No specialized equipment is needed.

4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			<i>Frequency of Time</i>			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input type="radio"/>	1.	Office Environment	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.

No protective equipment is needed.

## G. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:
<input checked="" type="radio"/>	6.	Graduate or professional work or advanced degree in: law

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	No previous experience required
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input checked="" type="radio"/>	4.	Minimum of two years experience in/as: law/prosecution
<input type="radio"/>	5.	Minimum of three years experience in/as:
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1. Juris Doctor degree
2. Licensed to practice in the State of Texas
3.
4.
5. Valid Drivers License Required? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, what type?

## H. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input checked="" type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? ☐ Yes ☒ No  
If yes, describe the planning or project management activities associated with this position.


3. Budgetary Responsibility: Does this position involve working with the annual budget? ☐ Yes ☒ No  
If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
Additional comments:	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

☐ Yes ☒ No



If yes, please list the classification titles (not working titles) and number of employees supervised.

Classification Title(s)

Number of Employees

6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position. (Choose one)

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (Choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input checked="" type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of

		own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

## I. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

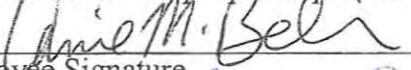
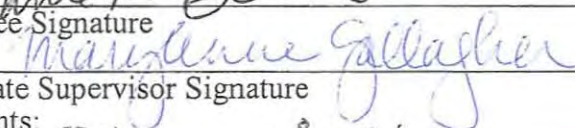
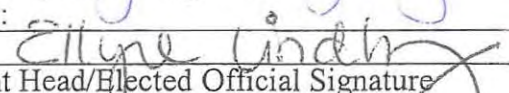
## J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.Felony Attorney V
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.Felony Attorney III
	2.

## K. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature 	Date <u>4/2/15</u>
Immediate Supervisor Signature 	Date <u>4.2.15</u>
Comments: 	Date <u>4.29.15</u>
Department Head/Elected Official Signature	Date





## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	Attorney III	<b>Job Code:</b>	7035300	<b>Job Grade:</b>	ATT3
<b>Reports To:</b>	Section Chief	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	E
<b>Department:</b>	District Attorney	<b>Loc. Code:</b>	0862004	<b>SIC Code:</b>	9222
				<b>WC Code:</b>	8810
<b>Division:</b>	Various	<b>CS Code:</b>	A	<b>EEO Code:</b>	B01

**Summary of Functions:** Performs assignments involving litigation and legal research with authority to make tactical and legal decisions in connections with assigned cases **OR** prosecutes felony cases in assigned court, to include case evaluation, preparation and management.

**Management Scope:** N/A

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Evaluates criminal complaints, accepts or rejects cases for prosecution, determines appropriate charges to be filed, and prepares required documentation for indictments.		E
2. Evaluates assigned cases or lawsuits by: <ul style="list-style-type: none"><li>▪ reviewing documentation,</li><li>▪ conducting and interpreting legal research on applicable laws, rules and interviewing witnesses or persons with knowledge of the cases, and</li><li>▪ gathering evidence.</li></ul>		E
3. Drafts, files, and responds to motions, briefs or other legal documents for trials and/or hearings.		E
4. Explains legal process to potential witnesses, prepares witnesses for court testimony, and ensures clients or victims/families are kept informed on status of cases.		E
5. Gathers, prepares and presents evidence, exhibits and related material for trials or hearings.		E
6. Represents the State or clients in hearings and jury/court trials by: <ul style="list-style-type: none"><li>▪ conducting jury selection,</li><li>▪ presenting opening statements,</li><li>▪ conducting direct and cross-examinations of witnesses, and</li><li>▪ presenting closing arguments.</li></ul>		E
7. Negotiates settlements or plea-bargains and obtains approval of plea-bargains or settlement agreements.		E
8. Prepares legal documents, if settlements or plea-bargain agreements are reached, and ensures proper signatures are secured and documents filed as		E

required.

- |   |   |
|---|---|
| 9. May manage court dockets and case schedules to ensure deadlines are met and records and documentation are accurate and up-to-date. | E |
| 10. Trains or assists in training Attorneys I and II.   | E |
| 11. Performs other duties as assigned.  | N |
- 

**Minimum Qualifications:**

Education, Experience and Training:

Graduation from an accredited law school. One (1) year work related experience.

Special Requirements/Knowledge, Skills & Abilities:

Requires a current license to practice law in the State of Texas. Requires experience as a lead prosecutor for all levels of misdemeanor offenses, or experience providing legal services in conjunction with civil litigation, or appellate work on direct appeals.

Physical/Environmental Requirements:

Standard office and court room environment.

Disclaimer:

This is an "at will" position with no civil service or other appellate rights. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Hay Points/Point Factor:

N/A

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on \_\_\_\_\_

Date \_\_\_\_\_

Approved by Civil Service Commission on \_\_\_\_\_

Date 10/20/2003, 1/31/2006

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. The percentage of time devoted to each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.



## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	Attorney IV	<b>Job Code:</b>	7035400	<b>Job Grade:</b>	ATT 4
<b>Reports To:</b>	Section Chief	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	E
<b>Department:</b>	District Attorney	<b>Loc. Code:</b>	0862004	<b>SIC Code:</b>	9222
				<b>WC Code:</b>	8810
<b>Division:</b>		<b>CS Code:</b>	A	<b>EEO Code:</b>	B01

**Summary of Functions:** With minimal supervision and oversight, performs advanced legal work in the area assigned. Work involves litigation and legal research; drafting legal documents; and interpreting laws, rules, and regulations. Work is performed under general direction with authority to make tactical and legal decisions in connection with assigned cases **OR** prosecutes the more complex general or special-category felony cases in assigned court. Performs case evaluation, preparation and management; represents the state in pre-trial and evidentiary hearings and jury/court trials; and ensures effective communications with defense attorneys, court personnel, victims and family members, witnesses, and other interested parties.

**Management Scope:** N/A

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
-------------------------------------	------------------	--------------------------------

1. Evaluates criminal complaints in order to decide whether or not to accept or reject the case for prosecution, to determine the appropriate charge to be filed and to prepare the required documentation for indictment.
2. Evaluates assigned case or lawsuit by:
  - reviewing documentation,
  - conducting necessary legal research on applicable law,
  - interviewing witnesses or persons with knowledge of the case,
  - gathering evidence, and
  - determining most appropriate action(s) to be taken.
3. Drafts, files and responds to necessary motions, briefs, or other legal documents for trial and/or hearing.
4. Explains legal process to potential witnesses and prepares witnesses for court testimony and ensures client of victim/family kept informed on status of case.
5. Gathers, prepares, and presents evidence, exhibits, and related material for trial or hearing.
6. Represents the State or client in trial and hearings by:
  - conducting jury selection,
  - presenting opening statements,
  - conducting direct and cross-examinations of witnesses, and
  - presenting closing arguments.

7. Negotiates settlements or plea-bargain. Obtains approval, if necessary, of plea-bargain agreement if reached.
8. Prepares necessary legal document if settlement or plea-bargain agreement is reached and ensures proper signatures are secured and documents filed as required.
9. Manages court docket and case schedules to ensure court deadlines are met and records and documentation are accurate and up-to-date.
10. Trains or assists in training Attorneys I, II, and III.
11. On an as needed basis, may perform some of the duties of the Section Chief on a short-term temporary basis.
12. Performs other duties as assigned.

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**Minimum Qualifications:**

Education, Experience and Training:

Graduation from an accredited law school with a current license to practice law in the State of Texas. Two (2) years experience. Experience as lead prosecutor for all levels of felony offenses, serving as lead counsel in conjunction with civil litigation, or extensive appellate work on direct appeals is required.

Special Requirements/Knowledge, Skills & Abilities:

Physical/Environmental Requirements:

Normal office environment.

Hay Points/Point Factor:

N/A

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on \_\_\_\_\_

Date 12/04

Approved by Civil Service Commission on \_\_\_\_\_

Date 1/24/05

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.

# REQUEST FOR OVERTIME/COMPENSATORY TIME BUDGET

<b>Department</b>	<b>Grand Jury - Intake</b>	<b>Budget No.</b>
<b>Description of Function</b>	<b>Prepping and scanning cases into TSP system</b>	

Position Title and Grade	Overtime			Comments and Justification
	Hours	Rate	Total	
Grade 8	20	13.80- 16.93 X 1.5= 20.07- 25.40	\$414-\$508	<p>Currently there are 564(103 felony and 461 misdemeanor) cases in a backlog since the winter holiday time period of 2014 continuing and persisting through March 2015. This backlog of cases need to be uploaded into the TSP system in order for the cases to be reviewed by an attorney and thus processed (accepted or rejected).</p> <p>We are asking for additional assistance from current support staff throughout the office that can do the work.</p> <p>It is very important that these cases are processed so that the justice system does not delay justice for the victims and the defendants.</p> <p>This request follows Vision 3 of Dallas County: Dallas County is safe, secure, and prepared. Eliminating the backlog will maximize effectiveness of the County's criminal justice resources and will reduce crime by holding accountable those whom have committed crime without undue delay; it will to stop those people from committing further crime in the community and ensure that more victims are protected.</p>
Grade 9	20	14.87- 18.25 X 1.5= 22.31- 27.38	\$446- \$547.60	
Grade 10	20	15.63- 19.50 X 1.5 = 23.44- 29.25	\$468.80- \$585	
<b>Total</b>	<b>80</b>	<b>\$65.82- \$82.03</b>	<b>Between \$1,329- \$1,640.6</b>	

**Staff Review and Comment**



	Received	Accepted	Rejected	Returned	Indicted	No Billed	Waivers
January	4891	5235	119	61	1460	62	107
February	4487	5103	115	41	2075	118	66
March	4757	4682	95	59	2246	190	75
<b>TOTALS</b>	<b>14135</b>	<b>15020</b>	<b>329</b>	<b>161</b>	<b>5781</b>	<b>370</b>	<b>248</b>

### Grand Jury Intake Requests 2016

1. New Laptops (8) – Form H
2. New Printers (2 **high** volume) – Form H
3. New Printers (2 **low-medium** volume) – Form H
4. Replacement Equipment (Grand jury Room audio systems and 1 desk for GJ court reporter) – Form D
5. Overtime for support staff for backlog to input into ACMS/TSP – Form A
6. Camie's Reclassification Request (Part time 3 to Part time 4) – Form F

## Current



**PROGRAM IMPROVEMENT REQUEST  
ADDITIONAL STAFF**

<b>Department</b>	<u>District Attorney/Juvenile</u>	<b>Budget No</b> _____
<b>Brief Title of PIR</b>	<u>Attorney IV for CPS cases in 304<sup>th</sup> District Court</u>	
<b>Approx. Net Cost</b>	<u>\$89,227.56 plus benefits minus Title IV reimbursement</u>	<b>Department Priority</b> _____

**Brief Summary of Request**

We request an attorney level 4 to prosecute our child welfare / CPS cases in the 304<sup>th</sup> District Court. See included exhibit.

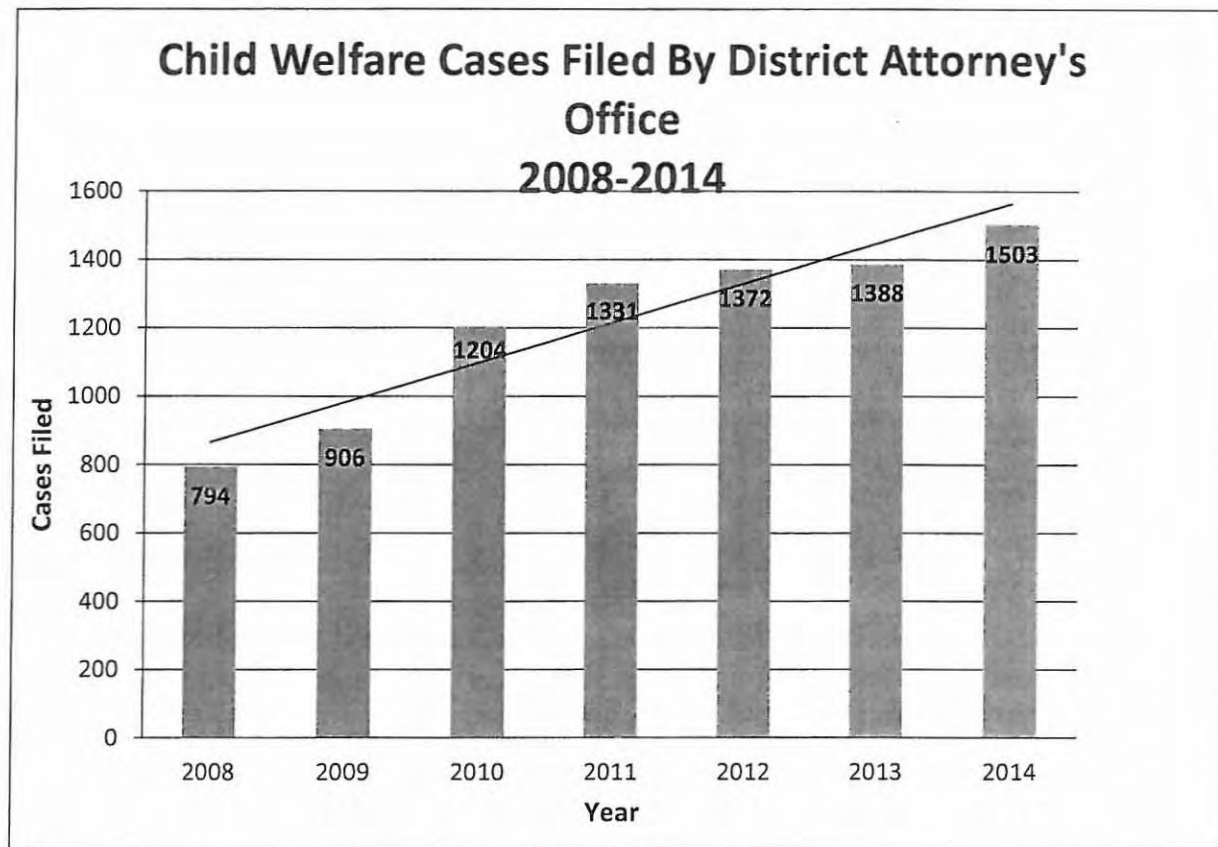
**Discussion of Need**

We currently have 4 prosecutors assigned to handle child welfare / CPS cases that are filed in the 304<sup>th</sup> District Court. The number of case filings and current number of pending cases have become increasingly unmanageable as these 4 lawyers have an average caseload of 104 cases. By statute, these cases must be completed within one year of a given child being removed from his home. The trials, mediations and preparation for such a high number of time intensive cases has become increasingly more challenging and consequently puts the children that we seek to protect at risk. We need help. Adding one attorney in the 304<sup>th</sup> District Court would decrease the caseload to about 81 per lawyer in that court, which is a more manageable number. Please see the included exhibit regarding the increase of case filings in recent years. Your consideration will be greatly appreciated by us and the children we serve. This position would qualify for partial Title IV reimbursement.

**Discussion of Related Performance Measure**

In FY2008 the DA's Office filed 794 CPS cases. Filings have increased annually and totaled 1,503 in FY2014. Consequently, at the end of FY08 the prosecutors in the juvenile division CPS unit averaged 48 pending cases per prosecutor which is a manageable number. At the end of 2014 the prosecutors assigned to the 304th District Court averaged 104 pending cases. The PD's Office currently averages approximately 50 CPS cases per attorney representing CPS parents.

**Staff Review and Comment**



As you can see we filed 89% more cases in 2014 than we did in 2008 without any staff increase. The pressure and stress from this increase is beginning to adversely impact the emotional / mental health of some of our employees as well as the quality of our representation of CPS. While we average 104 CPS cases per attorney in the 304<sup>th</sup> District, our counterparts in the PD's Office are averaging 50. Simply put, we are overwhelmed.



# PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR

Attorney IV to prosecute CPS cases in the 304<sup>th</sup> District Court

## Staff Cost

Grade

Attorney 4

Salary

\$89,228

FICA @ 7.65%

\$6,826

Retirement @ 11.5%

\$10,261

Insurance @ \$8,500

\$8,500

Total \$114,815 – Title IV  
reimbursement

## Related Equipment

Number

Desk

\$683 (HON10773)

Furniture

\$245 (HON2091)

\$269 (HON 10753)

\$220 (HON 314P)

Computer

\$2000 (laptop)

Printer

Network Cabling

Software

Vehicle

Travel

Pager

Cell Phone

Other

Total \$3417

## Other Costs (describe)

Special Training

Consultant Fees

Renovation/Space

Total \$118,232

Less Additional Revenue Source TITLE IV REIMBURSEMENT

Grand Total



**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

**New Position Description Request Form**

**General Instructions:** Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the "Position Reclassification Summary Form")

**A. Identification / General Information**

Proposed Position Title:	Assistant District Attorney
Proposed Position Grade:	Attorney IV
Department Name:	District Attorney's Office
Position Number:	
Supervisor Name & Position Title ("Reports To"):	Durrand Hill Administrative Chief of Juvenile Division
Supervisor Phone:	214 698 2255
Supervisor Email:	durrand.hill@dallascounty.org
Court Order # and Date:	

**B. Brief Description of the New Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to prosecute cases referred to the DA's Office by the Texas Department of Family Protective Services (TDFPS) that relate to the protection of children in dangerous situations and the resulting legal consequences that affect the parent child relationship. This is accomplished by providing legal representation to TDFPS in lawsuits affecting the parent child relationship which usually result in a subsequent return of a subject child to his parents, termination of parental rights or placement of the child with another suitable adult. Other duties would include mediations, civil discovery, jury trials, trials before the court, hearings, consultations with TDFPS.

**C. Essential Functions of the New Position**

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

EXAMPLE ↓	Time	E or NE
Function: Maintains exterior of facilities		
Tasks performed to accomplish this function:	30%	E

By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
<b>1. Function: Represent TDFPS in court ordered mediations</b>	<b>Time</b>	<b>E or NE</b>
<b>Tasks performed to accomplish this function:</b>		
Mediations are required before proceeding to trial on all suits affecting the parent child relationship where TDFPS is the petitioner. All parties and their respective attorneys convene with a mediator in an effort to reach a compromise that disposes of the case without a jury trial. Mediations also require preparation and client consultations beforehand in an effort to achieve the desired result. Mediations are time consuming, averaging 3.5 hours.	25%	E
<b>2. Function: Represent TDFPS in non trial court hearings</b>	<b>Time</b>	<b>E or NE</b>
<b>Tasks performed to accomplish this function:</b>		
Non trial court hearings are required by statute beginning the first business day after TDFPS removes a child from his home. This is also the deadline for the DA's Office to file the lawsuit so that TDFPS can obtain temporary custody of the subject child. Additional court hearings occur by statute or as a result of a motion filed over the course of the one year in which these cases must be completed. These hearings are often contested and long because of the subject matter and the fact that everyone (parent, potential parent, child and sometimes other relatives) is represented by an attorney. Contested hearings require more preparation including client consultations, witness interviews and reviewing often extensive documentary evidence, such as medical records.	35%	E
<b>3. Function: Discovery</b>	<b>Time</b>	<b>E or NE</b>
<b>Tasks performed to accomplish this function:</b>		
All of the opposing attorneys have the right to serve the prosecutor with discovery requests which require the attorney and client to respond or face adverse consequences that would jeopardize the case. The prosecutor must respond to interrogatories, requests for admissions, the production of evidence and occasionally depositions. This prosecutor also prepares similar discovery requests of the opposing attorneys.	15%	E
<b>4. Function:</b>	<b>Time</b>	<b>E or NE</b>
<b>Tasks performed to accomplish this function:</b>		

Jury trials require extensive preparation even though it is always possible that a given case may settle before trial. Preparation requires filing and responding to motions, witness interviews, client consultations, reading and evaluating evidence and conferring with experts.

25%

E

5. Function:

Time

E or NE

*Tasks performed to accomplish this function:*

## D. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## E. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)


3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

Computers coupled with Microsoft Office software

4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			<i>Frequency of Time</i>			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	<i>Office Environment</i>	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.


## F. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).



<input type="radio"/>	1.	Less than high school education
<input type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:
<input checked="" type="radio"/>	6.	Graduate or professional work or advanced degree in: Juris Doctor

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	<i>No previous experience required</i>
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input type="radio"/>	5.	Minimum of three years experience in/as:
<input checked="" type="radio"/>	6.	Minimum of four years experience in/as: attorney
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.	Licensed by the State Bar of Texas
2.	
3.	
4.	
5.	Valid Drivers License Required? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, what type?

## G. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input checked="" type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in depth analytical, evaluative, developmental and constructive thinking.

☐ 6. Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? X Yes ☐ No

If yes, describe the planning or project management activities associated with this position.

The primary projects are trial and other court hearings that this employee would be planning.

3. Budgetary Responsibility: Does this position involve working with the annual budget? ☐ Yes X No

No

If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
Additional comments:	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

X Yes ☐ No

If yes, please list the classification titles (not working titles) and number of employees supervised.

Classification Title(s)	Number of Employees
Attorney III	1 1

6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position (check one).

<input checked="" type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees of a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisor or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department manager including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input checked="" type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather than directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

## H. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and



commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

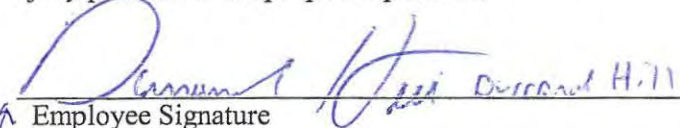
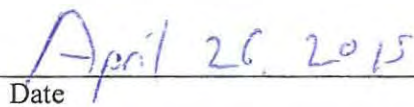
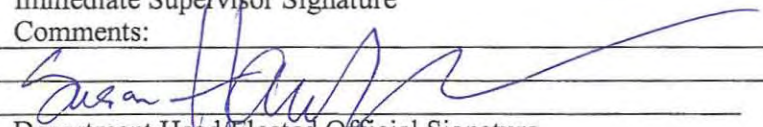
## I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. Attorney V
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1. Attorney IV
	2.

## J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

	
Employee Signature	Date
_____ Immediate Supervisor Signature	_____ Date
Comments: _____	
	_____ Date
Department Head/Elected Official Signature	_____ Date
Comments: _____	

**PROGRAM IMPROVEMENT REQUEST  
ADDITIONAL STAFF**

<b>Department</b>	District Attorney/Juvenile	<b>Budget No</b>
<b>Brief Title of PIR</b>	Attorney IV for CPS cases in 305 <sup>th</sup> District Court	
<b>Approx. Net Cost</b>	\$89,227.56 plus benefits minus Title IV reimbursement	<b>Department Priority</b>

**Brief Summary of Request**

We request an attorney level 4 to prosecute our child welfare / CPS cases in the 305<sup>th</sup> District Court. See included exhibit.

**Discussion of Need**

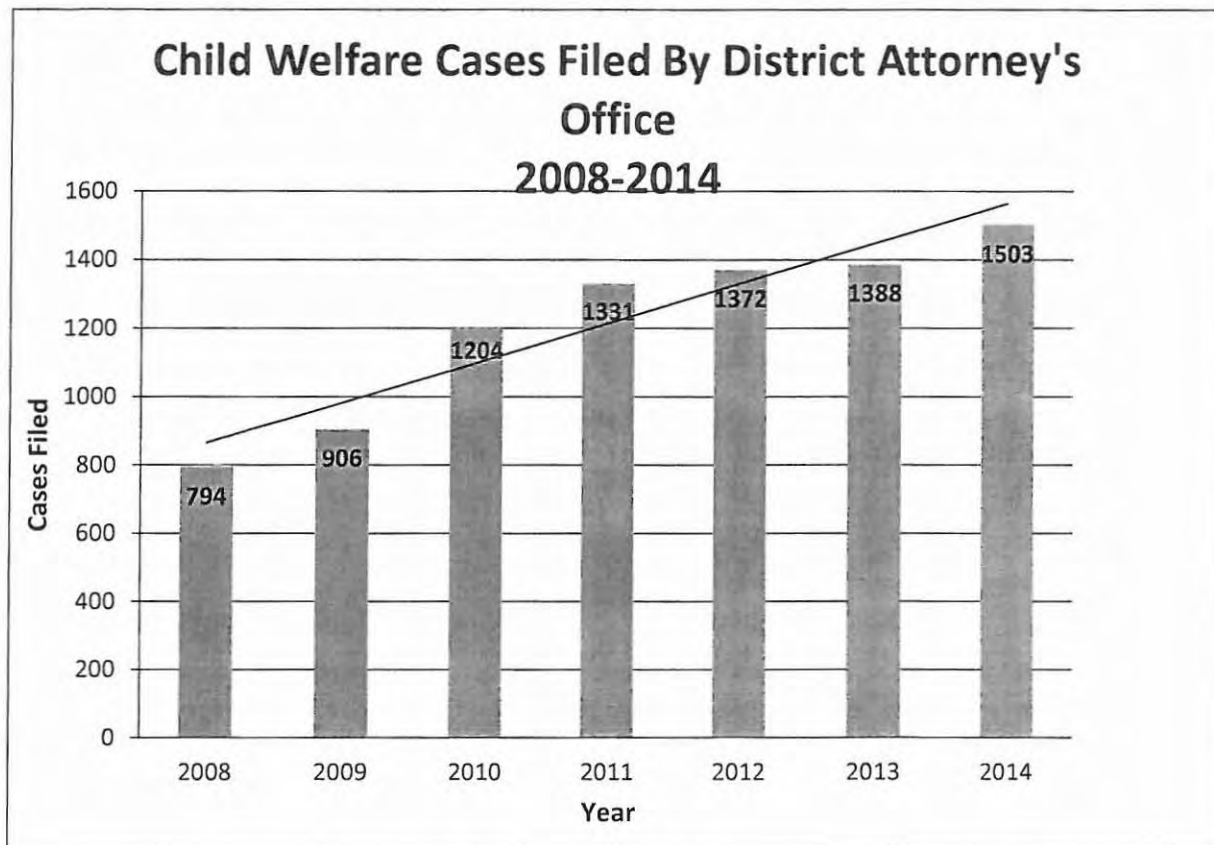
We currently have 4 prosecutors assigned to prosecute child welfare / CPS cases that are filed in the 305<sup>th</sup> District Court. The number of case filings and current number of pending cases have become increasingly unmanageable as these 4 lawyers have an average caseload of 100 cases. By statute, these cases must be completed within one year of a given child being removed from his home. The trials, mediations and preparation for such a high number of time intensive cases has become increasingly more challenging and consequently puts the children that we seek to protect at risk. We need help. Adding one attorney in the 305<sup>th</sup> District Court would decrease the caseload to about 80 per lawyer in that court, which is a more manageable number. Please see the included exhibit regarding the increase of case filings in recent years. Your consideration will be greatly appreciated by us and the children we serve. This position would qualify for partial Title IV reimbursement.

**Discussion of Related Performance Measure**

In FY2008 the DA's Office filed 794 CPS cases. Filings have increased annually and totaled 1,503 in FY2014. Consequently, at the end of FY08 the prosecutors in the juvenile division CPS unit averaged 48 pending cases per prosecutor which is a manageable number. At the end of 2014 the prosecutors assigned to the 305th District Court averaged 100 pending cases. The PD's Office currently averages approximately 50 CPS cases per attorney representing CPS parents.

**Staff Review and Comment**





As you can see we filed 89% more cases in 2014 than we did in 2008 without any staff increase. The pressure and stress from this increase is beginning to adversely impact the emotional / mental health of some of our employees as well as the quality of our representation of CPS. While we average 100 CPS cases per attorney in the 305<sup>th</sup> District, our counterparts in the PD's Office are averaging 50. Simply put, we are overwhelmed.

# PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

**Brief Title of PIR**

Attorney IV to prosecute CPS cases in the 304<sup>th</sup> District Court

**Staff Cost**

Grade	Attorney 4	
Salary	\$89,228	
FICA @ 7.65%	\$6,826	
Retirement @ 11.5%	\$10,261	
Insurance @ \$8,500	\$8,500	
	Total	\$114,815 – Title IV reimbursement

**Related Equipment**

**Number**

Desk	\$683 (HON10773)	
Furniture	\$245 (HON2091)	\$269 (HON 10753)    \$220 (HON 314P)
Computer	\$2000 (laptop)	
Printer		
Network Cabling		
Software		
Vehicle		
Travel		
Pager		
Cell Phone		
Other		
	Total \$3417	

**Other Costs (describe)**

Special Training		
Consultant Fees		
Renovation/Space		
	Total \$118,232	

Less Additional Revenue Source    **TITLE IV REIMBURSEMENT**  
 Grand Total



**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

**New Position Description Request Form**

**General Instructions:** Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the "Position Reclassification Summary Form")

**A. Identification / General Information**

Proposed Position Title:	Assistant District Attorney
Proposed Position Grade:	Attorney IV
Department Name:	District Attorney's Office
Position Number:	
Supervisor Name & Position Title ("Reports To"):	Durrand Hill Administrative Chief of Juvenile Division
Supervisor Phone:	214 698 2255
Supervisor Email:	durrand.hill@dallascounty.org
Court Order # and Date:	

**B. Brief Description of the New Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to prosecute cases referred to the DA's Office by the Texas Department of Family Protective Services (TDFPS) that relate to the protection of children in dangerous situations and the resulting legal consequences that affect the parent child relationship. This is accomplished by providing legal representation to TDFPS in lawsuits affecting the parent child relationship which usually result in a subsequent return of a subject child to his parents, termination of parental rights or placement of the child with another suitable adult. Other duties would include mediations, civil discovery, jury trials, trials before the court, hearings, consultations with TDFPS.

**C. Essential Functions of the New Position**

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

EXAMPLE ↓	Time	E or NE
Function: Maintains exterior of facilities		
Tasks performed to accomplish this function:	30%	E

By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
<b>1. Function: Represent TDFPS in court ordered mediations</b>	<b>Time</b>	<b>E or NE</b>
<b>Tasks performed to accomplish this function:</b>		
Mediations are required before proceeding to trial on all suits affecting the parent child relationship where TDFPS is the petitioner. All parties and their respective attorneys convene with a mediator in an effort to reach a compromise that disposes of the case without a jury trial. Mediations also require preparation and client consultations beforehand in an effort to achieve the desired result. Mediations are time consuming, averaging 3.5 hours.	25%	E
<b>2. Function: Represent TDFPS in non trial court hearings</b>	<b>Time</b>	<b>E or NE</b>
<b>Tasks performed to accomplish this function:</b>		
Non trial court hearings are required by statute beginning the first business day after TDFPS removes a child from his home. This is also the deadline for the DA's Office to file the lawsuit so that TDFPS can obtain temporary custody of the subject child. Additional court hearings occur by statute or as a result of a motion filed over the course of the one year in which these cases must be completed. These hearings are often contested and long because of the subject matter and the fact that everyone (parent, potential parent, child and sometimes other relatives) is represented by an attorney. Contested hearings require more preparation including client consultations, witness interviews and reviewing often extensive documentary evidence, such as medical records.	35%	E
<b>3. Function: Discovery</b>	<b>Time</b>	<b>E or NE</b>
<b>Tasks performed to accomplish this function:</b>		
All of the opposing attorneys have the right to serve the prosecutor with discovery requests which require the attorney and client to respond or face adverse consequences that would jeopardize the case. The prosecutor must respond to interrogatories, requests for admissions, the production of evidence and occasionally depositions. This prosecutor also prepares similar discovery requests of the opposing attorneys.	15%	E
<b>4. Function:</b>	<b>Time</b>	<b>E or NE</b>
<b>Tasks performed to accomplish this function:</b>		



Jury trials require extensive preparation even though it is always possible that a given case may settle before trial. Preparation requires filing and responding to motions, witness interviews, client consultations, reading and evaluating evidence and conferring with experts. Prosecutors generally try jury trials in pairs so this prosecutor would at times be the lead or primary prosecutor on the case and at times he/she may be assisting another attorney in trying a case.

25%

E

**5. Function:**

Time

E or NE

**Tasks performed to accomplish this function:**

**D. Visual-Mental Demands**

1. **Visual-Mental Demands:** Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

**E. Physical Demands, Equipment Requirements, Working Conditions**

1. **Strength Demands:** Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)


3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

Computers coupled with Microsoft Office software

4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			<i>Frequency of Time</i>			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input type="radio"/>	1.	<i>Office Environment</i>	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input checked="" type="radio"/>	3.	Court House / Office						

6. Protective Equipment Required: List any protective equipment required for this position.


## F. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:
<input checked="" type="radio"/>	6.	Graduate or professional work or advanced degree in: Juris Doctor

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	<i>No previous experience required</i>
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input type="radio"/>	5.	Minimum of three years experience in/as:
<input checked="" type="radio"/>	6.	Minimum of four years experience in/as: attorney
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.	Licensed by the State Bar of Texas
2.	
3.	
4.	
5.	Valid Drivers License Required? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, what type?

## G. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.

<input checked="" type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? ☒ Yes  
If yes, describe the planning or project management activities associated with this position.

The primary projects are trial and other court hearings that this employee would be planning.

3. Budgetary Responsibility: Does this position involve working with the annual budget? ☐ Yes ☒ No

If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
Additional comments:	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

☒ Yes ☐ No

If yes, please list the classification titles (not working titles) and number of employees supervised.

Classification Title(s)	Number of Employees
Attorney III	1 1



6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position (check one).

<input checked="" type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees of a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisor or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department manager including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input checked="" type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather than directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

## H. Human Relations

**Interpersonal/Human Relations Skills:** This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

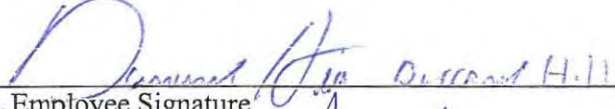
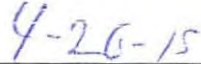
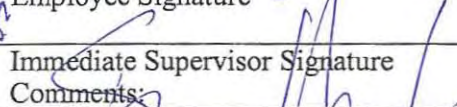
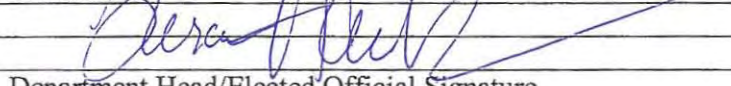
## I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. Attorney V
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1. Attorney III
	2.

## J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

	
Employee Signature	Date
	Date
Immediate Supervisor Signature	Date
Comments:	
	Date
Department Head/Elected Official Signature	Date
Comments:	



# DISTRICT ATTORNEY

## Juvenile Delinquency

Performance Measures Linked to Specific Resource Allocation are Boxed

FY2015										
FY11	FY12	FY14	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Annual Estimate	Target	Target Met?	

### Workload Measures

Cases filed	4,580	4,751	3,928	887						
Offenses filed in court	3,600	3,795	3,314	749						
Petitions filed in court	2,947	2,951	2,409	556						

### Efficiency Measures

Offenses filed per prosecutor	360	380	332	75						
Petitions filed per Prosecutor	295	295	241	56						

### Outcome Measures

Cases disposed	3,445	3,400	3,801	925						
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# DISTRICT ATTORNEY

## Child Welfare

Performance Measures Linked to Specific Resource Allocation are Boxed

			FY2015						
FY12	FY13	FY14	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Annual Estimate	Target	Target Met?

### Workload Measures

Cases filed	1,372	1,388	1,503	410
Subject Children Received		2445	2,666	633

### Efficiency Measures

Cases per prosecutor	115	115	124	34
Cases per investigator	687	794	752	205

### Outcome Measures

Dispositions	1,279	1,298	1,452	330
Pre-Termination Cases Pending	1,046	4,480	4,878	1,337
Cases Pending per Prosecutor	87	87	87	111

\*Numbers previously submitted were for a year instead of quarterly

# PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

<b>Department</b>	District Attorney/Mental Health	<b>Budget No.</b>	
<b>Position Title</b>	Attorney V (Mental Health Division Supervisor)	<b>Position No.</b>	7248
<b>Current Grade</b>	V	<b>Job Code</b>	703550
		<b>Department Priority</b>	#1 High/Immediate

## Description of Changes in Work Being Performed

This attorney has been litigating complex, serious and highly visible cases. Judges have begun requesting opinions and legal research specific to mental illness. This position was originally created as an Attorney V position but the Attorney VI, Managing Attorney, job description better describes the duties and responsibilities today.

## Reason/Authority for Change (see Budget Manual)

The complexity of the position has increased. The attorney in is position has tried cases from complex murder jury trials down which include issues of competency, insanity, and mental illness. Prosecutors within the office and private attorney are increasingly requesting assistance with cases involving mental illness. The complexity is increasing because with the success of the program, many more issues are being brought to the attention of the Division. Court Chiefs (Attorney V) are referring complex, difficult cases. The position also now provides education to other prosecutors. (See Attached Exhibit A). Due to the increasing complexity of mental health issues and services available, the receptionists at the front desk indicate that the Mental Health Division Attorneys services are requested more than any other attorneys in the office. Much overtime work is necessary to handle the increasingly complex cases and volume.

## Departmental Cost Worksheet

Current Grade	ADA V	Proposed Grade	ADA VI
Salary	106,292	Salary	121,133
FICA (7.65%)	8,131	FICA (7.65%)	9,266
Retirement (11.5%)	12,223	Retirement (11.5%)	13,930
Total	126,646	Total	144,329
		Total Annual Impact 17,683	

## Staff Review and Comment



**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

**Position Description Reclassification Request Form**

**General Instructions:** Please complete this form and attach the current and proposed position descriptions, the current and proposed organization charts and any comparative position descriptions that can be identified.

**A. Identification / General Information**

Current Position Title:	Mental Health Division Supervisor, Assistant District Attorney
Proposed Position Title:	Attorney VI
Current Position Grade:	Attorney V
Department Name:	District Attorney
Position Number:	7248
Supervisor Name:	Cindy Stormer
Supervisor Phone:	214 653 3600
Supervisor Email:	Cindy.Stormer@dallascounty.org

**B. Brief Description of the Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to oversee the prosecution/diversion from the criminal justice system of those defendants with a diagnosed mental illness. The position supervises two to three other attorneys and consults with and educates the entire District Attorney's office about mental health related issues.

This is accomplished by reviewing cases and managing a criminal caseload and supervision of and consultation with other attorneys and trying extremely complex cases in the courtroom

Other duties include consultation with and coordination of entities in the criminal justice system and mental health professionals (see attached Exhibit A).

**C. Rationale for Reclassification**

Explain what caused the changes in job duties. Be specific as to how those changes occurred and in what timeframe (i.e., last month, two years ago, etc.). Include such things as: changes in organizational structure, changes in department procedures; changes in grant or program scope; new programs/functions; introduction of new equipment/systems; reassignment of job duties/termination of other employees in the work unit, etc.

ANSWER:

Since the Division's inception in 2007 it has increasingly become more demanding (see attached Exhibit A). One third of the defendants in the Dallas jail have a diagnosed mental illness. The Metrocare Match (individuals on psychotropic medication in the jail) has tripled in the last five years. Successfully



operating the Mental Health program results in more referrals over the years, including more referrals of complex cases.

Provide an explanation on the differences between the old and new job duties/responsibilities. Describe how the job has grown and changed since its creation. Include changes in the level of judgment, independence, problem solving and/or management (i.e., position was previously responsible for \$1,000,000 and is now responsible for \$10,000,000; position was previously responsible for supervising two employees and is now responsible for supervising fifteen employees, etc.). Please clearly outline the specific new job duties/responsibilities.

ANSWER:

(See attached Exhibit A) The position is responsible for training the prosecutors in the District Attorney's Office and defense attorneys on the issues of mental health and best practices. There has been increasing complexity of services available and requests for assistance. The position was created as an Attorney V and the caseload has more than tripled since its creation. The position was previously responsible for supervising one Attorney IV and now supervises two Attorney IV positions and frequently also supervises Attorneys-on-Loan and interns (as many as five at one time). The addition to the Public Defender's office has increased our workload.

Are the new duties/responsibilities additional or have they been allocated from another position(s)? Please specify. If the duties have been reassigned, please provide the name, job title, and an explanation of why the duties are being reassigned. Please explain the impact on the position losing the job duties/responsibilities.

ANSWER:

The duties are additional and a result of more diagnoses of mental illness. (See attached Exhibit A)

What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?

ANSWER:

None. The duties and responsibilities continue to increase each year.

Outline the changes in the level of authority of the position (i.e., position now has authority to sign off on expenditures for goods/services). Have any reporting relationships to or from this position been altered?  
N/A

What specific tasks or activities make the job duties/responsibilities more complex?

ANSWER:

The increased volume of cases. There is a need for more attorneys and personnel to manage and be supervised due to the success of the program. Prosecutors and defense attorneys need education and advice regarding mental health. More complex cases are being referred to the Division by court Chiefs that need to be tried.

Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.

ANSWER:

The following division chiefs in the District Attorney's Office are Attorney Level VII: Appellate, Federal, Grand Jury, Misdemeanor, . The following Divisions chiefs are Attorney Level VI: Public Integrity, Specialized, Organized, Family Violence, and Child Abuse. This position should be raised to harmonize with the other Division Chiefs. This position is a supervisor of cases in ALL the criminal courts in the Frank Crowley courts building.



What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?

Supervision of more attorneys and staff to enable quicker diversion from the jail, quicker movement to the State penitentiary, more uniformity of the treatment of defendants, etc..

## D. Essential Functions

**Description of Essential Function:** Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

**Percentage of Time:** Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

**Essential/Non-Essential (E or NE):** Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

<b>EXAMPLE</b> ↓ Function:	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>	30%	E
1. Function: managing a felony caseload and supervision of the Competency Attorney and another Mental Health Attorney added in 2013	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b> In addition to all the functions in the Attorney VI job description: trying extremely complex felony cases with issues of insanity, competency, mental illness, etc. .		E
Allowing defendants to receive prompt attention and treatment for their mental illness so they do not languish in the jail unnecessarily.		
Reviewing files. Ordering and reviewing medical records (some of which are thousands of pages) and pen packets.		
This includes all seventeen felony District Courts (unlike most prosecutors who are only responsible for one court).		
Tracking down and talking to witnesses and family members.		
Approving the granting of probation, dismissals, etc.		
Authorizing the reduction in the level of offenses.		
Preparing cases for trial. Conducting trials		
2. Function: coordination with the public defenders office	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>		E
Determining the action to be taken for serious and complex situations.		
Approving treatment options for the mentally ill.		
Coordinating for housing, treatment, transportation, safe release from jail, etc. via the case managers in the Public Defender's Office.		
Court appearances and pleas.		

Preparation of documents for discovery.		
Redacting and scanning documents.		
3. Function: reviewing cases	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>		E
Working with the grand/jury intake division to identify appropriate cases needing attention of a mental health nature		
Reviewing police reports.		
Reviewing legal documents.		
Drafting legal documents.		
Attendance at pretrial hearings.		
Locating evidence.		
Field work: talking to witnesses, investigations, etc.		
4. Function: coordination with private attorneys	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>		E
Coordination with the County Mental Health/Jail Diversion officer to consult with defendants.		
Investigating and approving treatment options.		
Coordinating for housing and /or transportation of mental ill defendants to court.		
(see above)		

5. Function: consultations with attorneys, Judges, law enforcement, doctors, family members, etc.	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>		E
Consultation with and education of the various parties in the system to coordinate the best resolution of a case.		
Answering phones.		
Conducting continuing legal education for prosecutors, defense attorneys, judges, advocates, etc.		
Legal research when necessary.		
Attending the Behavioral Health Steering Committee meetings, roundtable discussions, etc.		
Presenting continuing legal education to attorneys and advocates, panel discussions in the community, etc.		

## E. Visual-Mental Demands

1. **Visual-Mental Demands:** Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

				Frequency of Time		
				0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

		concentration to detail most of the time.			
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
X	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	X

## F. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
X	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	X	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

Telephone: With caller I.D. office (1); cell (1)

3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

Computer and software (Forvus, ACMS, AIS, Court Notify, etc)

4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

Environmental Condition			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
X	1.	Driving	X	○	○	○
○	2.	Mechanical hazards	○	○	○	○
○	3.	Chemical hazards	○	○	○	○
○	4.	Electrical hazards	○	○	○	○
○	5.	Fire hazards	○	○	○	○
○	6.	Communicable diseases	○	○	○	○
X	7.	Physical danger or abuse (specify): prosecution of mentally ill defendants with great potential for violence	X	○	○	○
○	8.	Other (specify):	○	○	○	○

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

X	1.	Office Environment	○	4.	Clinic	○	6.	Residential Facility (not secure)
○	2.	Shop or Warehouse	○	5.	Secured Facility	○	7.	Vehicle
X	3.	Other (Specify): Courtroom						

6. Protective Equipment Required: List any protective equipment required for this position.

N/A

## G. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

○	1.	Less than high school education
○	2.	High school diploma or equivalent
○	3.	One year college
○	4.	Two-year Associate's degree in:
○	5.	Four-year Bachelor's degree in:
X	6.	Graduate or professional work or advanced degree in: Law



2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	No previous experience required
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input type="radio"/>	5.	Minimum of three years experience in/as:
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input checked="" type="radio"/>	10.	Minimum of eight years experience in/as: Prosecutor and/or criminal defense attorney

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.	Graduation from an accredited law school and licensed by the State Bar of Texas
2.	
3.	
4.	
5.	Valid Drivers License Required? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, what type? Texas driver's license

## H. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="radio"/>	4.	Work tasks are varied, and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input checked="" type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? ☒ Yes ☐ No  
If yes, describe the planning or project management activities associated with this position.

Training, supervising, advising the Mental Health Attorney, Competency Attorney, lawyers-on-loan, interns
---



and volunteers to do various jobs in the Division.
Presenting Continuing Legal Education to prosecutors, defense attorneys, judges, etc. on the issue of mental health.
Presenting a paper on Mental Health/Therapeutic Justice to the Advanced Criminal Law Course.
Educating attorneys from other jurisdictions that call or come to review our mental health criminal justice system.
Coordinating services for individuals: training, housing, employment, etc..
Managing a criminal caseload. Etc. . . .

3. Budgetary Responsibility: Does this position involve working with the annual budget? ☒ Yes ☐ No  
If yes, please indicate the types of budgetary activities required.

<input checked="" type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
<u>Additional comments:</u>	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

☒ Yes ☐ No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>
Attorney IV – Competency Attorney, Mental Health Attorney	2
Lawyers on Loan	When available
Interns	When available
Volunteers	When available

6. Management and Supervisory Responsibility: If you answered “Yes” to the management and supervisory question previously, indicate the management and supervisory direction provided by the position. (Choose one)

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
-----------------------	----	--

<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input checked="" type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (Choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input checked="" type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

## I. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and



commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

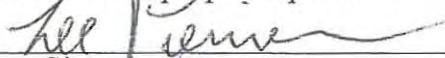
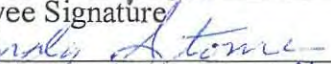

## J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. Attorney VI
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1. Attorney IV
	2.

## K. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature 	Date 3/2/15
Immediate Supervisor Signature 	Date 4/2/15
Comments:	
Department Head/Elected Official Signature 	Date 5/3/15
Comments:	



## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	Attorney V	<b>Job Code:</b>	703550	<b>Job Grade:</b>	ATT5
<b>Reports To:</b>	Section Chief	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	E
<b>Department:</b>	District Attorney	<b>Loc. Code:</b>	0862004	<b>SIC Code:</b>	9222
				<b>WC Code:</b>	
<b>Division:</b>	Various	<b>CS Code:</b>	A	<b>EEO Code:</b>	B01

**Summary of Functions:** Supervises the operations of an assigned court and/or assigned cases including staff supervision, evaluation and training.

**Management Scope:** May generally supervise staff.

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Manages the court docket by assigning cases and work to felony prosecutors, attorneys and other staff.		E
2. Authorizes reduction in level or class of offenses, recommends PR bonds, approves granting of probation and signs various types of dismissals.		E
3. Resolves disputes between the court, defense attorneys and staff, and determines appropriate actions to be taken for unusual, extremely serious or complex situations.		E
4. Ensures that records and documents are accurate, up-to-date and processed in accordance with standard procedures.		E
5. Evaluates assigned cases or lawsuits by: <ul style="list-style-type: none"> <li>• reviewing documentation,</li> <li>• conducting and interpreting legal research on applicable law, rules and regulations,</li> <li>• interviewing witnesses or persons with knowledge of the cases,</li> <li>• gathering evidence, and</li> <li>• determining the appropriate action(s) to be taken.</li> </ul>		E
6. Drafts, files and responds to motions, briefs or other legal documents for trials and/or hearings.		E
7. Explains legal process to potential witnesses, prepares witnesses for court testimony and ensures clients or victims/families are kept informed on status of case.		E
8. Gathers, prepares and presents evidence, exhibits and related materials for trials or hearings.		E

- |   |   |
|---|---|
| 9. Represents the State or clients in pre-trials, evidentiary hearings and jury/court trials by: <ul style="list-style-type: none"><li>• conducting jury selection,</li><li>• presenting opening statements,</li><li>• conducting direct and cross-examinations of witnesses, and</li><li>• presenting closing arguments.</li></ul> | E |
| 10. Assesses strengths and weaknesses of cases, negotiates settlements or plea-bargains and obtains approval, if necessary, of plea-bargain agreements  | E |
| 11. Prepares legal documents if settlements or plea-bargain agreements are reached and ensures proper signatures are secured and documents filed as required.   | E |
| 12. Conducts presentations at conferences and seminars; instructs law enforcement and other criminal justice personnel in legal aspects of investigations, prosecutions and other litigation; and speaks before community and citizens groups.  | E |
| 13. Performs other duties as assigned.  | N |
- 

**Minimum Qualifications:**

Education, Experience and Training:

Graduation from an accredited law school. Three (3) years work related experience.

Special Requirements/Knowledge, Skills & Abilities:

Requires a current license to practice law in the State of Texas. Requires experience as lead prosecutor for more-complex felony cases, as lead counsel in conjunction with more serious or complex civil litigation, or extensive appellate work on direct appeals and capital writs.

Physical/Environmental Requirements:

Standard office and court environment.

**Disclaimer:**

This is an "At Will" position with no civil service or other appellate rights. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Hay Points/Point Factor:

N/A

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on

Date 10/2004

Approved by Civil Service Commission on

Date 10/18/04





## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	Attorney VI (Managing Attorney)	<b>Job Code:</b>	7035600	<b>Job Grade:</b>	ATT6
<b>Reports To:</b>	Division Chief	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	E
<b>Department:</b>	District Attorney	<b>Loc. Code:</b>	0862004	<b>SIC Code:</b>	9222
				<b>WC Code:</b>	8810
<b>Division:</b>	Various	<b>CS Code:</b>	A	<b>EEO Code:</b>	B0101

**Summary of Functions:** Directs and manages the operations of an organizational section of the District Attorney's Office. Supervises, evaluates and trains attorneys/prosecutors and staff. Oversees all operations including case assignments, docket call, and plea bargains or settlement negotiations. Prosecutes or litigates the most complex and serious or highly visible cases. Performs case evaluation, preparation and management; represents the state/client in pre-trial and evidentiary hearings and jury/court trials; and ensures effective communication with defense attorneys, court personnel, victims and family members, witnesses, the general public, the media and other interested parties. Work involves litigation and legal research; drafting legal documents; and interpreting laws, rules and regulations. Work is performed independently with general direction and guidance from the Division Director.

**Management Scope:** Trains and supervises staff.

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Directs and manages the overall operation, including the court docket, if applicable, which includes assigning cases and work to felony prosecutors, attorneys and/or staff.		E
2. May prepare budgetary input, attend management meetings, provide input on policies and procedures, and perform related operational management duties.		E
3. Supervises, evaluates and trains staff.		E
4. Authorizes reduction in level or class of offenses, recommends PR bonds, approves granting of probation, and signs various types of dismissals.		E
5. Resolves disputes between the court, defense attorneys and staff; and determines appropriate action to be taken for unusual or extremely serious or complex situations.		E
6. Ensures that records and documentation are accurate, up-to-date and processed in accordance with standard procedures.		E
7. Evaluates assigned cases or lawsuits by: <ul style="list-style-type: none"> <li>• reviewing documentation,</li> <li>• conducting necessary legal research on applicable laws,</li> <li>• interviewing witnesses or persons with knowledge of the cases,</li> </ul>		E

- gathering evidence, and
  - determining most appropriate action(s) to be taken.
8. Drafts, files and responds to necessary motions, briefs or other legal documents for trials and/or hearings. E
  9. Explains legal process to potential witnesses, and prepares witnesses for court testimony, and ensures clients or victims/families are kept informed on status of cases. E
  10. Gathers, prepares and presents evidence, exhibits and related material for trials or hearings. E
  11. Represents the State or client in trials and hearings by: E
    - conducting jury selection,
    - presenting opening statements,
    - conducting direct and cross-examinations of witnesses, and
    - presenting closing arguments.
  12. Assesses strengths and weaknesses of cases and negotiates settlements or plea-bargain. Obtains approval, if necessary, if plea bargain or settlement agreement is reached. E
  13. Prepares necessary legal documents, if settlements or plea-bargain agreements is reached, and ensures proper signatures are secured and documents filed as required. E
  14. Conducts presentations at conferences and seminars; instructs law enforcement and other criminal justice personnel in legal aspects of investigations, prosecutions, and other litigation; and speaks before community and citizens groups. E
  15. Performs other duties as assigned. N

### **Minimum Qualifications:**

#### Education, Experience and Training:

Graduation from an accredited law school. with a current license to practice law in the State of Texas. Four (4) years experience. Experience supervising other attorneys or equivalent managerial work and/or extensive experience in advanced legal work relevant to assigned section.

#### Special Requirements/Knowledge, Skills & Abilities:

Requires a current license to practice law in the State of Texas. Requires experience supervising other attorneys or equivalent managerial work and/or extensive experience in advanced legal work relevant to assigned section.

### **Physical/Environmental Requirements:**

Standard office and court room environment.

Disclaimer:

This is an "at will" position with no civil service or other appellate rights. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Hay Points/Point Factor:

N/A

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on

Date 06/05

Approved by Civil Service Commission on

Date \_\_\_\_\_

*This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.*



## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b> Attorney VII(Legal Div. Dir) Former ADA X,XI,XII	<b>Job Code:</b> 70357	<b>Job Grade:</b> Att 7
<b>Reports To:</b> First Assistant	<b>Pos. No:</b> See below	<b>SIC:</b> 9222
<b>Department:</b> District Attorney	<b>Loc. Code:</b> 0862004	<b>FLSA Code:</b> E
<b>Division:</b> Various	<b>C Service Code:</b> A	<b>EEOC Code:</b> B0101

**Summary of Functions:** Directs and coordinates the operations of a major division of the District Attorney's Office. Oversees and direct all operations through subordinate managerial personnel. Work involves litigation and legal research; drafting legal documents; and interpreting laws, rules, and regulations. Prosecutes or litigates the most-complex and serious or highly visible cases. Acts as lead prosecutor in capital murder cases where the state is seeking the death penalty. Performs case evaluation, preparation, and management; represents the state/client in pre-trial and evidentiary hearings and jury/court trials; and ensures effective communications with defense attorneys, court personnel, victims and family members, witnesses, the general public, the media, and other interested parties. Work is performed independently with general direction and guidance from the First Assistant or District Attorney.

	% of time	Essential (E) or	Nonessential (N)
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### ESSENTIAL DUTIES

1. Directs and coordinates the overall division operation, including the court docket, if applicable, which includes assigning cases and work to felony prosecutors, attorneys, and/or staff.
2. Prepares budgetary input, attends management meetings, provides input on policies and procedures, and performs related operational management duties.
3. Consults and confers with subordinate managerial personnel in order to:
  - \$ resolve problems
  - \$ modify operational strategies, policies, and tactics
  - \$ formulate responses to changing internal and external environmental conditions
  - \$ develop tactical plans and longrange goals and objectives;
  - \$ provides advise and counsel to the District Attorney,
  - \$ participates in management of all operational aspects of the District Attorney's Office.

4. Supervises, evaluates, and trains staff and interviews

applicants for selection and promotion.

5. Resolves disputes between the court, defense attorneys, and staff and determines appropriate action to be taken for unusual or extremely serious or complex situations.
6. Ensures that records and documentations are accurate, up-to-date, and processed in accordance with standard procedures.
7. Evaluates assigned cases or lawsuits by:
  - \$ reviewing documentation
  - \$ conducting necessary legal research on applicable
  - \$ law interviewing witnesses or persons with knowledge of the case, gathering evidence, and
  - \$ determining most appropriate action(s) to be taken.
8. Drafts, files and responds to necessary motions, briefs, or other legal documents for trial and/or hearing.
9. Explains legal process to potential witnesses and prepares witnesses for court testimony and ensures client or victim/family are kept informed on status of case; ensures clients/victim and their families are informed of plea or settlement agreement and its consequences.
10. Gathers, prepares, and presents evidence, exhibits, and related material for trial or hearing.
11. Represents the State or client in trial and hearings by:
  - \$ conducting jury selection
  - \$ presenting opening statements
  - \$ conducting direct and cross-examinations of witnesses
  - \$ presenting closing arguments.
12. Assesses strengths and weaknesses of cases and negotiates settlements or plea-bargain. Obtains approval, if necessary, of plea bargain or settlement agreement is reached .
13. Prepares necessary legal document if settlement or plea-bargain agreement is reached and ensures proper signatures are secured and documents filed as required.
14. Conducts presentations at conferences and seminars; instructs law enforcement and other criminal justice personnel in legal aspects of investigations, prosecutions, and other litigation; and speaks before community and citizens groups.



15. May be responsible for all administrative functions of the office including supervise, evaluate, hire, and train administrative support staff; prepare or oversee preparation of budgets, procedure and policy manuals; maintain or oversee the maintenance of financial, purchasing, and other records; and perform related administrative duties.

16 Performs other duties as assigned.

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**Minimum Qualifications:**

Education, Experience and Training: Graduation from an accredited law school with a current license to practice law in the State of Texas. Five (5) years experience. Experience supervising other attorneys or equivalent managerial work and/or extensive experience in advanced legal work relevant to assigned division.

Special Requirements:

Physical/Environmental Requirements:

Normal office environment.

Hay Points: KH=pts, PS=pts, AC=pts, TTL=pts,

Position numbers: 3301, 3409, 3398, 3349, 3368, 4243, 3316, 401, 3414, 4977, 3313, 3437.

Supervisor=s Signature \_\_\_\_\_ Date \_\_\_\_\_

*Approved by Commissioners Court and/or Civil Service Commission: \*12/06/99*

# PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

<b>Department</b>	District Attorney	<b>Budget No.</b>	
<b>Position Title</b>	Mental Health Division – Competency Attorney	<b>Position No.</b>	7245
<b>Current Grade</b>	Attorney IV	<b>Job Code</b>	7035400
		<b>Department Priority</b>	#2 High/Immediate

**Description of Changes in Work Being Performed**

The ever increasing demands for the services of the Mental Health Division prosecutors have resulted in this attorney position taking on difficult, complex felony cases from intake, to mental institution, to trial. This attorney also monitors those found Not-Guilty-By-Reason-of-Insanity.

**Reason/Authority for Change (see Budget Manual)**

The complexity of the position has increased. Numerous duties were not anticipated when the position was created in 2007. This attorney now utilizes as many as five interns (volunteers) at any given time. The position also now provides education to other prosecutors. (See Attached Exhibit A). Due to the increasing complexity of mental health issues and services available, the receptionists at the front desk indicate that the three Mental Health Division Attorneys services are requested more than any other attorneys in the office. Much overtime work is necessary to handle the increasingly complex cases.

**Departmental Cost Worksheet**

Current Grade	Atty IV	Proposed Grade	Attorney V
Salary	\$89,228	Salary	\$106,292 benefits)
FICA (7.65%)	\$6,826	FICA (7.65%)	\$8,131
Retirement (11.5%)	\$10,261	Retirement (11.5%)	\$12,223
Total	\$106,315	Total	\$126,646
		Total Annual Impact \$20,331	

**Staff Review and Comment**



## DALLAS COUNTY HUMAN RESOURCES/CIVIL SERVICE

### Position Description Reclassification Request Form

**General Instructions:** Please complete this form and attach the current and proposed position descriptions, the current and proposed organization charts and any comparative position descriptions that can be identified.

#### A. Identification / General Information

Current Position Title:	Mental Health Division – Deputy Chief Mental Health Assistant District Attorney
Proposed Position Title:	Attorney V
Current Position Grade:	Attorney IV
Department Name:	District Attorney
Position Number:	7245
Supervisor Name:	Lee Pierson, Assistant District Attorney
Supervisor Phone:	214 653 3873
Supervisor Email:	<a href="mailto:Lee.Pierson@dallascounty.org">Lee.Pierson@dallascounty.org</a>

#### B. Brief Description of the Position

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to oversee the prosecution/diversion from the criminal justice system of defendants with a diagnosed mental illness with an emphasis on competency issues and competency restoration.
This position also monitors those defendants found not guilty by reason of insanity, from the initial hearings to the release into the community of some of those defendants.
This position coordinates with hospitals and doctors throughout the State.
Overseeing competency hearings, monitoring cases where the defendant is deemed incompetent (whether in a mental institution, jail or on out-patient competency restoration) etc..
Other duties include reviewing and managing a felony criminal caseload which includes trying extremely complex and difficult cases

#### C. Rationale for Reclassification

Explain what caused the changes in job duties. Be specific as to how those changes occurred and in what timeframe (i.e., last month, two years ago, etc.). Include such things as: changes in organizational structure, changes in department procedures; changes in grant or program scope; new programs/functions; introduction of new equipment/systems; reassignment of job duties/termination of other employees in the work unit, etc.

ANSWER:



The number of mentally ill defendants in the Dallas jail has increased dramatically since the Division was created resulting in more complex cases being assigned and referred to the Division.

Provide an explanation on the differences between the old and new job duties/responsibilities. Describe how the job has grown and changed since its creation. Include changes in the level of judgment, independence, problem solving and/or management (i.e., position was previously responsible for \$1,000,000 and is now responsible for \$10,000,000; position was previously responsible for supervising two employees and is now responsible for supervising fifteen employees, etc.). Please clearly outline the specific new job duties/responsibilities.

ANSWER:

More independent judgment is needed with the increasing complexity of services available and different options available in the different specialty courts. The caseload of this position continues to grow daily. (See Attached Exhibit A)

Are the new duties/responsibilities additional or have they been allocated from another position(s)? Please specify. If the duties have been reassigned, please provide the name, job title, and an explanation of why the duties are being reassigned. Please explain the impact on the position losing the job duties/responsibilities.

ANSWER:

The duties are additional and a result of more diagnoses of mental illness and more defendants in the Out-Patient Competency Restoration Program that continues to grow each year – keeping sick defendants out of the jail.

What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?

ANSWER:

None. The duties and responsibilities continue to increase each year.

Outline the changes in the level of authority of the position (i.e., position now has authority to sign off on expenditures for goods/services). Have any reporting relationships to or from this position been altered?

ANSWER:

N/A

What specific tasks or activities make the job duties/responsibilities more complex?

ANSWER:

Increased volume of cases due to the success of the program. There is now a need for more attorneys to supervise that would manage the increasing caseload, this makes it necessary to determine other available options, e.g. housing for the mentally ill. The position is responsible for coordinating dispositions with hospitals throughout the State and doctor's offices and the seventeen felony courts.

Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.

ANSWER:

Deputy Division Chiefs that are currently at Attorney Level VI: Appellate, Federal, Grand Jury, Misdemeanor

Level V: Public Integrity, Specialized, Organized Family Violence, Child Abuse. This position should be raised to harmonize with the other Deputy Division Chiefs.

What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?

ANSWER:

Supervision of more personnel to enable quicker diversion from the jail, quicker movement to the State

penitentiary, more uniformity of the treatment of defendants, more work with the intake division to reach cases earlier.

## D. Essential Functions

**Description of Essential Function:** Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

**Percentage of Time:** Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

**Essential/Non-Essential (E or NE):** Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

<b>EXAMPLE ↓</b> Function:	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>	30%	E
1. Function: Competency (evaluation of the current mental state)	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>		E
In addition to all the functions in the Attorney V and VI job descriptions: managing the Out-Patient Competency Restoration Program (OCR), a program that saves taxpayers of Dallas hundreds of thousands of dollars each year.		
This entails locating the files of defendants deemed incompetent, holding competency hearings, preparing legal documents, monitoring each of the cases of people in mental institutions for the 60, 90, 120 day or one year extensions for continuity of care.		
Attends weekly court check-ins with out-patient competency cases.		
Constant communications with the hospitals and mental hospitals to monitor defendants and calendar and perform the necessary court proceedings as applicable		
Attends weekly staffings.		
2. Function: Managing a felony caseload	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>		E
Trying extremely difficult and complex felony cases with issues of insanity, competency mental illness, etc.		
This includes all 17 felony District Court (unlike most prosecutors who are only responsible for one court).		



This includes all aspects of docket management, reducing conflicts between courts, reviewing files, consultations, treatment options, services, etc.)		
working extensively with the Mental Health Coordinator and the Competency Coordinator, insuring that the appropriate legal document arrive timely at the hospitals.		
Maintaining lines of communication with doctors and hospitals .		
Consultations with attorney, Judges, mental health care professionals, etc.		
3. Function: Insanity (mental state at the time of offense)	Time	E or NE
<b>Tasks performed to accomplish this function:</b>		E
Having defendants evaluated for insanity.		
Continual monitoring of defendants who are found Not-Guilty-by-Reason- of Insanity (in mental institutions or after they are released from mental institutions to family or boarding homes).		
Jurisdiction over these defendants last for the maximum term of imprisonment provide by law for the offense, e.g. "life" for murder.		
Continuing communications with doctors, hospital, attorneys, etc..		
4. Function: Managing a misdemeanor caseload	Time	E or NE
<b>Tasks performed to accomplish this function:</b>		E
(see section 2 above for more detailed description) an additional hundreds of new cases per year.		
All felony and misdemeanor cases regarding competency require staffing, monitoring which includes consultations with judges and other health care professionals.		

5. Function: Cases referred by private Attorneys, grand jury, judges, etc.	Time	E or NE
<b>Tasks performed to accomplish this function:</b>		E
Numerous other cases are referred to this attorney that do not have competency issues but do have mental health issues.		

## E. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## F. Physical Demands, Equipment Requirements, Working Conditions

1. **Strength Demands:** Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. **Machines, Tools, Equipment and Work Aids:** List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

Telephone: with caller I.D. office (1); cell (1)

3. **Computer Equipment and Software:** List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

Computer (1); TCIC/NCIC access to update criminal histories

4. **Environmental, Health and Safety Conditions:** Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

Environmental Condition			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<b>Health and Safety Conditions</b>			0-1/3	1/3-2/3	2/3-Over	Seasonally
X	1.	Driving	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
X	7.	Physical danger or abuse (specify):	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

X	1.	Office Environment	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
X	3.	Other: Courtroom						

6. Protective Equipment Required: List any protective equipment required for this position.

N/A

## G. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:
X	6.	Graduate or professional work or advanced degree in: Law

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	No previous experience required
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:

<input type="radio"/>	5.	Minimum of three years experience in/as:
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input checked="" type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.	Graduation from an accredited law school and licensed by the State Bar of Texas
2.	
3.	
4.	
5.	Valid Drivers License Required? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, what type? Texas Driver's license

## H. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input checked="" type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.



2. Planning: Does this position involve planning work activities or projects? ☒ Yes ☐ No  
If yes, describe the planning or project management activities associated with this position.

Supervising Attorneys-on-Loan and interns.
Coordinating services for individuals: training, housing, employment, etc..
Managing a criminal caseload.

3. Budgetary Responsibility: Does this position involve working with the annual budget? ☐ Yes ☐ No  
If yes, please indicate the types of budgetary activities required.

<input checked="" type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

5. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
Additional comments:	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

XYes ☐ No

If yes, please list the classification titles (not working titles) and number of employees supervised.

Classification Title(s)	Number of Employees

6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position. (Choose one)

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
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<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input checked="" type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (Choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input checked="" type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

## I. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and

commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

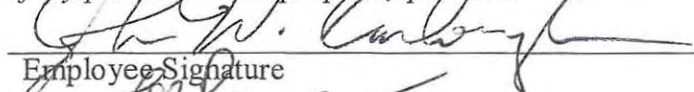
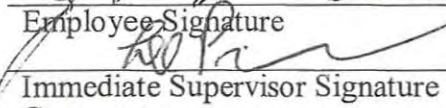
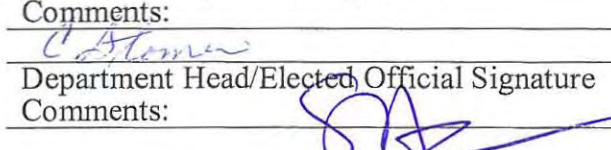
## J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. Attorney V
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1. Attorney III
	2.

## K. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature	Date
	4-7-2015
Immediate Supervisor Signature	Date
	4-7-15
Comments:	
Department Head/Elected Official Signature	Date
	4/2/15
Comments:	5/3/15





**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

**Position Description Reclassification Request Form**

**General Instructions:** Please complete this form and attach the current and proposed position descriptions, the current and proposed organization charts and any comparative position descriptions that can be identified.

**A. Identification / General Information**

Current Position Title:	Mental Health Division – Mental Health Assistant District Attorney
Proposed Position Title:	Attorney V
Current Position Grade:	Attorney IV
Department Name:	District Attorney
Position Number:	7245
Supervisor Name:	Lee Pierson, Assistant District Attorney
Supervisor Phone:	214 653 3873
Supervisor Email:	<a href="mailto:Lee.Pierson@dallascounty.org">Lee.Pierson@dallascounty.org</a>

**B. Brief Description of the Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to oversee the prosecution/diversion from the criminal justice system of defendants with a diagnosed mental illness with an emphasis on competency issues and competency restoration.
This position also monitors those defendants found not guilty by reason of insanity, from the initial hearings to the release into the community of some of those defendants.
This position coordinates with hospitals and doctors throughout the State.
Overseeing competency hearings, monitoring cases where the defendant is deemed incompetent (whether in a mental institution, jail or on out-patient competency restoration) etc..
Other duties include reviewing and managing a felony criminal caseload which includes trying extremely complex and difficult cases

**C. Rationale for Reclassification**

Explain what caused the changes in job duties. Be specific as to how those changes occurred and in what timeframe (i.e., last month, two years ago, etc.). Include such things as: changes in organizational structure, changes in department procedures; changes in grant or program scope; new programs/functions; introduction of new equipment/systems; reassignment of job duties/termination of other employees in the work unit, etc.

ANSWER:

The number of mentally ill defendants in the Dallas jail has increased dramatically since the Division was created resulting in more complex cases being assigned and referred to the Division.

Provide an explanation on the differences between the old and new job duties/responsibilities. Describe how the job has grown and changed since its creation. Include changes in the level of judgment, independence, problem solving and/or management (i.e., position was previously responsible for \$1,000,000 and is now responsible for \$10,000,000; position was previously responsible for supervising two employees and is now responsible for supervising fifteen employees, etc.). Please clearly outline the specific new job duties/responsibilities.

ANSWER:

More independent judgment is needed with the increasing complexity of services available and different options available in the different specialty courts. The caseload of this position continues to grow daily. (See Attached Exhibit A)

Are the new duties/responsibilities additional or have they been allocated from another position(s)? Please specify. If the duties have been reassigned, please provide the name, job title, and an explanation of why the duties are being reassigned. Please explain the impact on the position losing the job duties/responsibilities.

ANSWER:

The duties are additional and a result of more diagnoses of mental illness and more defendants in the Out-Patient Competency Restoration Program that continues to grow each year – keeping sick defendants out of the jail.

What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?

ANSWER:

None. The duties and responsibilities continue to increase each year.

Outline the changes in the level of authority of the position (i.e., position now has authority to sign off on expenditures for goods/services). Have any reporting relationships to or from this position been altered?

ANSWER:

N/A

What specific tasks or activities make the job duties/responsibilities more complex?

ANSWER:

Increased volume of cases due to the success of the program. There is now a need for more attorneys to supervise that would manage the increasing caseload, this makes it necessary to determine other available options, e.g. housing for the mentally ill. The position is responsible for coordinating dispositions with hospitals throughout the State and doctor's offices and the seventeen felony courts.

Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.

ANSWER:

All Mental Health Public Defenders are Level V attorneys and are less experienced than Mental Health prosecutors. Further, prosecutors must respond to the private defense bar in addition to the public defenders.

What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?

ANSWER:

Supervision of more personnel to enable quicker diversion from the jail, quicker movement to the State penitentiary, more uniformity of the treatment of defendants, more work with the intake division to reach cases earlier.



## D. Essential Functions

**Description of Essential Function:** Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

**Percentage of Time:** Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

**Essential/Non-Essential (E or NE):** Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

EXAMPLE ↓ Function:	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>	30%	E
1. Function: Competency (evaluation of the current mental state)	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>		E
In addition to all the functions in the Attorney V job description: managing the Out-Patient Competency Restoration Program (OCR), a program that saves taxpayers of Dallas hundreds of thousands of dollars each year.		
This entails locating the files of defendants deemed incompetent, holding competency hearings, preparing legal documents, monitoring each of the cases of people in mental institutions for the 60, 90, 120 day or one year extensions for continuity of care.		
Attends weekly court check-ins with out-patient competency cases.		
Constant communications with the hospitals and mental hospitals to monitor defendants and calendar and perform the necessary court proceedings as applicable		
Attends weekly staffings.		
3. Function: Managing a felony caseload	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>		E
Trying extremely difficult and complex felony cases with issues of insanity, competency mental illness, etc.		
This includes all 17 felony District Courts (unlike most prosecutors who are only responsible for one court).		
This includes all aspects of docket management, reducing conflicts between courts, reviewing files, consultations, treatment options, services, etc.)		



working extensively with the Mental Health Coordinator and the Competency Coordinator, insuring that the appropriate legal document arrive timely at the hospitals.		
Maintaining lines of communication with doctors and hospitals .		
Consultations with attorney, Judges, mental health care professionals, etc.		
3. Function: Insanity (mental state at the time of offense)	Time	E or NE
<b>Tasks performed to accomplish this function:</b>		E
Having defendants evaluated for insanity.		
Continual monitoring of defendants who are found Not-Guilty-by-Reason-of Insanity (in mental institutions or after they are released from mental institutions to family or boarding homes).		
Jurisdiction over these defendants last for the maximum term of imprisonment provide by law for the offense, e.g. "life" for murder.		
Continuing communications with doctors, hospital, attorneys, etc..		
4. Function: Managing a misdemeanor caseload	Time	E or NE
<b>Tasks performed to accomplish this function:</b>		E
(see section 2 above for more detailed description) an additional hundreds of new cases per year.		
All felony and misdemeanor cases regarding competency require staffing, monitoring which includes consultations with judges and other health care professionals.		

5. Function: Cases referred by private Attorneys, grand jury, judges, etc.	Time	E or NE
<b>Tasks performed to accomplish this function:</b>		E
Numerous other cases are referred to this attorney that do not have competency issues but do have mental health issues.		

## E. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

	Frequency of Time
--	-------------------

			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## F. Physical Demands, Equipment Requirements, Working Conditions

1. **Strength Demands:** Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. **Machines, Tools, Equipment and Work Aids:** List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

Telephone: with caller I.D. office (1); cell (1)

3. **Computer Equipment and Software:** List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

Computer (1); TCIC/NCIC access to update criminal histories

4. **Environmental, Health and Safety Conditions:** Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

Environmental Condition			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<b>Health and Safety Conditions</b>			0-1/3	1/3-2/3	2/3-Over	Seasonally
X	1.	Driving	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
X	7.	Physical danger or abuse (specify):	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

X	1.	Office Environment	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
X	3.	Other: Courtroom						

6. Protective Equipment Required: List any protective equipment required for this position.

N/A

## G. Position Minimum Requirements

2. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:
X	6.	Graduate or professional work or advanced degree in: Law

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	No previous experience required
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input type="radio"/>	5.	Minimum of three years experience in/as:

<input type="radio"/>	6.	Minimum of four years experience in/as:
<input checked="" type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.	Graduation from an accredited law school and licensed by the State Bar of Texas
2.	
3.	
4.	
5.	Valid Drivers License Required? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, what type? Texas Driver's license

## H. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input checked="" type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.



2. Planning: Does this position involve planning work activities or projects? ☒ Yes ☐ No

If yes, describe the planning or project management activities associated with this position.

Supervising Attorneys-on-Loan and interns.
Coordinating services for individuals: training, housing, employment, etc..
Managing a criminal caseload.

3. Budgetary Responsibility: Does this position involve working with the annual budget? ☐ Yes ☐ No .  
If yes, please indicate the types of budgetary activities required.

<input checked="" type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

6. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

☒ Yes ☐ No

If yes, please list the classification titles (not working titles) and number of employees supervised.

Classification Title(s)	Number of Employees

6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position. (Choose one)

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.



X	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
O	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
O	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (Choose one)

O	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available and work regularly reviewed.
O	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
O	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
O	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
O	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
X	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
O	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
O	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
O	9.	Work is generally unguided.

## I. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
O	1.	Work requires answering simple inquiries or referring inquiries to others.	O	O	O

<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

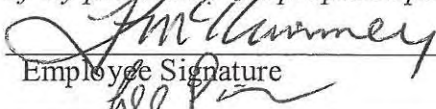
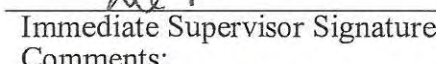
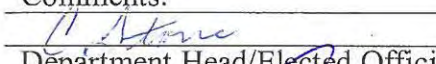
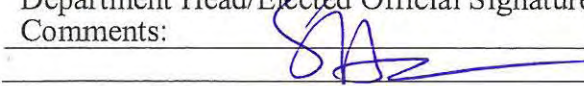
## J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. Attorney V
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1. Attorney III
	2.

## K. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

Employee Signature 	Date 4-7-15
Immediate Supervisor Signature 	Date 4/2/15
Comments: 	Date 5/3/15
Department Head/Elected Official Signature 	Date 5/3/15
Comments:	



## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	Attorney IV	<b>Job Code:</b>	7035400	<b>Job Grade:</b>	ATT 4
<b>Reports To:</b>	Section Chief	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	E
<b>Department:</b>	District Attorney	<b>Loc. Code:</b>	0862004	<b>SIC Code:</b>	9222
				<b>WC Code:</b>	8810
<b>Division:</b>		<b>CS Code:</b>	A	<b>EEO Code:</b>	B01

**Summary of Functions:** With minimal supervision and oversight, performs advanced legal work in the area assigned. Work involves litigation and legal research; drafting legal documents; and interpreting laws, rules, and regulations. Work is performed under general direction with authority to make tactical and legal decisions in connection with assigned cases **OR** prosecutes the more complex general or special-category felony cases in assigned court. Performs case evaluation, preparation and management; represents the state in pre-trial and evidentiary hearings and jury/court trials; and ensures effective communications with defense attorneys, court personnel, victims and family members, witnesses, and other interested parties.

**Management Scope:** N/A

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
-------------------------------------	------------------	--------------------------------

1. Evaluates criminal complaints in order to decide whether or not to accept or reject the case for prosecution, to determine the appropriate charge to be filed and to prepare the required documentation for indictment.
2. Evaluates assigned case or lawsuit by:
  - reviewing documentation,
  - conducting necessary legal research on applicable law,
  - interviewing witnesses or persons with knowledge of the case,
  - gathering evidence, and
  - determining most appropriate action(s) to be taken.
3. Drafts, files and responds to necessary motions, briefs, or other legal documents for trial and/or hearing.
4. Explains legal process to potential witnesses and prepares witnesses for court testimony and ensures client of victim/family kept informed on status of case.
5. Gathers, prepares, and presents evidence, exhibits, and related material for trial or hearing.
6. Represents the State or client in trial and hearings by:
  - conducting jury selection,
  - presenting opening statements,
  - conducting direct and cross-examinations of witnesses, and
  - presenting closing arguments.



7. Negotiates settlements or plea-bargain. Obtains approval, if necessary, of plea-bargain agreement if reached.
  8. Prepares necessary legal document if settlement or plea-bargain agreement is reached and ensures proper signatures are secured and documents filed as required.
  9. Manages court docket and case schedules to ensure court deadlines are met and records and documentation are accurate and up-to-date.
  10. Trains or assists in training Attorneys I, II, and III.
  11. On an as needed basis, may perform some of the duties of the Section Chief on a short-term temporary basis.
  12. Performs other duties as assigned.
- 

**Minimum Qualifications:**

Education, Experience and Training:

Graduation from an accredited law school with a current license to practice law in the State of Texas. Two (2) years experience. Experience as lead prosecutor for all levels of felony offenses, serving as lead counsel in conjunction with civil litigation, or extensive appellate work on direct appeals is required.

Special Requirements/Knowledge, Skills & Abilities:

Physical/Environmental Requirements:

Normal office environment.

Hay Points/Point Factor:

N/A

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on \_\_\_\_\_

Date 12/04

Approved by Civil Service Commission on \_\_\_\_\_

Date 1/24/05

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.



## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	Attorney V	<b>Job Code:</b>	703550	<b>Job Grade:</b>	ATT5
<b>Reports To:</b>	Section Chief	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	E
<b>Department:</b>	District Attorney	<b>Loc. Code:</b>	0862004	<b>SIC Code:</b>	9222
				<b>WC Code:</b>	
<b>Division:</b>	Various	<b>CS Code:</b>	A	<b>EEO Code:</b>	B01

**Summary of Functions:** Supervises the operations of an assigned court and/or assigned cases including staff supervision, evaluation and training.

**Management Scope:** May generally supervise staff.

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Manages the court docket by assigning cases and work to felony prosecutors, attorneys and other staff.		E
2. Authorizes reduction in level or class of offenses, recommends PR bonds, approves granting of probation and signs various types of dismissals.		E
3. Resolves disputes between the court, defense attorneys and staff, and determines appropriate actions to be taken for unusual, extremely serious or complex situations.		E
4. Ensures that records and documents are accurate, up-to-date and processed in accordance with standard procedures.		E
5. Evaluates assigned cases or lawsuits by: <ul style="list-style-type: none"><li>• reviewing documentation,</li><li>• conducting and interpreting legal research on applicable law, rules and regulations,</li><li>• interviewing witnesses or persons with knowledge of the cases,</li><li>• gathering evidence, and</li><li>• determining the appropriate action(s) to be taken.</li></ul>		E
6. Drafts, files and responds to motions, briefs or other legal documents for trials and/or hearings.		E
7. Explains legal process to potential witnesses, prepares witnesses for court testimony and ensures clients or victims/families are kept informed on status of case.		E
8. Gathers, prepares and presents evidence, exhibits and related materials for trials or hearings.		E



- |  |   |
|--|---|
| 9. Represents the State or clients in pre-trials, evidentiary hearings and jury/court trials by:   | E |
| <ul style="list-style-type: none"> <li>• conducting jury selection,</li> <li>• presenting opening statements,</li> <li>• conducting direct and cross-examinations of witnesses, and</li> <li>• presenting closing arguments.</li> </ul>        |   |
| 10. Assesses strengths and weaknesses of cases, negotiates settlements or plea-bargains and obtains approval, if necessary, of plea-bargain agreements   | E |
| 11. Prepares legal documents if settlements or plea-bargain agreements are reached and ensures proper signatures are secured and documents filed as required.  | E |
| 12. Conducts presentations at conferences and seminars; instructs law enforcement and other criminal justice personnel in legal aspects of investigations, prosecutions and other litigation; and speaks before community and citizens groups. | E |
| 13. Performs other duties as assigned.   | N |

**Minimum Qualifications:**

Education, Experience and Training:

Graduation from an accredited law school. Three (3) years work related experience.

Special Requirements/Knowledge, Skills & Abilities:

Requires a current license to practice law in the State of Texas. Requires experience as lead prosecutor for more-complex felony cases, as lead counsel in conjunction with more serious or complex civil litigation, or extensive appellate work on direct appeals and capital writs.

Physical/Environmental Requirements:

Standard office and court environment.

**Disclaimer:**

This is an "At Will" position with no civil service or other appellate rights. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Hay Points/Point Factor:

N/A

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on \_\_\_\_\_

Date 10/2004

Approved by Civil Service Commission on \_\_\_\_\_

Date 10/18/04

# PROGRAM IMPROVEMENT REQUEST T ADDITIONAL STAFF

Department	District Attorney/Mental Health	Budget No
Brief Title of PIR	Attorney V (2)	
Approx. Net Cost	\$ 138,820 (requesting 2 positions) = \$277,640.00 (4 positions = \$555,280)	Department Priority #3

**Brief Summary of Request**  
 The addition of (2) Assistant District Attorney V positions are needed in the Mental Health Division to achieve parity with the Public Defender's Office. (See Part I)  
 The attorneys need to be a presence in the misdemeanor courts, run Judge Wade's Mental Health Court, oversee the Dual Diagnosis Court, oversee the ATLAS court, etc.

**Discussion of Need**  
 Additional attorneys in this section will result in a cost savings by moving the mentally ill out of the jail faster (to mental institutions, prison, or the community as appropriate). The attorneys will work in every court in the building. (See attached Exhibit A).

**Discussion of Related Performance Measure**

**Staff Review and Comment**

# PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	ADA V (2)	
<b>Staff Cost</b>		
Grade	V	
Salary	106,292	
FICA @ 7.65%	8,131	
Retirement @ 11.5%	12,223	
Insurance @ \$8,500	8,500	
Total		135,146
<b>Related Equipment</b>		
	\$ Amount	
Number		
Desk	572	
Furniture	1,237	
Computer	1,025	
Printer		
Network Cabling		
Software		
Vehicle		
Travel		
Pager		
Cell Phone	840	
Other shredder		
Total		3,674
<b>Other Costs (describe)</b>		
Special Training		
Consultant Fees		
Renovation/Space		
Total		
Less Additional Revenue Source		
Grand Total		138,820 X (2)

Form E1

FY2016



**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

**New Position Description Request Form**

**General Instructions:** Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

**(For position reclassifications use the "Position Reclassification Summary Form")**

**A. Identification / General Information**

Proposed Position Title:	Mental Health Prosecutor, Assistant District Attorney
Proposed Position Grade:	Attorney V
Department Name:	District Attorney
Position Number:	N/A
Supervisor Name & Position Title ("Reports To"):	Lee Pierson, Assistant District Attorney
Supervisor Phone:	214 653 3873
Supervisor Email:	Lee.Pierson@dallascounty.org
Court Order # and Date:	

**B. Brief Description of the New Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to allow more mentally ill to receive attention quicker.
To reduce the burgeoning number of mentally ill defendants who are not receiving needed services.
This is accomplished by working with the intake division and private attorneys representing mentally ill defendants.
Other duties include educating prosecutors, attorneys, families, etc. about services available and educating service providers about the legal system.

**C. Essential Functions of the New Position**

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

<b>EXAMPLE</b> ↓ Function:	Time	E or NE
Tasks performed to accomplish this function:	30%	E

1. Function: Manages a docket	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		E
Reviewing cases, trying cases.		
Managing a docket of cases among many different courts.		
2. Function: Intake	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		E
To put an emphasis on cases when they first arrive in the District Attorneys office.		
This attorney would work closely with Grand Jury/Intake attorneys to identify and focus on mentally ill defendants early in the process.		
Early intervention has been proven to reduce recidivism.		
3. Function: Private Attorneys	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		E
Allowing for more work with private attorneys.		
Currently there is insufficient staff in the division and response to the demands of the Public Defender's office tend to have priority.		
This would result in more uniformity of the treatment of mentally ill defendants.		
4. Function: Assist with caseload	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		E
Although the two attorneys currently assigned to this Division frequently work long hours and weekends, many cases are turned away due to the sheer volume of cases.		
5. Function: assist with competency caseload	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		E
Assist the Competency attorney with the Out-Patient Competency Restoration caseload.		



## D. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## E. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

Telephone: with caller I.D. Office (1); cell (1)

Desk, Office chairs (3), filing cabinet (1); bookcase (1)

3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

Computer (1)

4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

Environmental Condition			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

		(fumes, gases, chemicals, dust and dirt)				
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<b>Health and Safety Conditions</b>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input checked="" type="radio"/>	1.	Driving	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	<b>Office Environment</b>	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input checked="" type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.

N/A
-----

## F. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:
<input checked="" type="radio"/>	6.	Graduate or professional work or advanced degree in: Law

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	<b>No previous experience required</b>
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input checked="" type="radio"/>	5.	Minimum of three years experience in/as: prosecutor
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input type="radio"/>	7.	Minimum of five years experience in/as:

<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.	Graduation from an accredited Law School.
2.	
3.	
4.	
5.	Valid Drivers License Required? X Yes    O No    If Yes, what type? Texas D.L.

## G. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
X	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects?                      X Yes    O No  
If yes, describe the planning or project management activities associated with this position.

Managing a criminal caseload.
Coordinating services for individuals: training, housing, employment, etc..
Supervising interns.

3. Budgetary Responsibility: Does this position involve working with the annual budget?    O Yes    X No  
If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget



		expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

3. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
Additional comments:	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

X Yes    O No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u> When available
Interns and Attorneys-on-loan	

6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position (check one).

<input checked="" type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve

		end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input checked="" type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

## H. Human Relations

**Interpersonal/Human Relations Skills:** This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. Attorney V
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1. Attorney III
	2.

## J. Signature/Approval



To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

<u>N/A</u> Employee Signature	Date
<u>[Signature]</u>	<u>4/2/15</u>
Immediate Supervisor Signature	Date
Comments:	
<u>[Signature]</u>	<u>4/2/15</u>
Department Head/Elected Official Signature	Date
Comments:	<u>5/3/15</u>
<u>[Signature]</u>	

PROGRAM IMPROVEMENT REQUEST  
**ADDITIONAL STAFF**

<b>Department</b>	District Attorney Mental Health Division	<b>Budget No</b>
<b>Brief Title of PIR</b>	Investigator II	
<b>Approx. Net Cost</b>		<b>Department Priority</b> #4

**Brief Summary of Request**

The addition of an Investigator II position is needed in the mental Health Division.

**Discussion of Need**

With an investigator assigned to this Division, (1) there will be more time for the Mental Health Attorneys to focus on their legal work, (2) cases will move quicker and (3) wrongfully charged mentally ill individuals will be released from jail sooner. This is especially important at the intake and grand jury level. Currently, attorneys in the Mental Health Division do much of their own investigative work. There will also be a reduction in overlapping of work. When there is not a full-time investigator assigned to the Division (as it is now) the attorney can only use an investigator that is available. Many times this is not the investigator assigned to the court as they must give priority to their own court chief. The next time the Mental Health attorney needs an investigator on the same case, the new investigator must be brought up to speed, taking up valuable time for both the attorney and investigator. In one murder trial the supervising attorney for the Mental Health Division had to use six different investigators throughout the course of the case and trial, each time having to take time to explain the facts of the case to the new investigator.

**Discussion of Related Performance Measure**

**Staff Review and Comment**

# PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	District Attorney Investigator
<b>Staff Cost</b>	
Grade	68
Salary	\$51,563.00
FICA @ 7.65%	\$3,945
Retirement @ 11.5%	5,929.74
Insurance @ \$8,500	8,500.00
Total	\$69,937.74
<b>Related Equipment</b>	
Number	\$ Amount
Desk	633
Furniture	1,750
Computer	1,205
Printer	250
Network Cabling	
Software	
Vehicle	
Travel	
Pager	
Cell Phone	685
Other (shredder)	331
Total	\$4,854
<b>Other Costs (describe)</b>	
Special Training	
Consultant Fees	
Renovation/Space	
Total	74,791
Less Additional Revenue Source	
Grand Total	

Form E1

FY2016



**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

**New Position Description Request Form**

**General Instructions:** Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

**(For position reclassifications use the "Position Reclassification Summary Form")**

**A. Identification / General Information**

Proposed Position Title:	Investigator, Mental Health Division
Proposed Position Grade:	Investigator II
Department Name:	District Attorney
Position Number:	N/A
Supervisor Name & Position Title ("Reports To"):	Randall Johnson, Investigations Chief and Lee Pierson, ADA Mental Health
Supervisor Phone:	214 653 3873
Supervisor Email:	<a href="mailto:lee.pierson@dallascounty.org">lee.pierson@dallascounty.org</a>
Court Order # and Date:	

**B. Brief Description of the New Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to assign an investigator to the Mental Health Division to work exclusively on the cases of this Division.
This is accomplished by doing the work as described in the Dallas county Job description for investigators (see attached).
Other duties include running criminal histories on the competency cases which many times must be resolved so early that the information is not yet available in the normal course of the process.

**C. Essential Functions of the New Position**

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function



during a typical 8-hour workday.

<b>EXAMPLE</b> ↓ Function:	Time	E or NE
Tasks performed to accomplish this function:	30%	E
1. Function: Investigate cases early (office work)	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	50%	
In addition to the duties described in the Investigator Job description (see attached):		
There have been six or more wrongfully charged mentally ill defendants discovered by the Supervising Mental Health Assistant District Attorney in the past five years. These people should not have spent time in jail. Sometimes the discoveries are not made until the case is being prepared for trial. An investigator assigned to this Division would alleviate that problem (among others), by reviewing the cases pre-indictment.		
Having an investigator assigned permanently would also reduce the amount of time defendants stay in jail.		
2. Function: Investigate (outside the office, i.e. in the field)	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	50%	
Locate witnesses, locate victims, service subpoenas		
Run criminal histories on witnesses, victims and defendants		
Serve subpoenas		
Obtain voluminous medical records.		
Assist at trial as needed.		
Follow up with persons on conditional dismissals and outpatient competency restoration.		
3. Function: Assist with cases at trial	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	Included above (see Job Description )	
In a murder trial, the supervisor of the Mental Health Unit used six different investigators in the course of the case.		
This is because current investigators have their own caseload and can only assist the Mental Health Division as time permits.		
Numerous investigators who have assisted this Division in the past can attest to the fact that this Division needs a permanently assigned investigator.		
4. Function: Investigate cases early (grand jury)	Time	E or NE
<b>Tasks performed to accomplish this function:</b>		
The investigator could work closely with grand jury, flagging cases with mental illness.		
The investigator could identify cases in which mentally ill individuals are wrongfully charged		



5. Function: Training law enforcement personnel in the office on mental health issues	Time	E or NE
<b>Tasks performed to accomplish this function:</b>		
The investigator could receive specific mental health training, i.e. identifying the mentally ill, dealing with the mentally ill, etc. and share this training with others.		
The investigator could educate other staff on specific mental health issues.		

## D. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## E. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

Telephones: with caller I.D. office and cell
Desk, Office chairs (3); filing cabinet (1); bookcase (1)

3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

Computer (1)

4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
X	1.	Driving	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
X	8.	Other (specify): service of process and investigations (especially of the mentally ill) may expose the person to danger	X	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

X	1.	<b>Office Environment 50%</b>	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
X	3.	Other (Specify) 50% is typical law enforcement street experience						

6. Protective Equipment Required: List any protective equipment required for this position.

Ballistic vest

## F. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
X	5.	Four-year Bachelor's degree in: or equivalent experience
<input type="radio"/>	6.	Graduate or professional work or advanced degree in:

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	<i>No previous experience required</i>
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input checked="" type="radio"/>	4.	Minimum of two years experience in/as: Law
<input type="radio"/>	5.	Minimum of three years experience in/as:
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.	License by TCLEOSE, Texas Commission of Law Enforcement Officer Standards and Education
2.	Intermediate Certificate
3.	Certified Peace Officer proficient in the use of firearms
4.	Must pass criminal background investigation
5.	Valid Drivers License Required? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, what type? Tx DL

## G. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input checked="" type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? ☒ Yes ☐ No  
If yes, describe the planning or project management activities associated with this position.

The investigator would be responsible for training other investigators and staff about issues specific to mental health.



3. Budgetary Responsibility: Does this position involve working with the annual budget? ☐ Yes ☒ No  
If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

2. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
Additional comments:	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

☐ Yes ☒ No

If yes, please list the classification titles (not working titles) and number of employees supervised.

Classification Title(s)	Number of Employees

6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position (check one).

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.

<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
X	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

## H. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
X	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	X	<input type="radio"/>	<input type="radio"/>



<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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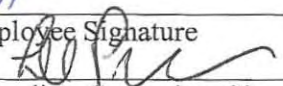

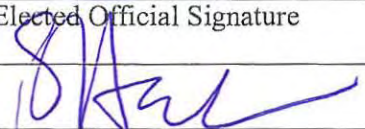
## I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. Lt. Investigator III 2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1. NA 2.

## J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

N/A		
Employee Signature	Date	
	4/21/15	
Immediate Supervisor Signature	Date	
Comments:		
	4/21/15	
Department Head/Elected Official Signature	Date	
Comments:		
		5/3/15



## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	Investigator I Former Investigator I, II, III	<b>Job Code:</b>	70601	<b>Job Grade:</b>	67
<b>Reports to:</b>	Deputy Chief Investigator	<b>Pos. No:</b>	See below	<b>SIC:</b>	9222
<b>Department:</b>	District Attorney	<b>Loc. Code:</b>	0862004	<b>FLSA Code:</b>	N
<b>Division:</b>	<b>CS Code:</b>	A	<b>EEOC Code:</b>	B01	

**Summary of Functions:** Provides basic law enforcement/investigative support and assistance to Assistant District Attorney assigned to case.

Duties and Responsibilities:	% of Time	Essential (E) or Non-Essential (N)
1. Gathers pertinent information, statements and evidence in support of the assigned Assistant District Attorney which includes interviewing and interrogating witnesses and running criminal background checks using the NCIC/TCIC system, etc.	30%	E
2. Locates, interviews and notifies witnesses of trial dates by means of serving subpoenas, summons and writs, and checks criminal histories of witnesses for trial.	20%	E
3. Works as a member of a trial team or section in preparing cases for disposal and assists in the jury selection process.	20%	E
4. Coordinates the collection, preparation and review of physical evidence for trial by following strict legal requirements for main-training chain of custody.	10%	E
5. Secures the cooperation and attendance of witnesses and coordinates and facilitates their appearance.	10%	E
6. Assists in preparing arrest and search warrants B may make arrest.	05%	E
7. Performs other related duties as assigned.	05%	N

### Minimum Qualifications:

#### Education, Experience and Training:

Education and experience equivalent to an Associates Degree from an accredited college or university or equivalent experience in a related field plus an additional two (2) years law enforcement related experience is required.

#### Special Requirements

Must be a Certified Peace Officer and proficient in the use of a firearm. Knowledgeable of investigative techniques and ability to communicate both verbally and in writing with a diverse group of individuals. Skilled at applying interviewing techniques while assisting the prosecutors in adverse or hostile conditions. **Must pass criminal**

**background investigation.**

**Mandatory drug test prior to and during employment. Approved by Commissioners Court on 7/6/99.**

Physical/Environmental Requirements:

Normal office environment 50% of the time with the remainder of time spent in a typical Law Enforcement Street environment.

**Disclaimers:**

This is an at will position with no civil service or other appellate rights. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Hay Points: KH=        pts, PS=    pts, AC=    pts, TTL=    pts,

Position numbers:        3470, 3310, 5020, 3435, 3469, 4393, 5205, 3311, 3436, 3393, 3392, 5652.

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

*Approved by Commissioners Court and/or Civil Service Commission: \*12/06/99;*

# PROGRAM IMPROVEMENT REQUEST

## ADDITIONAL STAFF

Department	District Attorney – Mental Health	Budget No	
Brief Title of PIR	Legal Secretary – Grade 08		
Approx. Net Cost	53,259	Department Priority	#1

### Brief Summary of Request

One Grade 8 Legal Secretary is needed in the Mental Health Division of the District Attorney's Office.

### Discussion of Need

Mission: The intended mission of the Mental Health Division is to maintain an efficient case filing prosecution and disposition system for defendants with mental illnesses committed in Dallas County which includes the management of cases, obtaining files, preparing documents, maintaining records of defendants, etc..

Justification for additional personnel: The request for one Grade 8 Legal Secretary is due to the increased demands placed on the Mental Health Division.

The Legal Secretary would be able to do work that is currently the responsibility of the attorneys of the Mental Health Division, for obtaining files, maintaining the records of the cases in the different criminal courts and the disposition of same, entry into the J155 of which prosecutor is now handling the case, the preparation and mailing of letters to victims, communications with hospitals and families of defendants and complaining witnesses, etc.. All this work would allow the prosecutors of this Division to have more time to move cases.

Please see attached job description.

### Discussion of Related Performance Measure

### Staff Review and Comment

# PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Legal Secretary	
<b>Staff Cost</b>		
Grade	08	
Salary	35,214	
FICA @ 7.65%	2,694	
Retirement @ 11.5%	4,050	
Insurance @ \$8,500	8,500.00	
Total	50,458	
<b>Related Equipment</b>		
	\$ Amount	
Number		
Desk	349	
Furniture	1,227	
Computer	1,025	
Printer		
Network Cabling		
Software		
Vehicle		
Travel		
Pager		
Cell Phone		
Other		
Total	2,801	
<b>Other Costs (describe)</b>		
Special Training		
Consultant Fees		
Renovation/Space		
Total		
Less Additional Revenue Source		
Grand Total	53,259	

Form E1





DALLAS COUNTY  
HUMAN RESOURCES/CIVIL SERVICE

**New Position Description Request Form**

**General Instructions:** Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

**(For position reclassifications use the "Position Reclassification Summary Form")**

**A. Identification / General Information**

Proposed Position Title:	Legal Secretary Mental Health
Proposed Position Grade:	Legal Secretary
Department Name:	District Attorney
Position Number:	N/A
Supervisor Name & Position Title ("Reports To"):	Lee Pierson, Assistant District Attorney
Supervisor Phone:	214 653 3873
Supervisor Email:	Lee.Pierson@dallascounty.org
Court Order # and Date:	

**B. Brief Description of the New Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to assign a Legal Assistant to the Mental Health Division to work exclusively with the cases of this Division.
This is accomplished by performing the work required as described in the Dallas County job description for Legal secretaries.
Other duties include maintaining spread sheets (currently done by the Supervision Attorney of the Division) that document file acquisition (among other things); maintaining spreadsheets and overseeing competency issues.
Coordination with the hospitals, freeing up valuable attorney time.

**C. Essential Functions of the New Position**

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

EXAMPLE ↓	Time	E or NE
-----------	------	---------

Function:		
Tasks performed to accomplish this function:	30%	E
1. Function: Legal Secretary work as described in the attached job description	Time	E or NE
<b>Tasks performed to accomplish this function:</b>		
This legal secretary could perform numerous tasks that are currently being performed by the attorneys of this Division, i.e. tying documents, communications with the hospitals, communications with complaining witnesses when applicable, communications with service providers, etc.		
Allowing the attorneys to take more cases.		
2. Function: Monitoring competency cases	Time	E or NE
<b>Tasks performed to accomplish this function:</b>		
Maintaining spreadsheets and calendars to track cases involving competencies.		
Insuring that appropriate documents and dismissals are sent to the doctors and hospitals.		
This is currently the duty of individual court clerks.		
Occasionally these documents do get to the appropriate parties in a timely fashion.		
3. Function: Monitoring file acquisition	Time	E or NE
<b>Tasks performed to accomplish this function:</b>		
Most of the mental health files are acquired from the other prosecutors in the office when mental health issues are discovered and brought to the attention of the attorneys.		
Currently a mental health prosecutor must physically obtain the file, then document in the county computer system (JI55) that the attorney of record has changed		
4. Function: coordination of mental health services	Time	E or NE
<b>Tasks performed to accomplish this function:</b>		
A list of the ever changing mental health services available could be maintained on a county web site to assist families of the mentally ill.		
5. Function:	Time	E or NE
<b>Tasks performed to accomplish this function:</b>		


## D. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## E. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

Telephone: with caller I.D. office
Desk (1), office chairs (3), filing cabinet (1), bookcase (1)

3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

Computer (1); printer (1)
---------------------------

4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

Environmental Condition			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



		(heat, cold, extreme weather changes)				
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<b>Health and Safety Conditions</b>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	<b>Office Environment</b>	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.

--

## F. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input checked="" type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:
<input type="radio"/>	6.	Graduate or professional work or advanced degree in:

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	<i>No previous experience required</i>
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input checked="" type="radio"/>	5.	Minimum of three years experience in/as:

<input type="radio"/>	6.	Minimum of four years experience in/as:
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

Three years experience OR 45 hours of college credit
2.
3.
4.
5. Valid Drivers License Required? <input type="radio"/> Yes <input type="radio"/> No If Yes, what type?

## G. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input checked="" type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? ☐ Yes ☒ No  
If yes, describe the planning or project management activities associated with this position.


3. Budgetary Responsibility: Does this position involve working with the annual budget? ☐ Yes ☒ No  
If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for



		a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
Additional comments:	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

☐ Yes    ☐ No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>

6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position (check one).

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision
-----------------------	----	--

		always available, and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input checked="" type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

## H. Human Relations

**Interpersonal/Human Relations Skills:** This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## I. Career Path Definition

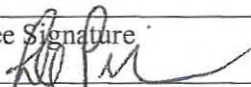

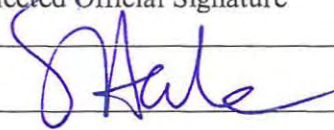
Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. Legal Secretary Grade 9
	2.
My Current Classification	

Other classifications in the county that would prepare applicants for my current classification.	1.N/A
	2.

## J. Signature/Approval

*To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.*

N/A		
Employee Signature	Date	
	4-2-15	
Immediate Supervisor Signature	Date	
Comments:		
	4/3/15	
Department Head/Elected Official Signature	Date	
Comments:		
	5/3/15	

# PROGRAM IMPROVEMENT REQUEST

## CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

<b>Department</b>	District Attorney	<b>Budget No</b>
<b>Brief Title of PIR</b>	Furniture for Legal Secretary Mental Health Division	
<b>Estimated Cost</b>	\$1,750	<b>Department Priority</b>
<b>Brief Summary of Request</b>		
<p>Telephone (office) (1) with caller I.D.          Desk (1) \$383          Office chairs – Desk (1) \$315          Office Chairs – guest (2) \$208 X 2 = \$416          Filing cabinet (four drawer) (1) \$668          Bookcase (1) \$351</p>		
<b>Discussion of Need</b>		
<p>Basic needs of a Legal Secretary for the Mental Health Division.</p> <p>The Legal Assistant would be able to do work that is currently the responsibility of the attorneys of the Mental Health Division, for obtaining files, maintaining the records of the cases in the different criminal courts and the disposition of same, entry into the JI55 of which prosecutor is now handling the case, the preparation and mailing of letters to victims, communications with hospitals and families of defendants and complaining witnesses, etc.. All this work would allow the prosecutors of this Division to have more time to move cases.</p> <p>Please see attached job description.</p>		
<b>Staff Review and Comment</b>		





## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	Legal Secretary	<b>Job Code:</b>	605110	<b>Job Grade:</b>	08
<b>Reports To:</b>	Supervisor	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	N
<b>Department:</b>	Various	<b>Loc. Code:</b>	Various	<b>SIC Code:</b>	9311
				<b>WC Code:</b>	8810
<b>Division:</b>	Various	<b>CS Code:*</b>	A, B, C, or D	<b>EEO Code:</b>	F01

**Summary of Functions:** Provides routine secretarial support for a unit of attorneys to ensure completion of their work in an efficient and conscientious manner. Utilizes computer knowledge to create forms for documents that are used repeatedly, screens telephone calls, compiles routine data in established formats, organizes and maintains all files and calendars. Works with minimal supervision and relies on experience and judgment to plan and accomplish assigned tasks.

**Management Scope:** N/A

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Assists attorneys by making follow-up calls on their cases, retrieving documentation and evidence and drafting legal correspondence and documents utilizing standardized formats.	30	E
2. Serves as a liaison for the department: greets, screens and routes visitors and incoming calls, takes messages and/or answers routine inquiries.	20	E
3. Enters and maintains case and statistical data and generates related reports.	20	E
4. Maintains filing system, including receiving, filing, sorting, verifying and routing a variety of legal documents.	15	E
5. Assists attorneys with tasks such as making copies, delivering correspondence, filing papers with the courts and maintaining office supplies.	10	E
6. Provides limited assistance to attorneys regarding computer and/or software related issues.	05	N
7. Performs other duties as assigned.	05	N

\* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

### Minimum Qualifications:



Education, Experience and Training:

Graduation from an accredited high school/GED Program. Three (3) years of work related experience or 45 hours of college credit or a combination of the two.

Special Requirements/Knowledge, Skills & Abilities:

Ability to type 50 wpm, with proficiency in using word processing, spreadsheet and database software. Ability to understand and follow written and verbal instructions, organize and process work and establish and maintain effective working relationships with other County employees and the general public while maintaining confidentiality.

**Physical/Environmental Requirements:**

May require prolonged sitting, standing and ability to lift and carry up to 25 lbs., unassisted.

Hay Points/Point Factor:

HS12=100, E3=30, VM2C=20, PD1A=5, WH1A=5, WE1C=5, IC2C=35, DL3=20, PS3=25, RE2B=20, SF1A=5, TTL=270 points.

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on \_\_\_\_\_

Date \_\_\_\_\_

Approved by Civil Service Commission on \_\_\_\_\_

Date 6/16/03, 10/18/04

*This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.*

# **DALLAS DISTRICT ATTORNEY MENTAL HEALTH DIVISION BUDGET PROPOSALS 2015 for 2016 FISCAL YEAR Part I – Exhibit A**

## **Overview of priority requests for Mental Health Division:**

- Raise Mental Health Prosecutors to Attorney Level V.(Parity with PD)**
- Raise Chief to Level VI. (Parity with Public Defenders)**
- Add two felony prosecutors. (To begin parity with Public Defenders)**
- Add two felony prosecutors to respond to increased demands of the private bar.**
- Add a legal assistant. (Parity – PD has four casemanagers)**

## **I. Necessity and importance of increasing the Mental Health Program**

The Mental Health caseload has grown since the Mental Health Division of the Dallas County District Attorney's Office was established in 2007 (tripled first six years).

Successful operation of the Mental Health program in the criminal justice system of Dallas County for six years has resulted in the referral of many more defendants to the program. More staff in this program would result in:

- quicker diversion from the jail of mentally ill defendants,
- quicker movement to the State penitentiary (when necessary via getting cases to trial faster),
- more work with the intake division to identify the mentally ill earlier so they do not languish in the jail unnecessarily,
- more work with private attorneys to identify appropriate services,
- more uniformity in the treatment of mentally ill defendants,
- more education of prosecutors and defense attorneys about mental illness and the services available, etc.

Attorneys in this division are trained in best practices, and science and evidence based protocols which include getting low-level, non-violent offenders out of jail within **six days** of incarceration, if not sooner.<sup>1</sup>

**With each attorney added to the Mental Health Division, approximately 300 to 700 more felony cases will be moved each year.<sup>2</sup>** Those cases will use science and evidence based protocols for moving the mentally ill out of the jail faster and more

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<sup>1</sup>. "[J]ail sanctions of longer than one week were associated with increased recidivism and negative cost-benefits." Adult Drug Court Best Practice Standards Vol. 1 (National Association of Drug Court Professionals 2013) p. 33.

<sup>2</sup> Adding an attorney to the Mental Health Division of the District Attorney's Office in June 2013 resulted in the disposition of 649 more cases the first year (June 2013 through June 2014).

efficiently. More attorneys in this division will result in more equitable treatment of defendants, reduced recidivism, and more savings of tax dollars. These are mentally ill felons that would have been sitting in the jail. The goal of the Mental Health division is to move the mentally ill out of the jail faster and into services. This has saved Dallas taxpayers a considerable amount of tax dollars. It has allowed more defendants with mental illness to receive the same level of treatment, services and care.

In addition to movement of cases there are numerous consultations occurring daily (with attorneys, hospitals, law enforcement, citizens, etc.).

Each attorney in the Mental Health Division carries a felony caseload of 150 – 400 cases at any given time. This is far too heavy and not practical. Too many cases result in a delay in resolving the cases. This has occurred because of the constant demand for their very valuable services.

When defendants are returned from the State hospitals, the attorneys in the Mental Health Division take great efforts to dispose of those cases and get those defendants out of the jail and into services as soon as possible. This generally occurs within the **first 20 to 30 days** of return if not sooner. The exception to this rule is the occasional violent offender where the case is returned to the original prosecutor who has already expended time preparing for trial and has a relationship with the complaining witnesses.

The Mental Health prosecutors frequently conduct trials before the court, probation revocation hearings, and prepare cases for jury trials as many mentally ill defendants will not accept the consequences of their cases until it is inevitable.

Approximately one-third of the people in the Dallas County Jail have a diagnosed mental illness.<sup>3</sup> Mentally ill defendants spend more time in jail and cost more to house.<sup>4 5</sup>

The mental health caseload continues to grow because more people are being diagnosed as mentally ill in the jail all the time. It is a goal of the Mental Health Division to ensure that a mentally ill person is provided with services before they are released back into the community, receiving those services can cause the person to be flagged as mentally ill once they come back into the jail (e.g. Northstar and Metrocare), and once someone is classified as mentally ill they are assigned to the Mental Health Division each time they come back into the system.

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<sup>3</sup> Sheriff Lupe Valdez stated that of the 7,100 inmates in the jail, 2,200 had a mental illness - 31% (September 2010). The number of persons committed to the Dallas County Jail who have a history of receiving mental health or substance abuse services has increased from 7% of jail admissions in 2007 (6,501 admissions) to 24% in 2014. Since the jail population at any given time is 31 percent mentally ill but admissions of the mentally ill are 24 percent annually, this is evidence that mentally ill defendants spend more time in jail. This is in part due to the fact that there are insufficient resources allocated to assist the mentally ill.

<sup>4</sup> Research shows that it costs eleven times more to take care of a mentally ill person in the jail than it does on the outside.

<sup>5</sup> The following figures show a percentage reflecting a NorthStar (Metrocare) match, i.e. these are the individuals that are receiving treatment (medications) in the jail (and does not necessarily represent the total number of mentally ill in the jail).

2007 - 7%  
2008 - 8%  
2009 - 11%  
2010 - 14%  
2012 - 20% (tripled in six years)  
2013 - 22 %  
2014 - 24%

The Dallas County jail is the largest provider of mental health services in the county and the 2nd largest single mental health facility in the state (after the Harris County Jail).<sup>6</sup> The Dallas County jail has a 40 bed psychiatric ICU which is the largest in the state.<sup>7</sup>

**There are six Public Defenders assigned to mental health (compared to three Assistant District Attorneys who are responsible for responding to the private bar as well as the Public Defender's Office). The Public Defender's Office also has four full-time case managers with Master's degrees assigned to the Public Defender's Mental Health Division. The District Attorney's Mental Health Division has three attorneys and no additional staff.<sup>8</sup>**

**The prosecutor is an essential element for therapeutic justice.** The prosecutor has the power to plea bargain, dismiss a case, or proceed to trial. The prosecutor decides whether a particular person is released from jail, whether and which services the defendant will be required to participate in, etc. (of course the judge can decide this also but the judge will not be familiar with the facts until after a trial or other hearing and therefore judges only make such decisions in a small percentage of cases). The prosecutor is the one who contacts the complaining witnesses, police, and other stakeholders in the case. The prosecutor must make sure that medical records and pen packets and other evidence is obtained. And most importantly it is the prosecutor who insures that defendants receive consistent treatment regardless of who the defense attorney is. The defense attorney must convince the prosecutor to go along with their suggestions. Prosecutors fight to get treatment. Defense attorneys fight to get the defendant released. Occasionally a specially trained public defender has the same goal as the prosecutor. This results in a symbiotic, synergistic relationship.

As the caseload continues to increase without additional staff, cases will not receive the attention they need, it will take longer to get to cases, the mentally ill will stay in jail longer costing taxpayers more, etc. Much training goes into Mental Health

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<sup>6</sup> TDC, and the State Hospital have a few more individuals but they are housed at different facilities.

<sup>7</sup> The cause of the burgeoning number of prison inmates with mental illness in recent decades appears to be linked to the falling number of state psychiatric beds (90%) since the 1960's. Such beds were supposed to be replaced with a system of community mental health centers, which never materialized due to lack of funding. Prisons are now the largest mental health providers in the United States. According to a recent article in USA Today (2013), psychiatric beds in the United States have dwindled back to the per-capita level of 1850, and those services have not been replaced with sufficient community-based treatment services. At Terrell (State Hospital for the mentally ill), in 1900 - 2300 were housed there; in 1960 - 3000 were housed there; as of 2013 a mere 316 mentally ill persons are housed there.

<sup>8</sup> Historically the Mental Health Supervisor in the District Attorney's office ranked higher than the Mental Health Public Defender, now it ranks lower (due to budget increases for the Public Defender's Office with which the District Attorney's office has not kept pace). In October 2014 the entire Mental Health Division of the Public Defender's Office, 4 attorneys, were raised from "level IV" to "level V" attorneys and a new "Level 6 - Chief of the Mental Health Public Defenders" position was created. This is because they have specialized knowledge, experience, and training (as do the mental health prosecutors). With 5 attorneys (plus another one stationed at the hospital that is not included in this calculation) and 4 case managers (LPCs) in the Public Defenders Mental Health Division it is now: Public Defenders - 9 v. District Attorney - 3 for mental health.

The three mental health attorneys in the District Attorney's office respond to ALL these public defender's cases AND all the mental health cases of the private bar. The two attorney IV positions in the DA's office are now the only attorneys at Frank Crowley specializing full-time in mental health that are classified as low as a level V.



Assistant District Attorneys. In order to keep these specialized, very experienced attorneys, the pay must be comparable to the Public Defender's Office. Defendants handled by the Mental Health Public Defender have caseworkers that interview and assess the needs of the defendant, which frequently results in the case being handled quickly and efficiently including connecting the defendant to appropriate treatment and services. Private attorneys do not have these assets and it is left to the Assistant District Attorneys to do much of the work in those cases in order that defendants receive equal treatment regardless of who they receive as counsel.

A legal assistant (the Public Defender's office has four case managers) could calendar competency hearings, communicate with the defense attorneys about hearings, communicate with hospitals regarding the endless extensions necessary with those who have been found incompetent and not guilty by reason of insanity, assist in management of the out-patient competency restoration docket, communicate with defense attorneys in private bar about the timely moving of their cases, obtain medical records, scan records and files, obtain files, document cases in the Forvus and ACMS systems, etc. All duties that the attorneys are doing themselves at this time.

In 2007, when the Division was created, it was recommended by the Criminal Justice Administrator that the District Attorneys Office designate an Investigator to this Division. This was never done as no additional funding was provided. For six years the prosecutor has either done the work herself (not a judicious use of resources) or borrowed another investigator from other duties (resulting in a lack of continuity and uniformity). Although the attorneys assigned to this Division frequently work after hours and weekends and utilize lawyers on loan and as many as five interns (volunteers) at a time; **it is still necessary to turn cases away due to the sheer volume of requests.**

## II. Goals

### Operational Impact

Approximately 24% of all jail book-ins involve an inmate with a diagnosed mental illness that would result in approximately 22,000 individuals a year with a diagnosed mental illness. This leaves many cases that should be referred to Mental Health Public Defenders and Mental Health District Attorneys to be handled by the Public Defenders and District Attorneys in the Courts. The result of this is that defendants with mental illness are not always receiving the same level of representation as they do when they are handled by the Mental Health attorneys.

Ryan Brown's memo to Commissioner's on March 26<sup>th</sup>, 2013 states "Defendants handled by the Mental Health Public Defender have caseworkers that interview and assess the needs of the defendant, which frequently results in the case being handled quickly and efficiently including connecting the defendant to appropriate treatment and services. In addition, having a Mental Health District Attorney who understands the particular needs of mentally ill defendants and the victims of the crimes perpetrated by the mentally ill defendants increases the cooperation between all parties and enhances the likelihood of quick and efficient outcomes of the criminal proceedings. Having a dedicated Mental Health District Attorney means they understand the recommended assessment and treatment program that is developed by the trained caseworker for the defendant and can take this into consideration when determining what the State will offer



to the defendant.” And “The addition of these positions should have a positive impact on jail population and recidivism rates thereby saving the County jail costs in the future.”

More personnel in the Division would allow for more of those individuals in the jail to receive the mental health treatment that they should be receiving and to receive it more promptly. The increasing caseload without an addition of personnel tends to defeat one of the most important functions of the Mental Health Division, i.e. allowing mentally ill individuals to receive prompt attention and treatment, and not languish in the jail unnecessarily.

More mentally ill individuals could be placed on probation or conditional dismissals with conditions which require the individuals:

- (1) to stay on their medications;
- (2) not consume illegal drugs, in some cases alcohol (imperative as this diminishes and conflicts with the affect of the medications they should be taking);
- (2) to see mental health professionals; and
- (4) to see case managers who can obtain supportive housing, transportation, etc. for them.

Currently the bulk of the cases that the District Attorney’s Office Mental Health Division Supervising Attorney is able to give attention to are those referred from the Public Defenders office. This results in a lack of uniformity for the defendants (defendants represented by the private bar are not as likely to receive services) and many mentally ill defendants slipping through the system or languishing in jail without the attention that they need. With more resources in the District Attorney’s Office, more attention could be placed on the intake process in grand jury to identify eligible defendants early.

Education of the criminal defense bar is also essential. This would allow for more uniformity in the treatment of the mentally ill. The private bar cannot begin to compete with the Public Defender’s Offices resources for the mentally ill. The District Attorney’s Office must be the catalyst for uniformity. Representation by the private bar requires far more work on the part of the District Attorney’s Office (requiring the prosecutor to do not only the additional mental health work required of the prosecutor in these cases but also the work that public defenders would have done regarding mental health, i.e. convey the knowledge that the Mental Health Public Defenders would normally do for the client regarding services, housing, etc.).

Additional personnel would also provide more time for training other prosecutors in the office, as all prosecutors should be aware of mental health issues and consider addressing the mental health issues as part of their duties.

There could be more coordination with other agencies; e.g. more coordination with the Mental Health Coordinator and ADAPT to obtain supportive housing and transportation and services, more training for police, more coordination with the misdemeanor divert attorney<sup>9</sup> (that is currently dealing with more than just mentally ill defendants), etc..

More personnel in the division would allow for more cases to be taken to trial and thus disposed of more promptly. This was seen with the recent creation of the State Jail Division, allowing prosecutors to bring cases to trial quicker resulting in a significant

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<sup>9</sup> More emphasis on the lower offenses that the mentally ill commit might result in earlier intervention and reduced recidivism.

lowering of the jail population. This is essential in cases involving mentally ill defendants as:

- (1) they cost an average of three times as much to house – \$58 per day for inmates in the general population compared to \$150 per day (\$300 per day according to the Texas Tribune) estimated for the mentally ill (doctors, nurses, medications, special procedures [i.e. restraint chairs], etc;
- (2) they tend to “decompensate” when they are left languishing in the jail, and
- (3) their incarceration results in more injury to staff with their unpredictable assaultive behavior in some instances with very sick individuals.

### The Impact of Adding an Additional Person in 2013

The impact and advantages of receiving the additional mental health staff to the department on June 3rd, 2013, resulted in us not saying to a single person “sorry, we can’t take your case, our caseload is too heavy right now” for months. With the additional assistance the Chief of the Mental Health Division, was able to work with the jail to have more of the severely mentally ill assigned to the Division and go to the grand jury attorneys asking them to screen cases for mental health and refer them to the Mental Health Division. Previously the Division was in triage mode, responding to the avalanche of cases routed from the Public Defender’s office and private attorneys. She has spoken with the jail administrator to facilitate routing of the mentally ill to the Mental Health Division sooner in the process. There was an ability to put more of an emphasis on cases such as illegal drug possession and prostitution, and get more sick people out of jail and into services sooner. The Division had time to work with the drug court to receive their cases where the individuals are too mentally ill to complete the program. However with the addition of another Public Defender without an addition to the District Attorney Mental Health attorney staff, the Mental Health Division once again has too high a case-load for each of its prosecutors.

In the first month, approximately 60 felony cases were assigned to the new attorney. That was 60 mentally ill defendants who had their cases moved quicker and received services sooner than before. By the second month, 125 felony cases had been assigned to the new attorney. Those defendants got out of jail sooner (where appropriate, as is the case in most situations) and received the necessary services. That work continued. Previously, the competency attorney was working long hours, seven days a week. Now he is able to maintain a manageable work schedule.

The attorneys are able to spend more time on the competency cases, moving them faster, preventing decompensation in the jail. This is resulting in a quicker resolution of those cases. The number of persons in the out-patient restoration program is consequently slowly dwindling.

For a time the Chief of the Division was able to spend more time consulting with attorneys, law enforcement and other professionals which is improving the system and has presented continuing legal education to prosecutors, defense and training to law enforcement (previously there was no time for this and once again there is no time for this).

### III. Personnel

#### 1. Staffing

##### A. Current - Attorney V

##### i. Supervising Attorney Mental Health Division

###### a. Current Position:

This position supervises two mental health attorneys and manages a very heavy, felony (all types of offenses including murders) caseload, trying extremely difficult and complex cases involving issues of insanity, competency, mental illness, etc.. (see attached Attorney V Job Description). Cases involving mentally ill defendants in the Public Defender's office (80 attorneys) are routed to this Assistant District Attorney Supervisory Attorney position (also the defense attorneys in the private bar seek these services). The workload of this position has far more than tripled since it was originally created in 2007 (see above statistics, more mentally ill are being identified and more of those identified are being assigned to this prosecutor). **This position more than pays for itself**, by moving hundreds of mentally ill defendants out of the jail each year and into programs reducing recidivism.

The Chief's position of the Mental Health Division of the Harris District Attorney's Office (Houston) receives Division Chief pay equivalent to other Division Chiefs such as the Family Violence Division and the Child Abuse Division. The attorney's in the Dallas Mental Health Division carry a far greater combined caseload than the combined caseload of the attorney's in the Houston District Attorney's office.

###### b. Change in Demands of Position Since Creation:

Duties that this attorney (Supervising Attorney) does that were not included in the original job description are numerous. This attorney has been litigating the most complex, difficult and serious and highly visible cases and all other duties as listed in the Dallas County Job Description Attorney VII. Chiefs of the trial courts (Attorney V) frequently request this attorney to take over complex cases. The Mental Health Attorneys advise other prosecutors and attorneys on mental health issues daily. With each mass murder elsewhere committed by a mentally ill individual, there are increased demands for the services of the Mental Health Division. These Mental Health attorneys now provide continuing legal education to the District Attorney's Office; provide liaison and training to police and firefighters; speak to citizens and families about issues (APOWW – Apprehension by Police Officer Without Warrant, civil commitments, services available, etc.); presentations to the grand jury (briefing each session and presentation of individual cases as needed); holding hearings and monitoring releases of defendants found “not guilty by reason of insanity” when hospitals deem it is appropriate; attendance at meetings of BHSC (Behavioral Health Steering Committee); BHLT (Behavioral Health Leadership Team); NAMI (National Alliance on Mental Illness), etc.; respond to emergency requests from judges (sometimes requiring extensive legal research that includes contacting other jurisdictions for procedures); bond hearings (agreeing to personal bonds, holding bonds insufficient, and overseeing the re-arrest of defendants that are deemed dangerous), etc.. Also, with the reduction in beds at the State Hospital – it is necessary to obtain creative solutions and alternatives for treatment of the mentally ill.

##### C. Increasing Caseload



Also, since mental illness cases in the District Attorney's office tend to be "defendant specific" (as opposed to fact or crime specific), all the defendant's cases are given to the mental health division each time the defendant is arrested, i.e. once a Mental Health Assistant District Attorney takes on a defendant's case, all that defendant's cases in the future are assigned to that same Mental Health prosecutor. This results in the caseload in the Mental Health Division growing larger and larger.

Further, since Chapter 17 of the Code of Criminal Procedure requires that non-violent, mentally ill defendants be released on personal bonds, the Mental Health Division of the District Attorney's office should be dealing with those cases along with the monitoring of out-patient competency restoration cases and diversion cases, to ensure that the mentally ill are receiving and complying with mental health services.

## **ii. Competency Attorney Mental Health Division** Attorney IV

### **a. Current Position:**

An Assistant District Attorney IV position handles competency matters including monitoring all out-patient competency restoration which is a full time caseload. **This position's, "Out-patient Competency Restoration Program" alone, more than pays for itself.** This position was created specifically in response to a lawsuit filed in 2006 regarding defendants being held in the Dallas jail for months before transfer to State Hospitals and after one Dallas inmate nearly died awaiting transfer. In 2009 the pilot program saved the county \$300,000 by not housing the mentally-ill defendants in the jail. And the program has grown significantly since then, saving more money for Dallas taxpayers. This program allows defendants to be treated in their communities which is more beneficial than being in a hospital.<sup>10</sup> **TODAY, there are an estimated 30 to 50 individuals in this out-patient program at any given time (and hundreds more in the mental health diversion programs over which this attorney monitors check-ins), saving taxpayers of Dallas County approximately \$150 per day each, i.e. an estimated 300 individuals at \$150 per day time 365 days per year equals \$millions in savings per year!!!**

These defendants are less frequently charged with new crimes than defendants that are sent to the hospital. This requires weekly staffings (meetings with the Judge, defense attorney, case managers, etc. in court). These individuals are required to come to court at least every two weeks. The attorney monitors the community based programs, whether the defendant is taking medications, attending the court ordered doctors visits, drug testing, etc..

### **b. Change in Demands of Position Since Creation:**

Duties that this attorney (Competency Attorney) does that were not included in the original job description are numerous. They include those duties listed above for the supervising attorney (Change in Demand of Position Since Creation) and the following additional duties: trial work; intake of cases; monitoring those found "not guilty by reason of insanity" monthly after release from the hospital for the duration of the court's jurisdiction of the defendants (for the duration of the defendant's life in cases of first degree felony); providing interface with the F.B.I. and Homeland Security to keep them apprised of threats to National Security; community outreach; etc..

## **iii. Unique Demands of the Positions:**

<sup>10</sup> Dallas Morning News April 12, 2010.

These three positions are currently occupied by three attorneys with a combined legal and law enforcement experience of over ninety years. Staff monitoring phone calls and the front desk at the District Attorney's Office indicate that the services of the mental health attorneys are requested more than any other attorneys in the office. These attorneys frequently work until late at night and weekends, taking work home, and even enlisting family members to assist in staying on top of the ever burgeoning case-load.

The mental health attorneys carry a caseload that is equal to or greater than other prosecutors in the office; however their cases require additional work that other prosecutors do not do (and work that is difficult to document), e.g.:

- \* review of voluminous medical and psychiatric records;
- \* hearings regarding incompetency and insanity;
- \* monitoring the necessity for extensions for hospital and psychiatric commitments (competency and insanity);
- \* continued monitoring of cases (insanity and incompetency institutionalizations);
- \* knowledge of the DSM-IV (Diagnostic and Statistical Manual regarding mental illness);
- \* consultations with judges on the issues of mental health;
- \* education of, consultation with, and advice to prosecutors, other attorneys, police, grand juries, probation officers, firemen, SMU Criminal Defense Clinic, and other professionals, which includes the presentation of Continuing Legal Education;
- \* attendance at mental health committee meetings;
- \* legal research specific to mental health;
- \* keeping informed and being knowledgeable about services available;
- \* communications with family members about services available;
- \* communications with the mental institutions where defendants are sent;
- \* being aware of the rules and peculiarities of the seventeen different felony courts, specialty courts, and the misdemeanor courts, as these attorneys practice in all courts;
- \* the attorneys of the Mental Health Division are the only attorneys in the District Attorneys office that practice law in every court in the Frank Crowley Courts Building;
- \* knowledge of HIPAA (Health Insurance Portability and Accountability Act);
- \* out-patient competency restoration;
- \* presentations to grand jury regarding mental illness;
- \* attendance at committees and meetings regarding mental illness;
- \* apprising appropriate authorities regarding security threats; and
- \* the additional burden of obtaining services, i.e. housing, transportation, etc. for the defendants, among other things,
- \* training, consulting, and educating other prosecutors, law enforcement, fire department, the public, etc. on the issues of mental health, etc..
- \* beginning the Jail Based Competency Restoration Program – unique to Texas.

#### **B. Needed**

(1) Raising the current supervisor's position to Attorney VII or at least Attorney VI to be in parity with the Public Defender's Office (currently Attorney V). The higher this



position, the more cases they can be responsible for supervising (even outside the Mental Health Division). The Mental Health supervisor in the Public Defender's office is an Attorney VI. The following division chiefs in the District Attorney's Office are Attorney Level VII: Appellate, Federal, Grand Jury, Misdemeanor and Administrative. The following Divisions Chiefs are Attorney Level VI: Public Integrity, Specialized, Organized, Family Violence, and Child Abuse. As a Supervisor of cases in all courts in the Frank Crowley Courts Building, this position should be raised to harmonize with the other Division Chiefs. The position is currently held by an experienced attorney with almost years of experience and hundreds of jury trials. The position should be increased to have the authority to assign cases to courts or chiefs and continuing monitoring the prosecution of said cases. This would allow for more mentally ill defendants to receive services. It should further be increased as it has the responsibility of handling and consulting on complex cases with potential for being high profile. It should also be increased for the position to command the respect that it should in the office. The value that an organization puts on a position is reflected in the compensation. Compensation is the litmus test for worth.

(2) Raising the Deputy Chief of Mental Health to a level VI or at least raising the two current Assistant District Attorneys positions in the Mental Health Division to an Attorney V position (they are currently Attorney IV). All Mental Health Public Defenders are level Attorney V or above. This position is currently held by experienced attorneys with years of experience and hundreds of jury trials. The positions should be elevated for purposes of being able to fill in for the supervising attorney when that attorney is out of the office, allowing for time to attend BHLT meetings, more education of police, attendance at chief's meetings, etc..

Upgrades are necessary in order to keep qualified attorneys in these positions or attract qualified candidates to the positions should they become vacant.

(3) Adding the following positions:

\* Felony Attorney V (2) – to supervise the Mental Health Diversion program in Judge Wade's court and assist with misdemeanor mental health cases (to ensure uniformity and quicker movement from the jail of mentally ill defendants); and another to work closely with the intake division and private attorneys in identifying cases where diversion and services are needed and general assistance with the current caseload to expedite cases.

\* Investigator<sup>11</sup> (1) – assist the prosecutors in locating witnesses, investigations, etc.. training of law enforcement personnel. In addition to the same general duties as a trial court investigator, the investigator will be the liaison with the law enforcement agencies in the determination of which direction to proceed with the criminal case, i.e. divert pre-indictment with no criminal case accepted, No Bill at grand jury or dismiss at a later date.

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<sup>11</sup> There have been at least six wrongfully charged, mentally ill defendants discovered by the Supervising Assistant District Attorney of the Mental Health Division in recent years. These people should not have spent time in jail. Sometimes the discoveries are not made until the case is being prepared for trial. An investigator assigned to this Division would alleviate that problem. In a recent murder trial, the Supervising Attorney of the Mental Health Division had to use six different investigators in the course of the case because there is not an investigator assigned to the Division and the attorney is only able to use whoever is available at the time. This results time expended getting the new investigator up to speed on the case taking up valuable time of the attorney and the investigative division.

The investigator would also assist in monitoring those on conditional dismissals and out-patient competency restoration and contact mental health providers and subpoena medical records early in the case.

\*Legal Assistant/Caseworker/Forensic coordinator (1)- to keep statistics, and coordinate activities, to communicate with families of defendants and complaining witnesses, file acquisition, etc..

Adding the attorney positions is the most important goal, as that will allow more mentally ill to receive attention more promptly. Any of these positions would allow more time for the current attorneys to move more cases, more quickly.

## 2. Equipment and Computers

Furniture and computers would be needed for the added positions and is set out in the Program Improvement Requests herein.

## IV. Statistics Supporting Necessity and Effectiveness of the Mental Health Program

**Dallas County was one of the first to adopt a mental health criminal justice program and was found to have the most successful mental health program in Texas** (of the counties studied) according to a 2010 comprehensive, eighteen month study conducted by a research scientist from Texas A & M in conjunction with the Texas Task Force on Indigent Defense. **Defendants from the mental health caseload in Dallas exhibited the lowest risk of recidivism of the counties studied.** Dallas has the broadest and most comprehensive array of diversion-oriented programming of any Texas county studied in that research. The Dallas County Probation Department claims to have a reduction in recidivism of 70% via CATS [Comprehensive Assessment Treatment Services] Evaluation.<sup>12</sup> This is better than that of the general jail population.

With more support in the Division, there could be more involvement with the families and therefore possibly more civil commitments, resulting in a safer and healthier community. Involuntary civil commitments are very rare and sometimes difficult to obtain with the current law. Intervention in a criminal setting may be the only help these people and their families will ever get.

Therapeutic Justice, problem solving courts, dramatically reducing the high recidivism rate in criminal cases (especially of drug offenders which is the offense of many of the mentally ill – attempting to self-medicate their illnesses). These courts work—individuals successfully treated do not re-offend, or do so at a much lower rate, thus saving money and public resources.<sup>13</sup> These courts compel individuals to respect the system and participate in the treatment services offered or face swift consequences, which is regarded as a superior form of accountability to traditional sentences. With more personnel in the Mental Health Division, there could be more mentally ill defendants receiving the attention that they should be receiving in those courts.

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<sup>12</sup> In 2012, the CATS (Comprehensive Assessment Treatment Services) (a program started in Dallas) reviewed 2900 cases prior to early intervention and 2900 after early intervention and found that there was a 70% reduction in recidivism in those cases with early intervention.

<sup>13</sup> Texas is home to 155 Drug Courts and 19 innovative Veterans Treatment Courts. The evidence-based reforms implemented have saved an estimated \$2 billion in new prison spending since 2007, led to the closure of three prisons and six juvenile lock-ups, brought about a 39 percent reduction in the parole failure rate, and reduced the statewide crime rate to levels not seen since the 1960s.

While the mentally ill commit all types of offenses, the most common offenses in Dallas that the mentally ill defendant commits are:

\* criminal trespass (16% of charged offenses against mentally ill defendants), followed by :

- \* assault,
- \* possession of a controlled substance,
- \* prostitution, then
- other crimes.

This is why a misdemeanor prosecutor would be especially beneficial in the Mental Health Division.

The most common mental illnesses of defendants in the Dallas County jail are: bipolar, schizophrenia, schizoaffective disorder, in that order. These mental illnesses can be seen on a brain scan and can be treated by medication allowing the individuals to lead normal, productive lives. This is why early detection, intervention and diversion from the criminal justice system is so crucial for these individuals.

## CONCLUSION

The Mental Health Division's mission and goals are consistent with a vision for the future for Dallas County's strategic plan. It is supportive of mental health care and promoting health care networks which is among the major elements of the Plan. The attorneys in the Division strive to synergize public safety programs and services across the County. The mission of the Division is to coordinate programs and systems to reduce crime. There has been coordination by the attorneys in the Mental Health Division to share information with the community (panel on mental health, a roundtable discussion, web page development, etc.). The Division maximizes the effectiveness of County's criminal justice resources. The Division coordinates and undertakes programs and services to improve Dallas County quality of life. The Division is a Public safety champion for Dallas County. The attorneys in the Division provide alternatives to sentencing options.

The Chief of the Mental Health Division wrote an article on the top ten best practices for reducing recidivism and the top ten best practices for cutting costs.<sup>14</sup> This article was shared with all prosecutors and has been taught in continuing legal education for prosecutors, judicial and defense attorneys.

It is very difficult to document what is done by mental health attorneys because so much of it is not statistics driven. These attorneys are constantly being consulted for their advice. Also, these cases are subject to long term involvement on the part of the attorneys because of the severity of the defendant's mental issues or competency issues, i.e. the office has been monitoring one individual since 1978 (two cases of attempted capital murder where he was found not guilty by reason of insanity and his institutionalization must be renewed annually). These defendants can no longer be committed to mental hospitals long term. Once released, the mental health prosecutors must coordinate with ADA PT, the mental hospitals, housing, etc. to make sure the community stays safe.

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<sup>14</sup> Developed by the National Association of Drug Court Professionals.



In recent years, the requests for services of the Mental Health prosecutors continues to exceed our capacity to serve. Inmates with mental illnesses continue to languish in the jail unnecessarily and the list of mentally ill defendants booked into the jail is ignored due to the volume of work.

It is estimated that for every dollar spent on mental health and substance abuse disorders, Texas would see a return of \$23. Proper funding of mental health prosecutors will result in less exposure to liability.<sup>15</sup> There is no better way to be smart on crime and make things better than investing in the science and evidence based, best practices demonstrated in the Mental Health Division.

The events at Newtown, Connecticut in 2012 (deaths of twenty children and six adults), and numerous other mass murders (almost all of which were done by a person with a diagnosed mental illness) and the 2014 shooting at Fort Hood by a mentally ill individual, are a reminder to us that we are on the front lines and in a unique position to recognize mental illness in dangerous individuals. Unlike most prosecutors, Dallas prosecutors can have defendants evaluated by psychologist via CATS where they can identify those with mental illness and more importantly, homicidal ideations. Some low level cases (usually assaults against family members) have had homicidal ideations revealed in the CATS evaluation. To prevent tragedies like those of Newtown; Columbine; Aurora, Colorado; etc. there must be early mental health intervention. Early mental health intervention is equivalent to prevention of more crime and tragedies. With each mass murder consciousness is raised regarding mental illness and there is a corresponding increase in the demands for service on the Division. Currently there are far too many defendants and their families that we are not able to assist. It is smart public policy to treat the mentally ill. Not only is it the right thing to do, it reduces expenditures in other areas.

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  - (d) Division Chief requested job description – Attorney VII**
- 3. Organization Chart**
- 4. Position Description Reclassification Request Form Deputy Chief Attorney**
  - (a) Program Improvement Request (Reclassification)**
  - (b) Program Improvement Request (Cost work Sheet)**
  - (c) Attorney current job description – Attorney IV**
  - (d) Attorney requested job description – Attorney VI**
- 5. Position Description Reclassification Request Form Attorney IV**
  - (a) Program Improvement Request (Reclassification)**

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<sup>15</sup> Gregg County Texas was ordered to pay a \$1.9 million settlement to relatives of a drug-recovering inmate who died in custody. The inmate died after being denied her prescription drugs from a methadone clinic while she was in jail. Two jailers were indicted based on their actions stemming from the incident. Dallas Morning News 2/13/13.



- (b) Program Improvement Request (Cost work Sheet)
- (e) Competency Attorney current job description – Attorney IV
- (f) Competency Attorney requested job description – Attorney V
- 6. New Position Description Request Form – Attorney V
  - Program Improvement Request (Equipment)
  - Program Improvement Request (Computer)
  - Program Improvement Request (Additional Staff)
  - Program Improvement Request (Cost Work Sheet)
  - Attorney V job description
- 7. New Position Description Request Form – Investigator
  - Program Improvement Request (Equipment)
  - Program Improvement Request (Computer)
  - Program Improvement Request (Additional Staff)
  - Program Improvement Request (Cost Work Sheet)
  - Investigator job description
- 8. New Position Description Request Form – Legal Assistant
  - Program Improvement Request (Equipment)
  - Program Improvement Request (Computer)
  - Program Improvement Request (Additional Staff)
  - Program Improvement Request (Cost Work Sheet)
  - Legal Assistant job description

Prepared by Cindy Stormer, Assistant District Attorney

PART 2 - Mental Health Division Budget Proposal 2015 for 2016 FY

# DISTRICT ATTORNEY

## Mental Health Division

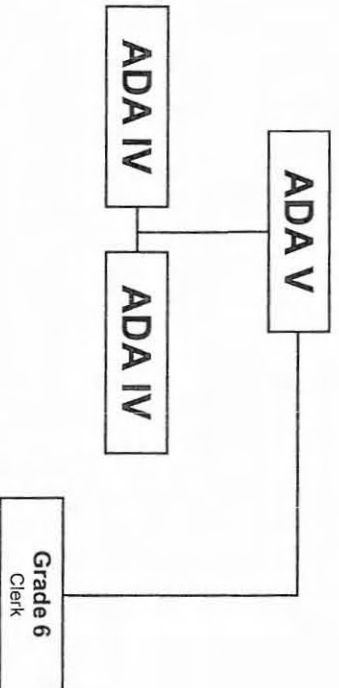
Performance Measures Linked to Specific Resource Allocation are Boxed

FY2015									
	FY2013	FY2014	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Annual Estimate	Proposed Target	Target Met?
Workload Measures									
Non-Jury Trials	32	18	5						
Pleas	357	517	157						
Dismissals	74	140	42						
Competency	305	606	167						
Conditional Dismissals	65	183	53						
Outpatient Competency Restoration	324	465	135						
Total Dispositions	743	1,375	397						

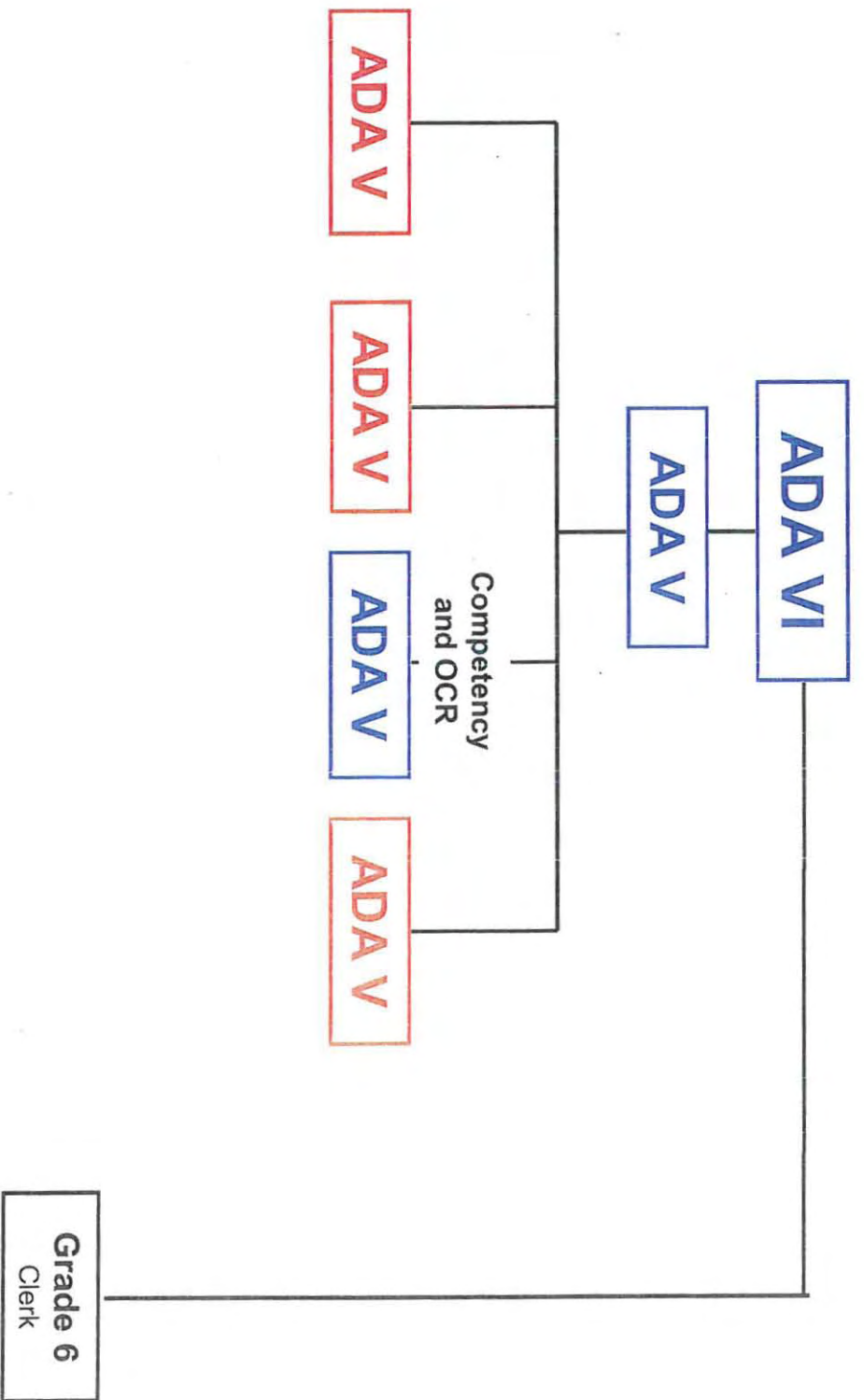
\* Numerous Consultations with law enforcement, prosecutors, defense attorneys and citizens

# MENTAL HEALTH

Current







# PROGRAM IMPROVEMENT REQUEST

## ADDITIONAL STAFF

<b>Department</b>	District Attorney/Misdemeanor	<b>Budget No</b>
<b>Brief Title of PIR</b>	District Attorney, Attny. I	
<b>Approx. Net Cost</b>	\$85,363	<b>Department Priority</b>

### Brief Summary of Request

This position will directly affect the District Attorney's Office's ability to dispose of criminal cases in a manner which provides justice to both those charged and those victimized.

### Discussion of Need

The number of Family Violence offenses is rising. The number of those offenses being handled by the 2 Family Violence misdemeanor courts is also rising. With the rise in charges, the jail and bond population of defendants are increasing. Another prosecutor to make witness contacts, prepare discovery, perform legal research, and ultimately try or plea the case is vital to keep the courts functioning and move cases and individuals through the criminal justice system. This position existed historically until non-intimate family violence cases were shifted to other misdemeanor courts. Those courts are receiving too many cases to continue to accept the cases and the cases will be sent to the family violence misdemeanor courts from this point forward.

	2012	2013	2014
Family Violence Offenses Reported in Dallas County	22, 312	21,390	23,011

### Discussion of Related Performance Measure

Misdemeanor prosecutors in the Family Violence courts have seen an increase in the number of cases assigned per prosecutor.

### Staff Review and Comment

# PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	ADA I
<b>Staff Cost</b>	
Grade	I
Salary	62,131
FICA @ 7.65%	4,753
Retirement @ 11.5%	7,145
Insurance @ \$8,500	8,500
	Total 82,529
<b>Related Equipment</b>	
Number	572
Desk	
Furniture	1,237
Computer	1,025
Printer	
Network Cabling	
Software	
Vehicle	
Travel	
Pager	
Cell Phone	
Other	
	Total 2,834
<b>Other Costs (describe)</b>	
Special Training	
Consultant Fees	
Renovation/Space	
	Total
Less Additional Revenue Source	
Grand Total	85,363



**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

**New Position Description Request Form**

**General Instructions:** Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the "Position Reclassification Summary Form")

**A. Identification / General Information**

Proposed Position Title:	Assistant District Attorney, Misdemeanor Division
Proposed Position Grade:	Attorney I
Department Name:	Dallas County DA's Office, Family Violence Division
Position Number:	N/A
Supervisor Name & Position Title ("Reports To"):	Dewey Mitchell, Administrative Chief Prosecutor of the Misdemeanor Division
Supervisor Phone:	214-653-3702
Supervisor Email:	Dewey.mitchell@dallascounty.org
Court Order # and Date:	

**B. Brief Description of the New Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to
Prosecute individuals charged with Misdemeanor Assaults involving Family Violence.
This is accomplished by
Creating an Attorney I, Prosecutor in the Misdemeanor Family Courts located in the Frank Crowley Criminal Courthouse, who is able to handle the criminal prosecution of individuals who are charged with Misdemeanor Assault involving Family Violence.
Other duties include
Handling criminal cases from filing agencies beginning with initial intake through victim contact, discovery production, legal research, plea bargain discussions, and ultimately trial or plea.

**C. Essential Functions of the New Position**

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each

duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

<b>EXAMPLE ↓</b>		
Function: Maintains exterior of facilities		
Tasks performed to accomplish this function:	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging		
Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	70%	E
Interviewing victims, reviewing reports, evidence collection, creating discovery, routing officers, and plea negotiations.		
2. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	25%	E
Preparing witnesses for contested hearings. Selecting juries and presenting evidence on behalf of the State of Texas in trial.		
3. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	5%	
Legal Research		
4. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		



5. Function:	Time	E or NE
Tasks performed to accomplish this function:		

## D. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## E. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

--

3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	<b>Office Environment</b>	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.


## F. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:
<input checked="" type="radio"/>	6.	Graduate or professional work or advanced degree in: Law Degree and State Bar License

2. **Experience:** Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input checked="" type="radio"/>	1.	<i>No previous experience required</i>
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input type="radio"/>	5.	Minimum of three years experience in/as: ADA
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. **Certification and Other Requirements:** List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.	State Bar License
2.	
3.	
4.	
5.	Valid Drivers License Required? <input type="radio"/> Yes <input type="radio"/> No If Yes, what type?

## G. Planning and Management Responsibilities

1. **Problem Solving and Analytical Skills:** What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.

<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input checked="" type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? ☐ Yes ☒ No

If yes, describe the planning or project management activities associated with this position.


3. Budgetary Responsibility: Does this position involve working with the annual budget? ☐ Yes ☒ No

If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
<u>Additional comments:</u>	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

☐ Yes ☐ No



6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position (check one).

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees of a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervisor always available, and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
X	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather than directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.



## H. Human Relations

**Interpersonal/Human Relations Skills:** This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
<b>My Current Classification</b>	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

## J. Signature/Approval

*To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.*

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	

# DISTRICT ATTORNEY MISDEMEANOR DIVISION

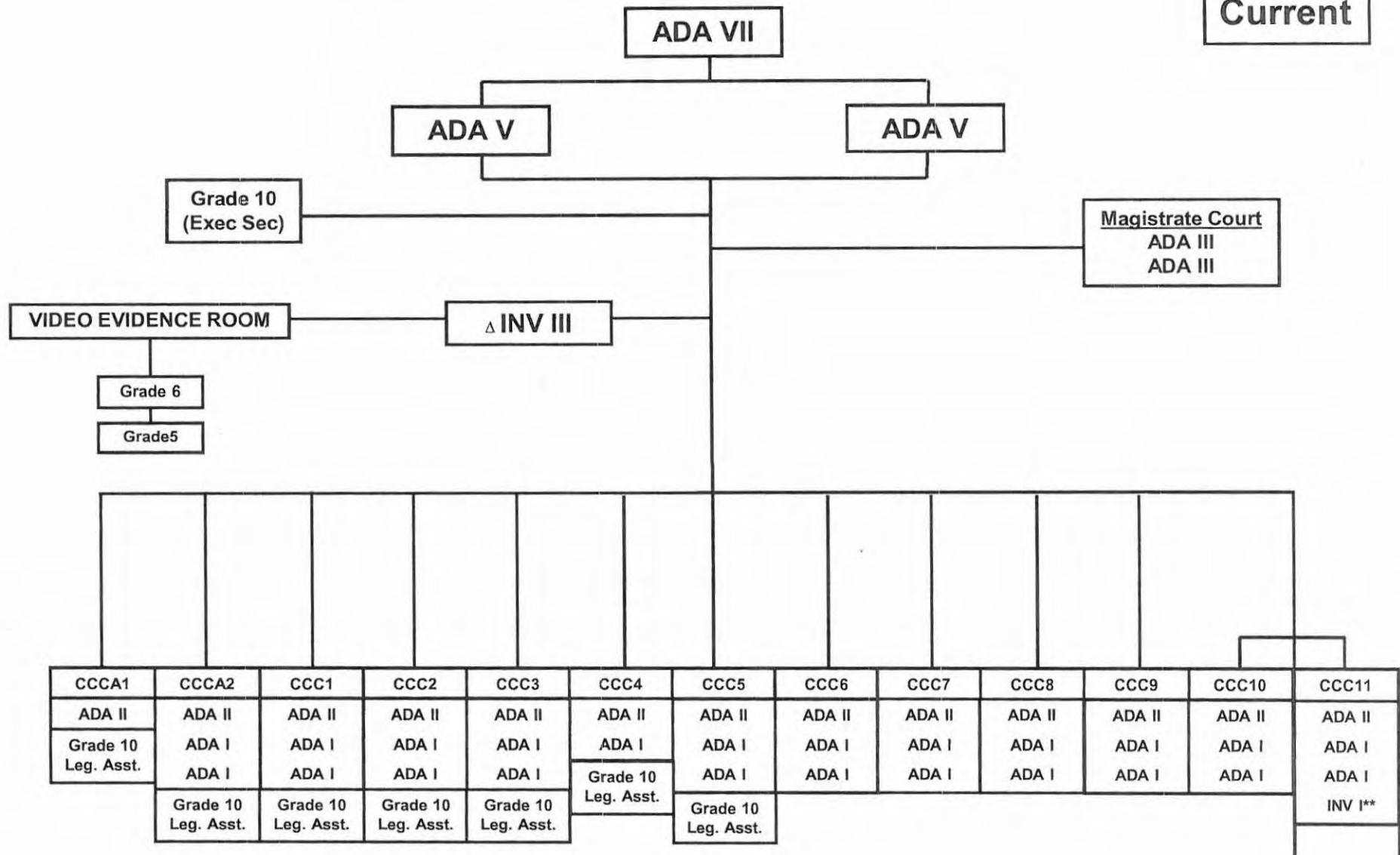
Annualized Statistics are based on Fiscal Year (Oct – Sep)

				Fiscal Year 2015				
	Jan	Feb	March	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Annual Estimate
<b>Workload Measures</b>								
Class A & B Filed	3696	2690	3443	10174	9829			
Class C – Filed	1218	1166	1048	5063	3432			
Total cases filed (Add class A & B + class C)	4914	3856	4491	15237	13261			
<b>Efficiency Measures</b>								
Filings per ADA (Class A&B only) (A&B cases filed divided by 34 ADAs)	109	79	101	299	289			
Filings per Inv/LA (Class A&B only) (A&B cases filed divided by 15 Inv/LAs)	246	179	230	678	655			
Dispositions per ADA (Class A&B only) (A&B disposed divided by 34 ADAs)	120	111	131	360	362			
Dispositions per Inv/LA (Class A&B only) (A&B disposed divided by 15 Inv/LAs)	272	251	298	816	821			
<b>Outcome Measures</b>								
Class A & B Disposed	3833	3565	4238	12240	11636			
Class C – Disposed	1016	782	1197	3139	2995			
Revocations	120	125	110	326	355			
Jury Trials	9	13	24	62	60			
Jury trial conviction rate (# of cases guilty divided by total # of JT = % conv rate)	56.25%	65.00%	58.33%	43.54%	59.86%			

\*\*\*Calculations per prosecutor of filings or dispositions are by 34 prosecutors, which is based on actual persons, including 1 prosecutor who handles mainly class C Misd, but excluding supervisors. Calculations of filings or dispos are by 15 Inv/LAs, which includes 1 Investigator supervisor not assigned a court, and 13 LAs including 1LA who handles mainly Class C Misd.

# MISDEMEANOR

Current

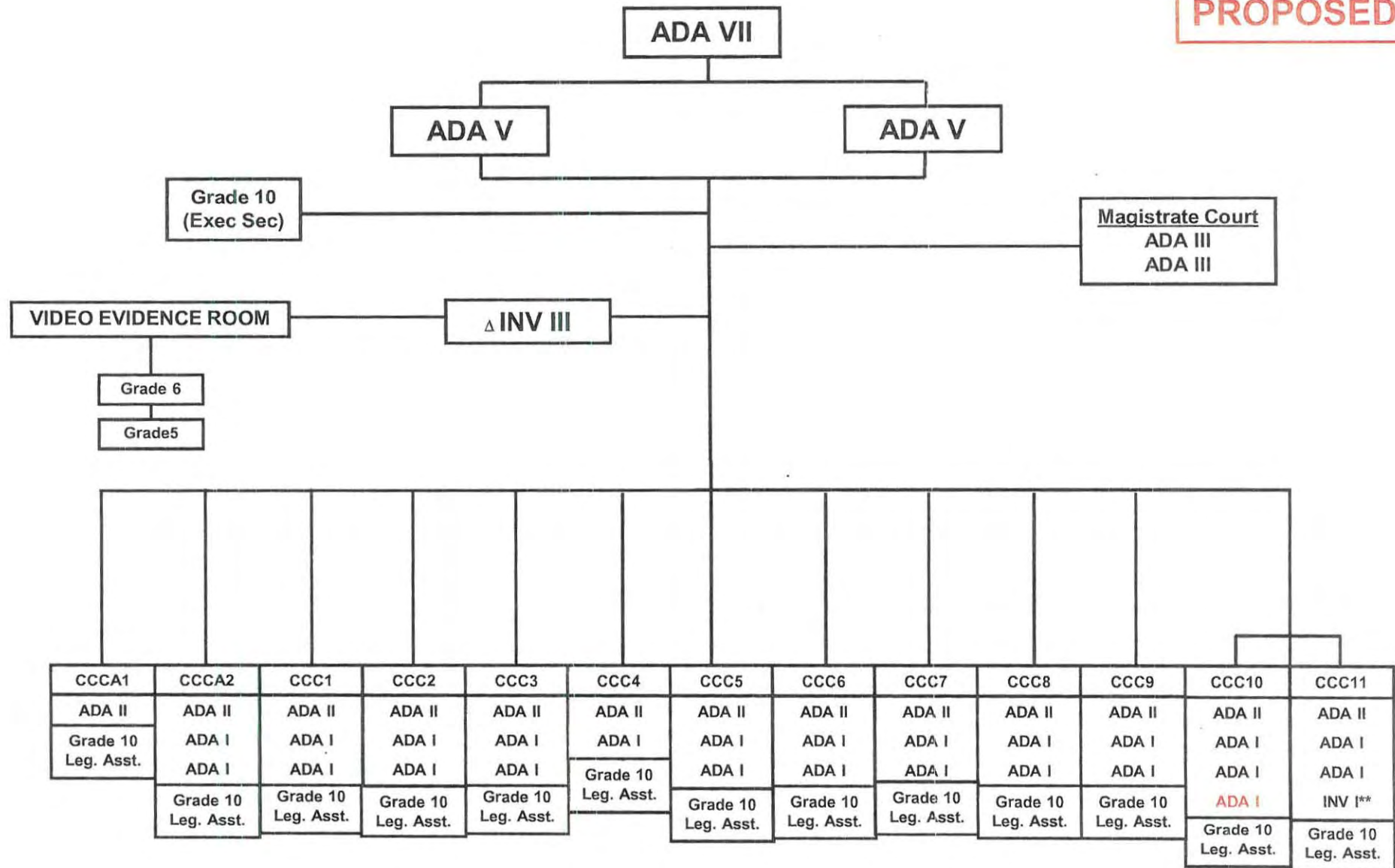


\*\*Grant Funded Position  
ΔLegal Ast. Report to this Position



# MISDEMEANOR

**PROPOSED**



**New Position**

\*\*Grant Funded Position

ΔLegal Ast. Report to this Position

**DISTRICT ATTORNEY  
ORGANIZED CRIME DIVISION (OCD)  
AND DRUG COURT**

Annualized Statistics are based on Fiscal Year

				Fiscal Year 2015				
	2012	2013	2014	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Annual Estimate
<b>Workload Measures</b>								
New Cases	2170	2376	2978	618	611			
Pending cases (total pending cases from prev Q + new cases – dispo cases)	2461	2647	3365	3556	3647			
Total pending cases (new cases + pending cases - dispo cases)	2546	2764	3483	3629	3665			
Caseload per prosecutor (total pending cases / by 6)	425	434	581	605	611			
Quarterly caseload (pending cases + dispos)	2918	3124	3990	4101	4240			
<b>Outcome Measures</b>								
Jury trial dispositions	68	65	57	13	11			
Jury trial conviction rate	86%	90%	92%	100%	100%			
Total Dispositions (including Jury Trials, Pleas and Dismissals)	1828	1908	2671	545	593			
TBC's	9	2	0	0	2			
Waivers	203	0	2	0	0			
Revocations / Adjudications	159	180	221	31	45			
Pre-trial Motions and Motions to Suppress	220	121	205	52	61			
<b>Efficiency Measures</b>								
Total disposition rate (total dispos/new cases= dispo rate)	88%	83%	91%	88%	97%			

THE OFFICE IS NO LONGER ACCEPTING AT LARGE CASES, UNLESS THEY MEET CERTAIN REQUIREMENTS, OTHERWISE AN ARREST MUST BE MADE. This decreases the amount of cases received in OCD as well. Fluctuations in the number of new cases are impacted by outside issues such as temporary lab closings, decline in at large filings and restructuring in filing agency procedures among other things.

<sup>1</sup> Q1 '15 - 1422 of pending cases are unapped.

<sup>2</sup> Q2 '15 - 1459 of pending cases are unapped.

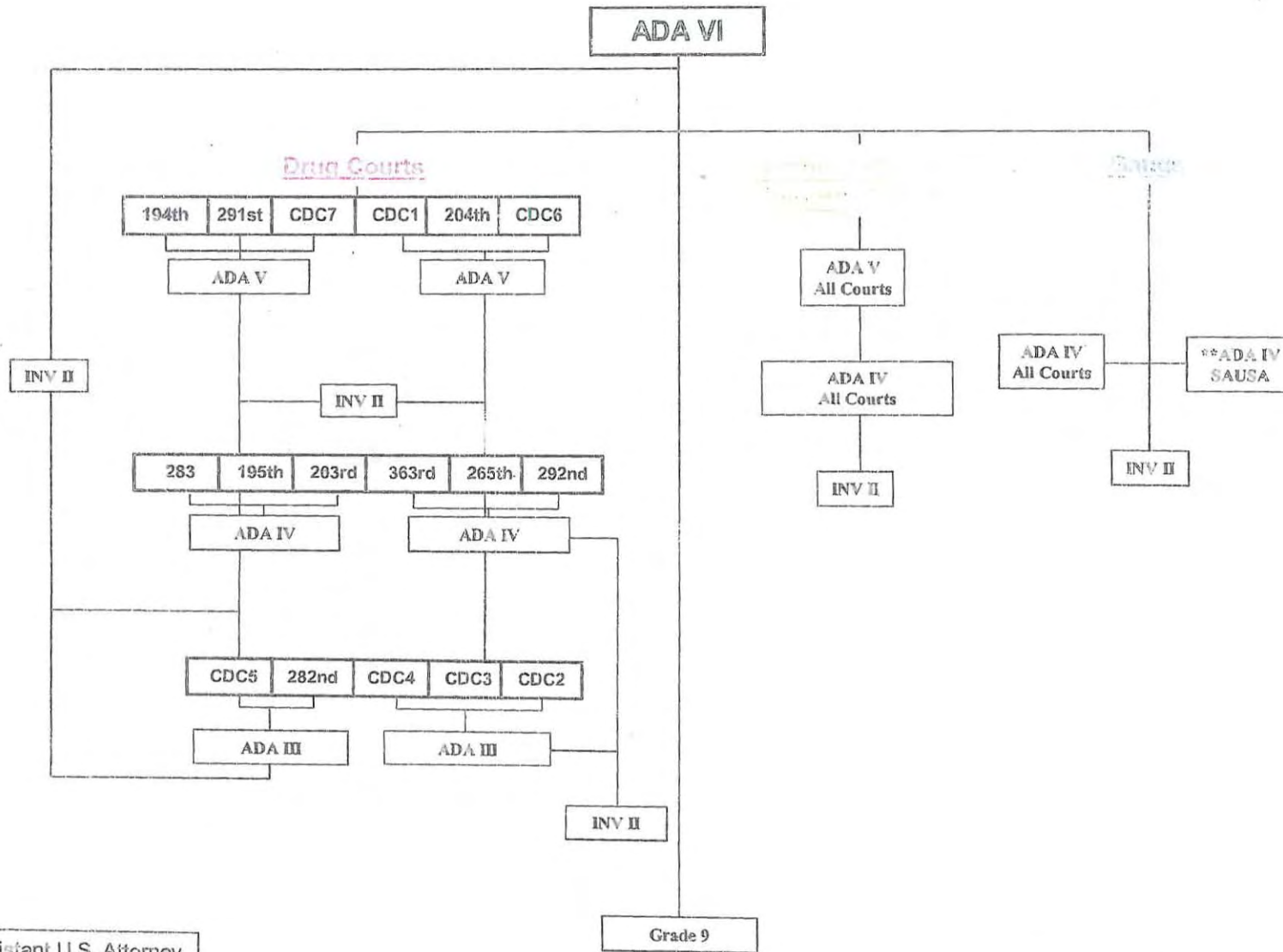
<sup>3</sup> Q3 '15 -

<sup>4</sup> Q4 '15 -



# ORGANIZED CRIME

Current



fe Grant, Special Assistant U.S. Attorney

FY 13

# PROGRAM MOVEMENT REQUEST RECLASSIFICATION

<b>Department</b>	Public Integrity	<b>Budget No.</b>	
<b>Position Title</b>	Deputy Chief Public Integrity (Attorney V)	<b>Position No.</b>	
<b>Current Grade</b>	Attorney IV	<b>Job Code</b>	
		<b>Department Priority</b>	

## Description of Changes in Work Being Performed

More responsibility and scope than previous attorney classification.

## Reason/Authority for Change (see Budget Manual)

This reclassification reflects a change in complexity rather than in volume of cases. The proposed Deputy Chief will have more responsibility in assisting the Chief in the direction of the Public Integrity Unit. The sensitive nature of the cases handled require both transparency and discretion. More will be required of this position than in previous classification.

## Departmental Cost Worksheet

Current Grade Att 4		Proposed Grade Att 5	
Salary \$89,228		Salary \$106,292	
FICA (7.65%) 6825.94		FICA (7.65%) 8131.39	
Retirement (11.5%) 10261.22		Retirement (11.5%) 12223.58	
Total 106,315.16		Total 126,646.97	
		Total Annual Impact \$20,331.81	

## Staff Review and Comment



**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

**Position Description Reclassification Request Form**

**General Instructions:** Please complete this form and attach the current and proposed position descriptions, the current and proposed organization charts and any comparative position descriptions that can be identified.

**A. Identification / General Information**

Current Position Title:	Assistant District Attorney
Proposed Position Title:	Deputy Chief Public Integrity
Current Position Grade:	Attorney IV
Department Name:	Public Integrity Division
Position Number:	
Supervisor Name:	Jerry Varney
Supervisor Phone:	214-653-3816
Supervisor Email:	jvarney@dallascounty.org

**B. Brief Description of the Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to assist the Chief of Public Integrity in the investigation, analysis, and prosecution of cases in the Public Integrity Division.
This is accomplished by working in conjunction with Unit Investigators and Assistant District Attorneys.
Other duties include preparing and presenting cases to the Grand Jury, and leading and assisting in jury on cases which are generated in Public Integrity.

**C. Rationale for Reclassification**

Explain what caused the changes in job duties. Be specific as to how those changes occurred and in what timeframe (i.e., last month, two years ago, etc.). Include such things as: changes in organizational structure, changes in department procedures; changes in grant or program scope; new programs/functions; introduction of new equipment/systems; reassignment of job duties/termination of other employees in the work unit, etc. Organizational structure and an increase in focus on extremely important cases in this division. In short, the scope of the of Public Integrity division requires more experience and expertise, in addition to the
Provide an explanation on the differences between the old and new job duties/responsibilities. Describe how

the job has grown and changed since its creation. Include changes in the level of judgment, independence, problem solving and/or management (i.e., position was previously responsible for \$1,000,000 and is now responsible for \$10,000,000; position was previously responsible for supervising two employees and is now responsible for supervising fifteen employees, etc.). Please clearly outline the specific new job duties/responsibilities.
The Deputy Chief will have more responsibility within the division, and will have input in the direction and scope of cases within the division. The Deputy Chief will report to the Public Integrity Chief.
Are the new duties/responsibilities additional or have they been allocated from another position(s)? Please specify. If the duties have been reassigned, please provide the name, job title, and an explanation of why the duties are being reassigned. Please explain the impact on the position losing the job duties/responsibilities.
The new duties are additional. There will be more responsibility on individual cases.
What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?
Outline the changes in the level of authority of the position (i.e., position now has authority to sign off on expenditures for goods/services). Have any reporting relationships to or from this position been altered?
Deputy Chief will report to Chief of Public Integrity. The Deputy Chief will have authority in the absence of the Division Chief.
What specific tasks or activities make the job duties/responsibilities more complex?
The high-profile nature of the cases received, along with more supervisory duties within the division.
Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.
Deputy Chief positions in both the Family Violence and Misdemeanor Chief positions are comparable in both their relations to the Chief of their respective divisions, and responsibilities to aid the Chief in guiding the direction and scope of the division.
What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?
Not applicable. There are not numerical goals attached to this position.

## D. Essential Functions

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.



Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

<b>EXAMPLE ↓</b>		
Function: Maintains exterior of facilities	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function: Prosecute Cases in Public Integrity Division	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	100%	E
Investigate, analyze, and present cases specifically for the Public Integrity Unit.		
This includes presentations to the Grand Jury, presentations to both the Unit Chief and Elected District Attorney. The sensitive nature of these cases requires both discretion and transparency. Also, communication with Law Enforcement agencies require both tact and professionalism. The Deputy Chief will aid the Chief Prosecutor in guiding the direction and scope of the Public Integrity Unit. Includes Jury Trial leads, voir dire, plea negotiations and arguing motions.		
2. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		
3. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		
4. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		

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5. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		

## E. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## F. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)


3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)


4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	Office Environment	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.


## G. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:
<input checked="" type="radio"/>	6.	Graduate or professional work or advanced degree in: Juris Doctorate or Law Degree

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	No previous experience required
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input type="radio"/>	5.	Minimum of three years experience in/as:
<input checked="" type="radio"/>	6.	Minimum of four years experience in/as: Attorney
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.	Good Standing with State Bar of Texas
2.	
3.	
4.	
5.	Valid Drivers License Required? <input type="radio"/> Yes <input type="radio"/> No If Yes, what type?

## H. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.



<input type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input checked="" type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? ☒ Yes ☐ No  
If yes, describe the planning or project management activities associated with this position.

Training for less experienced prosecutors, and training within the division that works to increase the base of knowledge within the division.

3. Budgetary Responsibility: Does this position involve working with the annual budget? ☐ Yes ☒ No  
If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
Additional comments:	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

☒ Yes ☐ No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>
Attorney IV	2

6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position. (Choose one)

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input checked="" type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (Choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input checked="" type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives



		by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

## I. Human Relations

**Interpersonal/Human Relations Skills:** This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
X	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	X
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. Attorney VI (Managing Attorney)
	2. Attorney VI (Supervisory Attorney)
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

## K. Signature/Approval

*To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.*

Employee Signature	Date 4/16/15
Immediate Supervisor Signature	Date 4-16-15
Comments:	
Department Head/Elected Official Signature	Date 5/2/15
Comments:	



## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	Attorney IV	<b>Job Code:</b>	7035400	<b>Job Grade:</b>	ATT 4
<b>Reports To:</b>	Section Chief	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	E
<b>Department:</b>	District Attorney	<b>Loc. Code:</b>	0862004	<b>SIC Code:</b>	9222
				<b>WC Code:</b>	8810
<b>Division:</b>		<b>CS Code:</b>	A	<b>EEO Code:</b>	B01

**Summary of Functions:** With minimal supervision and oversight, performs advanced legal work in the area assigned. Work involves litigation and legal research; drafting legal documents; and interpreting laws, rules, and regulations. Work is performed under general direction with authority to make tactical and legal decisions in connection with assigned cases **OR** prosecutes the more complex general or special-category felony cases in assigned court. Performs case evaluation, preparation and management; represents the state in pre-trial and evidentiary hearings and jury/court trials; and ensures effective communications with defense attorneys, court personnel, victims and family members, witnesses, and other interested parties.

**Management Scope:** N/A

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Evaluates criminal complaints in order to decide whether or not to accept or reject the case for prosecution, to determine the appropriate charge to be filed and to prepare the required documentation for indictment.		
2. Evaluates assigned case or lawsuit by: <ul style="list-style-type: none"><li>• reviewing documentation,</li><li>• conducting necessary legal research on applicable law,</li><li>• interviewing witnesses or persons with knowledge of the case,</li><li>• gathering evidence, and</li><li>• determining most appropriate action(s) to be taken.</li></ul>		
3. Drafts, files and responds to necessary motions, briefs, or other legal documents for trial and/or hearing.		
4. Explains legal process to potential witnesses and prepares witnesses for court testimony and ensures client of victim/family kept informed on status of case.		
5. Gathers, prepares, and presents evidence, exhibits, and related material for trial or hearing.		
6. Represents the State or client in trial and hearings by: <ul style="list-style-type: none"><li>• conducting jury selection,</li><li>• presenting opening statements,</li><li>• conducting direct and cross-examinations of witnesses, and</li><li>• presenting closing arguments.</li></ul>		



7. Negotiates settlements or plea-bargain. Obtains approval, if necessary, of plea-bargain agreement if reached.
8. Prepares necessary legal document if settlement or plea-bargain agreement is reached and ensures proper signatures are secured and documents filed as required.
9. Manages court docket and case schedules to ensure court deadlines are met and records and documentation are accurate and up-to-date.
10. Trains or assists in training Attorneys I, II, and III.
11. On an as needed basis, may perform some of the duties of the Section Chief on a short-term temporary basis.
12. Performs other duties as assigned.

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**Minimum Qualifications:**

Education, Experience and Training:

Graduation from an accredited law school with a current license to practice law in the State of Texas. Two (2) years and six (6) months of experience practicing law. Experience as lead prosecutor for all levels of felony offenses, serving as lead counsel in conjunction with civil litigation, or extensive appellate work on direct appeals is required.

Special Requirements/Knowledge, Skills & Abilities:

Requires a current license to practice law in the State of Texas.

Physical/Environmental Requirements:

Normal office environment.

Disclaimer:

This is an "at will" position with no civil service or other appellate rights. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Hay Points/Point Factor:

N/A

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on \_\_\_\_\_

Date 12/04;11/09; 01/28/13

Approved by Civil Service Commission on \_\_\_\_\_

Date 01/25/2010;01/28/13

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.

# PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

<b>Department</b>	Public Integrity- DA's Office	<b>Budget No</b>
<b>Brief Title of PIR</b>	Legal Assistant (Brady Unit)	
<b>Approx. Net Cost</b>	\$62,247.81	<b>Department Priority</b>

## **Brief Summary of Request**

Request for an Investigator to assist in the District Attorney's office in complying with State and Federal law by obtaining, compiling, and guiding the disclosure of Brady information.

## **Discussion of Need**

Currently, one investigator takes away from his/her duties to maintain information that comes from several different sources that touches on misconduct by a potential law enforcement witness. Once an accusation is made, or information is relayed to a trial court prosecutor, that prosecutor must seek out any conviction, sustained allegations of misconduct, or prior comment from a previous prosecutor connected to the officer in question. It is currently the responsibility of the trial court prosecutor to make sure a disclosure is made to the accused's attorney, and also make the information available for in-camera inspection and argue its admissibility, or non-admissibility at trial. This strategy only contemplates cases going to trial. The investigator that initiates our Brady process normally finds the officers by scanning our trial settings through Courtnotify and running each name. Our Office's duties under Brady cover all cases, including guilty pleas. A legal assistant would help with the voluminous paperwork that will accompany full and thorough compliance with the high standard set by the Brady law. A legal assistant will be an aide to both the investigator assigned to the unit on the front end, as information is received, combed-through for incidents that require disclosure, but also as disclosures are made, both to the accused's attorney, but also to the officer in question, as some instances may require notification of non-sponsorship or limitation in testimony.

## **Discussion of Related Performance Measure**

There are no applicable performance measures for this position, rather our duty for properly disclose Brady information is mandated by law.

## **Staff Review and Comment**

# PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Legal Assistant (Brady Unit)
<b>Staff Cost</b>	
Grade	10 (Non-Exempt)
Salary	\$40,560.00
FICA @ 7.65%	\$3102.84
Retirement @ 11.5%	\$4664.40
Insurance @ \$8,500	\$8500
Total	\$56827.24
<b>Related Equipment</b>	
Number	
Desk	\$718
Furniture	\$1777.50
Computer	\$2200
Printer	\$725.07
Network Cabling	
Software	
Vehicle	
Travel	
Pager	
Cell Phone	
Total	\$5420.57
<b>Other Costs (describe)</b>	
Special Training	
Consultant Fees	
Renovation/Space	
Total	
Less Additional Revenue Source	
Grand Total	\$62,247.81

Form E1

FY2016

# PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

<b>Department</b>	Public Integrity- DA's Office	<b>Budget No</b>
<b>Brief Title of PIR</b>	Legal Assistant (Brady Unit)	
<b>Approx. Net Cost</b>	\$62,247.81	<b>Department Priority</b>

## **Brief Summary of Request**

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## **Discussion of Related Performance Measure**

There are no applicable performance measures for this position, rather our duty for properly disclose Brady information is mandated by law.

## **Staff Review and Comment**



# PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Legal Assistant (Brady Unit)
<b>Staff Cost</b>	
Grade	10 (Non-Exempt)
Salary	\$40,560.00
FICA @ 7.65%	\$3102.84
Retirement @ 11.5%	\$4664.40
Insurance @ \$8,500	\$8500
	Total \$56827.24
<b>Related Equipment</b>	
Number	
Desk	\$718
Furniture	\$1777.50
Computer	\$2200
Printer	\$725.07
Network Cabling	
Software	
Vehicle	
Travel	
Pager	
Cell Phone	
	Total \$5420.57
<b>Other Costs (describe)</b>	
Special Training	
Consultant Fees	
Renovation/Space	
	Total
Less Additional Revenue Source	
Grand Total	\$62,247.81

Form E1

FY2016



**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

**New Position Description Request Form**

**General Instructions:** Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

**(For position reclassifications use the "Position Reclassification Summary Form")**

**A. Identification / General Information**

Proposed Position Title:	Legal Assistant (Brady Unit)
Proposed Position Grade:	Grade 10
Department Name:	District Attorney – Public Integrity Division – Brady Unit
Position Number:	N/A
Supervisor Name & Position Title ("Reports To"):	Jerry Varney Chief
Supervisor Phone:	(214)653-3816
Supervisor Email:	Jerry.Varney@dallascounty.org
Court Order # and Date:	

**B. Brief Description of the New Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to carry out the general operations for an attorney in the Brady Unit. To clearly identify any potential Brady information that any state witness might have.
This is accomplished by assisting all prosecutors at the District Attorney's Office in identifying any state witnesses that may have any potential Brady information and formulate a process to forward all information to prosecutors.
Other duties include being diligent disclosing all pertinent information to the accused's counsel, and arguing admissibility in the trial court.

**C. Essential Functions of the New Position**

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

EXAMPLE ↓	Time	E or NE
Function: Maintains exterior of facilities		

[illegible]



## D. Visual-Mental Demands

1. **Visual-Mental Demands:** Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## E. Physical Demands, Equipment Requirements, Working Conditions

1. **Strength Demands:** Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. **Machines, Tools, Equipment and Work Aids:** List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)


3. **Computer Equipment and Software:** List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)


4. **Environmental, Health and Safety Conditions:** Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

Environmental Condition			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



		(fumes, gases, chemicals, dust and dirt)				
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<b>Health and Safety Conditions</b>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	<b>Office Environment</b>	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.

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## F. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:
X	6.	Graduate or professional work or advanced degree in: Law Degree

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	<b>No previous experience required</b>
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input type="radio"/>	5.	Minimum of three years experience in/as:

<input checked="" type="radio"/>	6.	Minimum of four years experience in/as: Attorney
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. **Certification and Other Requirements:** List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1. Must be member in good standing State Bar of Texas
2.
3.
4.
5. Valid Drivers License Required? <input type="radio"/> Yes <input type="radio"/> No If Yes, what type?

## G. Planning and Management Responsibilities

1. **Problem Solving and Analytical Skills:** What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input checked="" type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. **Planning:** Does this position involve planning work activities or projects? ☐ Yes ☒ No  
If yes, describe the planning or project management activities associated with this position.


3. **Budgetary Responsibility:** Does this position involve working with the annual budget? ☐ Yes ☒ No  
If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
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<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
Additional comments:	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

☐ Yes    ☒ No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>

6. **Management and Supervisory Responsibility:** If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position (check one).

<input checked="" type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. **Freedom to Act:** This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input checked="" type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

## H. Human Relations

**Interpersonal/Human Relations Skills:** This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.



			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	X

## I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. <del>Attorney V</del>
	2. <del>Attorney VI</del>
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1. <del>Attorney III</del>
	2.

## J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

<i>NA</i> Employee Signature	Date <i>4-8-15</i>
Immediate Supervisor Signature Comments:	Date
Department Head/Elected Official Signature Comments:	Date <i>5/3/15</i>

# PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

<b>Department</b>	Public Integrity- DA's Office	<b>Budget No</b>
<b>Brief Title of PIR</b>	Attorney IV (Brady Unit)	
<b>Approx. Net Cost</b>	\$118,755.16	<b>Department Priority</b>

## **Brief Summary of Request**

Request for an attorney to assist in the District Attorney's office in complying with State and Federal law by obtaining, compiling, and guiding the disclosure of Brady information.

## **Discussion of Need**

Currently, one investigator takes away from his/her duties to maintain information that comes from several different sources that touches on misconduct by a potential law enforcement witness. Once an accusation is made, or information is relayed to a trial court prosecutor, that prosecutor must seek out any conviction, sustained allegations of misconduct, or prior comment from a previous prosecutor connected to the officer in question. It is currently the responsibility of the trial court prosecutor to make sure a disclosure is made to the accused's attorney, and also make the information available for in-camera inspection and argue its admissibility, or non-admissibility at trial. This strategy only contemplates cases going to trial. The investigator that initiates our Brady process normally finds the officers by scanning our trial settings through Courtnotify and running each name. Our Office's duties under Brady cover all cases, including guilty pleas. A full-time attorney position would be able to cover more cases, and find officers with Brady issues earlier in the process. Also, one person tasked with the disclosure of information and arguments for admissibility would create much more uniformity in how this information is handled.

## **Discussion of Related Performance Measure**

There are no applicable performance measures for this position, rather our duty for properly disclose Brady information is mandated by law.

## **Staff Review and Comment**

# PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Attorney IV (Brady Unit)	
<b>Staff Cost</b>		
Grade	Attorney 04	
Salary	\$89,228	
FICA @ 7.65%	\$6825.94	
Retirement @ 11.5%	\$10261.22	
Insurance @ \$8,500	\$8500	
	Total	\$114,815.16
<b>Related Equipment</b>		
Number		
Desk	\$718	
Furniture	\$1022	
Computer	\$2200	
Printer		
Network Cabling		
Software		
Vehicle		
Travel		
Pager		
Cell Phone		
	Total	\$3940
<b>Other Costs (describe)</b>		
Special Training		
Consultant Fees		
Renovation/Space		
	Total	
Less Additional Revenue Source	Grand Total	\$118,755.16

Form E1

FY2016





**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

**New Position Description Request Form**

**General Instructions:** Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the "Position Reclassification Summary Form")

**A. Identification / General Information**

Proposed Position Title:	Attorney IV (Brady Unit)
Proposed Position Grade:	Attorney 04
Department Name:	District Attorney – Public Integrity Division – Brady Unit
Position Number:	N/A
Supervisor Name & Position Title ("Reports To"):	Jerry Varney Chief
Supervisor Phone:	(214)653-3816
Supervisor Email:	Jerry.Varney@dallascounty.org
Court Order # and Date:	

**B. Brief Description of the New Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to carry out the general operations for an attorney in the Brady Unit. To clearly identify any potential Brady information that any state witness might have.
This is accomplished by assisting all prosecutors at the District Attorney's Office in identifying any state witnesses that may have any potential Brady information and formulate a process to forward all information to prosecutors.
Other duties include being diligent disclosing all pertinent information to the accused's counsel, and arguing admissibility in the trial court.

**C. Essential Functions of the New Position**

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

EXAMPLE ↓	Time	E or NE
Function: Maintains exterior of facilities		



Tasks performed to accomplish this function:	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function: Investigation of any Potential Brady information.	Time	E or NE
<b>Tasks performed to accomplish this function: Prosecutors have a constitutional duty to</b>	30%	E
Disclose any information of an Officer's past conduct that may discredit the officer's		
Credibility. Therefore it is the job of the Attorney to determine if information touching		
on an officer's conduct should be considered Brady evidence which must be disclosed.		
2. Function: Serve as Point of Information for trial prosecutors	Time	E or NE
<b>Tasks performed to accomplish this function: Maintain working relationships with all</b>	30%	E
The Brady Unit attorney would be a centralized point of information for the trial court		
and division prosecutors to go and find Brady information if they believe it exists.		
This should create uniformity in our Brady process.		
3. Function: Assist in Investigation of Complaints	Time	E or NE
<b>Tasks performed to accomplish this function: The Unit investigator will also be assigned</b>	20%	E
To investigate any and all complaints made in regards to the credibility of any police		
Officer witness. The Unit Investigator will provide its investigation findings to the Unit		
Prosecutor for determination of any Brady Disclosures. This may require		
interviews be conducted to confirm facts and details of the officer conduct		
alleged.		
4. Function: General Attorney Duties	Time	E or NE
<b>Tasks performed to accomplish this function: Assist the District Attorney's Office in all</b>	20%	E
aspects		
Arguing and filing motions, in-camera and on the record arguments would be required to		
ensure only the proper evidence is admitted.		
5. Function: Mission of Unit Prosecutor	Time	E or NE
<b>Tasks performed to accomplish this function: The mission of the Unit Investigator is</b>		E
To assist District Attorneys in complying with their constitutional obligations		
Under Brady v. Maryland. Assist Trial Prosecutor to in compliance with the		
Brady policies and to make sure that all potential Brady material has been		
Investigated, Disclosed, and assist in establishing admissibility of such		
information.		


## D. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## E. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)


3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)


4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

Environmental Condition			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

		(heat, cold, extreme weather changes)				
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<b>Health and Safety Conditions</b>			<b>0-1/3</b>	<b>1/3-2/3</b>	<b>2/3-Over</b>	<b>Seasonally</b>
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	<b>Office Environment</b>	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.

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## F. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:
X	6.	Graduate or professional work or advanced degree in: Law Degree

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	<i>No previous experience required</i>
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:



<input type="radio"/>	4.	Minimum of two years experience in/as:
<input type="radio"/>	5.	Minimum of three years experience in/as:
<input checked="" type="radio"/>	6.	Minimum of four years experience in/as: Attorney
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.	Must be member in good standing State Bar of Texas
2.	
3.	
4.	
5.	Valid Drivers License Required? <input type="radio"/> Yes <input type="radio"/> No If Yes, what type?

## G. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input checked="" type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? ☐ Yes ☒ No  
If yes, describe the planning or project management activities associated with this position.


3. Budgetary Responsibility: Does this position involve working with the annual budget? ☐ Yes ☒ No  
If yes, please indicate the types of budgetary activities required.



6. **Management and Supervisory Responsibility:** If you answered “Yes” to the management and supervisory question previously, indicate the management and supervisory direction provided by the position (check one).

<input checked="" type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. **Freedom to Act:** This factor will assist in determining the position’s level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an “as needed” basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input checked="" type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

## H. Human Relations

**Interpersonal/Human Relations Skills:** This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
Additional comments:	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

☐ Yes    ☒ No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>
_____	_____
_____	_____
_____	_____
_____	_____

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	X

## I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. Attorney V
	2. Attorney VI
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1. Attorney III
	2.

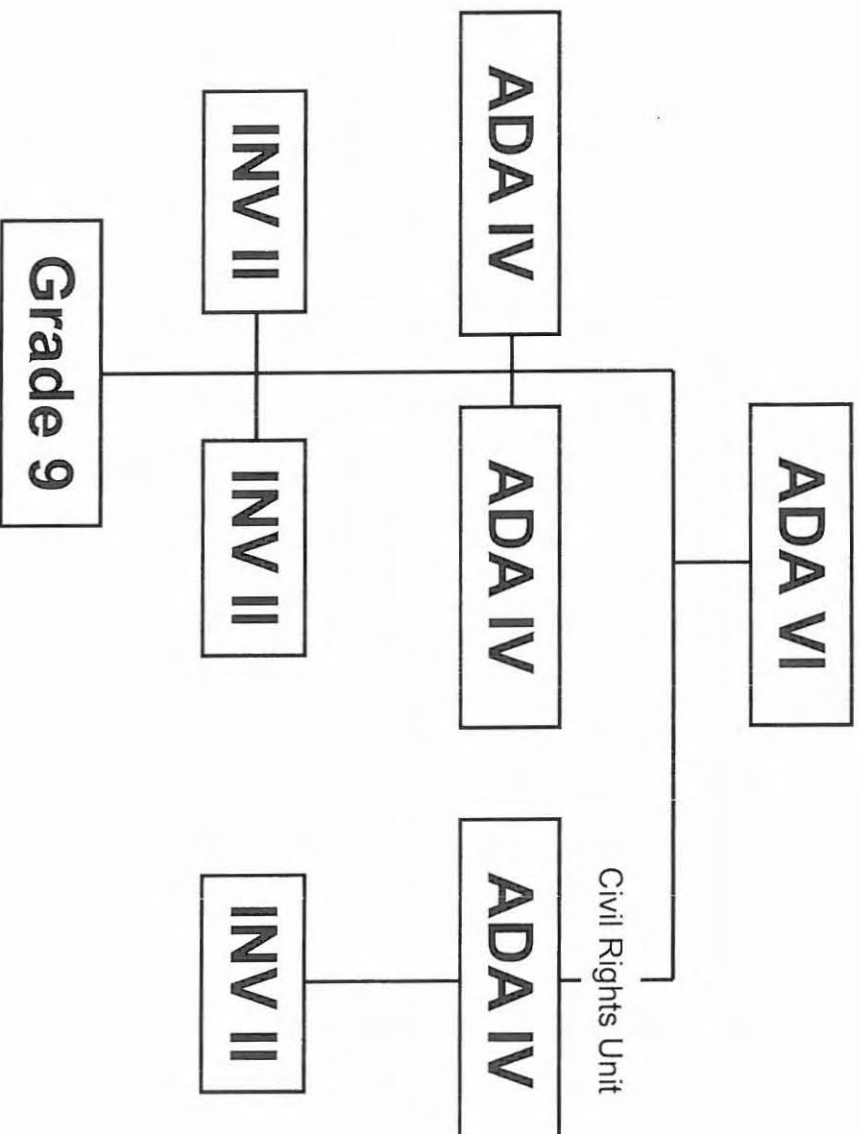
## J. Signature/Approval

*To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.*

<p>N/A</p> <p>Employee Signature _____</p> <p>Immediate Supervisor Signature _____</p> <p>Comments: _____</p> <p>Department Head/Elected Official Signature _____</p> <p>Comments: _____</p>	<p>Date 4-8-15</p> <p>Date _____</p> <p>Date 5/2/15</p>
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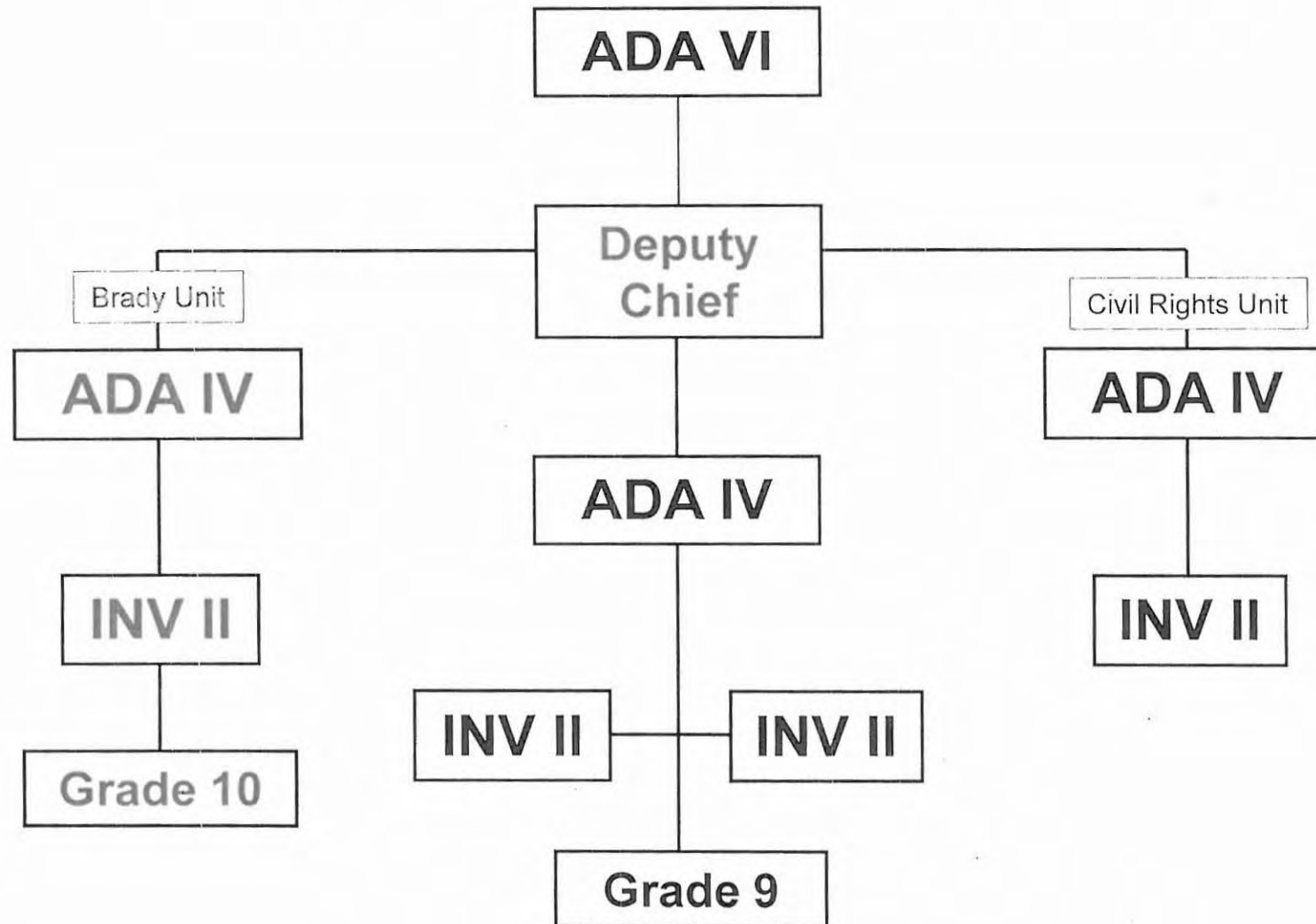
# PUBLIC INTEGRITY

Current





# PUBLIC INTEGRITY



Proposed Positions—Deputy Chief Reclassify from ADA IV

# PROGRAM IMPROVEMENT REQUEST

## ADDITIONAL STAFF

Department	District Attorney/Records Division	Budget No.	4011
Brief Title of PIR	Clerk I - Grade 05		
Approx. Net Cost	\$45,327	Dept. Priority	

### Brief Summary of Request

An additional clerk is needed in the Records Division.

### Discussion of Need

Around 3 years ago (2012), the Records Division started a scanning project where temps were hired to scan files into the digital file database, OnBase. There were 4 slots for temporary workers that were opened out of the Records Management budget in the initial startup of this project and 4 slots have remained to this day. However, it took these 4 positions 2.5 years to finish scanning 1 year of misdemeanors. Since then, they have started scanning felony files. At the average rate based on the last 3 years, it will take these 4 positions an estimated 6+ years to scan 1 year of felonies (we have close to 8 years of felonies occupying our warehouse space). We severely lack the manpower to fulfill this project in a timely manner, so we are currently in discussion with Records Management to possibly open more temporary positions to increase productivity.

In addition to an increase of manpower, it is essential that we increase the stability of the project. By nature of temporary positions, retention of workers is very low—we have had 8 temps occupy 2 of the 4 positions in the past 11 months. Due to this kind of retention, stability of the project has never been a strong suit. I plan to commission the additional clerk to assist in training new/cycling temps that come through, as well as be the designated clerk for Quality Control in the project, since they would be the most seasoned and knowledgeable of the standard procedures.

Currently we have 4 full time positions in the division including the supervisor. There will always be 1 absent from the office for half of the day on the mail run. The other duties involve inputting incoming files, refiling, fulfilling file requests, fulfilling supplies requests, managing the inventory of supplies, transfer of files between DA-Records to various offsite locations, logging files that are approved for destruction, aide in the transfer of files approved for destruction, the supervisor intermittently being offsite to monitor the destruction of those files approved for destruction, and reorganizing the warehouse that suffers from years of neglect and disorganization by the previous management—all of this while maintaining at least one person in the office at all times to tend the immediate attention of the window, and while working in a space that has significantly exceeded physical storage capacity. We are heavily understaffed to fulfill our own duties as it is, so to take away from those duties to ensure quality and training for the scanning project is a luxury we simply do not have. An additional full time clerk will greatly assist not only in the primary duties of the Records Division, but most of all assure stability and increase productivity of the scanning project. After exhaustive deliberation over the past year, I have concluded that opening another permanent position is the proper step towards the paramount standards the nature of this office demands.

### Discussion of Related Performance Measures

### Staff Review and Comment

# PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Clerk I
<b>Staff Cost</b>	
Grade	05
Salary	28,538
FICA @ 7.65%	2,183
Retirement @ 11.5%	3,282
Insurance @ \$8,500	8,500
	Total 42,503
<b>Related Equipment</b>	
Number	
Desk	572
Furniture	1,227
Computer	1,025
Printer	
Network Cabling	
Software	
Vehicle	
Travel	
Pager	
Cell Phone	
Other	
	Total 2,824
<b>Other Costs (describe)</b>	
Special Training	
Consultant Fees	
Renovation/Space	
	Total 45,327
Less Additional Revenue Source	
	Grand Total



**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

**New Position Description Request Form**

**General Instructions:** Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

**(For position reclassifications use the "Position Reclassification Summary Form")**

**A. Identification / General Information**

Proposed Position Title:	Clerk I
Proposed Position Grade:	05
Department Name:	Records Division
Position Number:	N/A
Supervisor Name & Position Title ("Reports To"):	Seizen Isara, Records Division Supervisor
Supervisor Phone:	214-653-3652
Supervisor Email:	
Court Order # and Date:	

**B. Brief Description of the New Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to manage and handle files of cases with dispositions and manage supplies for the District Attorneys Office
This is accomplished by inputting incoming closed case files, checking in and out case files requested by Assistant District Attorneys, managing an inventory of supplies and filling requests for supplies by staff members, refiling, preparing and scanning physical files into the digital database.

**C. Essential Functions of the New Position**

1. Function: Data Entry	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	25%	E
Inputting incoming closed case file information into file tracking system		
Inputting case file information into the digital database		
2. Function: Quality Control	Time	E or NE



<b>Tasks performed to accomplish this function:</b>	60%	E
Assist in monitoring and double checking the work done by temporary workers who are scanning physical files into the digital database		
3. Function: Customer Service	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	10%	E
Filling file and supplies requests made by staff members		
Tending the window for when staff members come to pick up requests that have been filled		
4. Function: Refiling	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	5%	NE
Placing case files that have been checked in from being checked out back into respective box the files were assigned to.		

## D. Visual-Mental Demands

1. **Visual-Mental Demands:** Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## E. Physical Demands, Equipment Requirements, Working Conditions

1. **Strength Demands:** Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)


3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

OnBase, GAIN, FORVUS

4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	<b>Office Environment</b>	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input checked="" type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.

N/A

## F. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input checked="" type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:
<input type="radio"/>	6.	Graduate or professional work or advanced degree in:

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input checked="" type="radio"/>	1.	<i>No previous experience required</i>
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input type="radio"/>	5.	Minimum of three years experience in/as:
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.	
2.	
3.	
4.	
5.	Valid Drivers License Required? OYes ONo If Yes, what type?

## G. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input checked="" type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? ☐ Yes ☒ No  
If yes, describe the planning or project management activities associated with this position.


3. Budgetary Responsibility: Does this position involve working with the annual budget? ☐ Yes ☒ No  
If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
Additional comments:	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

☐ Yes ☒ No

If yes, please list the classification titles (not working titles) and number of employees supervised.



Classification Title(s)

Number of Employees


6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position (check one).

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
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7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input checked="" type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
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<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

## H. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



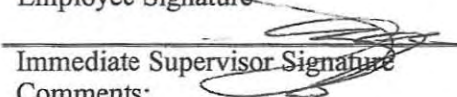
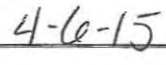

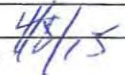
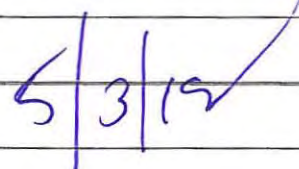
## I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

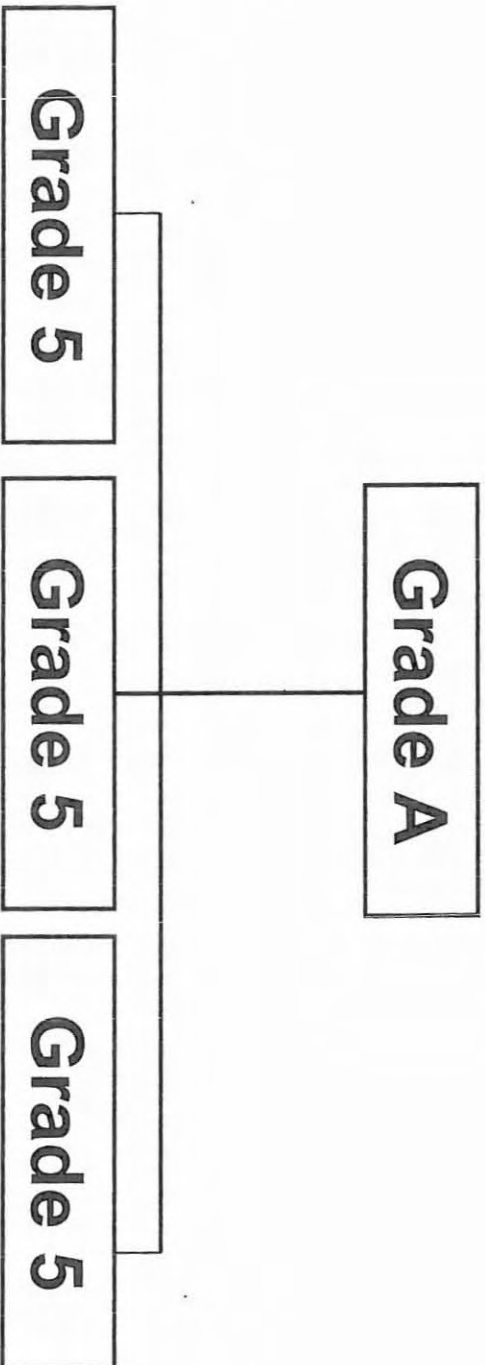
## J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

	
Employee Signature	Date
	
Immediate Supervisor Signature	Date
Comments:	
	
Department Head/Elected Official Signature	Date
Comments:	

# RECORDS

CURRENT





# RECORDS

Proposed

Grade A

Grade 5

Grade 5

Grade 5

Grade 5



**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

**New Position Description Request Form**

**General Instructions:** Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

(For position reclassifications use the "Position Reclassification Summary Form")

**A. Identification / General Information**

Proposed Position Title:	Legal Assistant
Proposed Position Grade:	10
Department Name:	Elder Abuse Unit at District Attorney's Office
Position Number:	N/A
Supervisor Name & Position Title ("Reports To"):	Amy Croft, Deputy Chief Prosecutor, Elder Abuse Unit
Supervisor Phone:	214-653-3857
Supervisor Email:	Amy.croft@dallascounty.org
Court Order # and Date:	

**B. Brief Description of the New Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to assist and provide support for the prosecutors and investigator within the Elder Abuse Unit with various aspects of investigations that initiate within the Unit, as well as with active cases on the Unit's trial docket.

This is accomplished by drafting grand jury subpoenas during the investigation phase, drafting subpoenas/subpoenas duces tecum requests and routing slips for active cases set on the trial docket to ensure that all witnesses and evidence necessary to prove the case will be in court, drafting routine correspondence, ensuring that case information is in order upon receipt, and assisting with the organization of voluminous evidence for presentation at trial.

Other duties include maintaining a database with all of the complaints, investigations and active cases handled by the unit to ensure that all cases are processed expeditiously and for statistical analysis, preparing statistical data, communicating directly with victims and reporting parties for status updates on their case, as well as to coordinate transportation to and from court for interviews, hearings, depositions and trial. Assisting victims and reporting parties with affidavits necessary for witness depositions to preserve the testimony of a frail victim.

**C. Essential Functions of the New Position**

**Description of Essential Function:** Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.



**Percentage of Time:** Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

**Essential/Non-Essential (E or NE):** Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

EXAMPLE ↓	Time	E or NE
<b>Function:</b> Maintains exterior of facilities		
<b>Tasks performed to accomplish this function:</b>		
By picking up and removing litter and debris from grounds, sweeping and edging	30%	E
Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
<b>1. Function:</b> Maintaining database of all complaints, investigations and active cases	Time	E or NE
<b>Tasks performed to accomplish this function:</b>		
Entering all case information into the database as it is received, whether it is a complaint, investigation, or active case	20%	E
Updating the status of each case in the database so that it is always current. Information tracked includes active case information such as settings, etc., as well as victim information, source of case, plea offer, whether discovery has been given, etc.		
Flagging cases that are time sensitive due to the mental or physical frailty of the victim and tracking deadlines for purposes of taking a deposition of the		
<b>2. Function:</b> Drafting Grand Jury subpoenas, subpoenas, routing cases for trial	Time	E or NE
<b>Tasks performed to accomplish this function:</b>		
Maintaining the docket for the Elder Abuse Unit and ensuring that all routing slips are completed, as well as drafting any subpoenas that are needed to ensure the presence of victims, witnesses and evidence for trial	25%	E
Arranging and scheduling transportation for frail victims unable to get themselves to court		
<b>3. Function:</b> Witness Coordination	Time	E or NE
<b>Tasks performed to accomplish this function:</b>		
Scheduling interviews with victims and witnesses, coordinating transportation and any other special needs or accommodations for the victim	30%	E
Following up with victim/family for information with victims during investigation phase as well as trial phase as needed by investigator		
Scheduling interviews, coordinating transportation and any other special needs or accommodations for the victim		
Providing status updates to victims/families		
Ensuring all information is received regarding depositions of the victim to preserve testimony of victim or witness		





		pounds.			
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software– use the next section for this.)


3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

Redacting software is necessary

4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			<i>Frequency of Time</i>			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	<b>Office Environment</b>	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (notsecure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.


## F. Position Minimum Requirements

1. **Formal Education:** Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input checked="" type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:
<input type="radio"/>	6.	Graduate or professional work or advanced degree in:

2. **Experience:** Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	<i>No previous experience required</i>
<input type="radio"/>	2.	Six months to one year experience in/as:
<input checked="" type="radio"/>	3.	Minimum of one year experience in/as: Legal
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input type="radio"/>	5.	Minimum of three years experience in/as:
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. **Certification and Other Requirements:** List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.
2.
3.
4.
5. Valid Drivers License Required? <input type="radio"/> Yes <input type="radio"/> No If Yes, what type?

## **G. Planning and Management Responsibilities**

1. **Problem Solving and Analytical Skills:** What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.

<input checked="" type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? ☐ Yes ☒ No  
If yes, describe the planning or project management activities associated with this position.


3. Budgetary Responsibility: Does this position involve working with the annual budget? ☐ Yes ☒ No  
If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
<u>Additional comments:</u>	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

☐ Yes ☒ No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>



6. **Management and Supervisory Responsibility** If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position (check one).

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. **Freedom to Act:** This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
<input checked="" type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

## H. Human Relations

**Interpersonal/Human Relations Skills:** This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of



time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



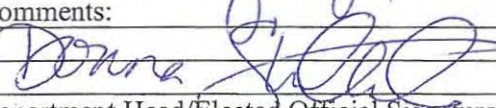
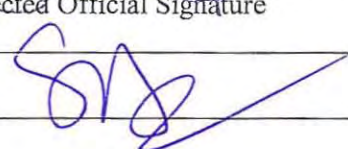
## I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

## J. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

NA 	Date
Employee Signature	4/29/15
	Date
Immediate Supervisor Signature	
Comments:	
	4/29/15
Department Head/Elected Official Signature	
Comments:	5/3/15
	

# PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

<b>Department</b>	District Attorney/Specialized Crime Division	<b>Budget No.</b>
<b>Title of PIR</b>	Desktop scanners (16)	<b>Request Type</b> H
<b>PIR #</b>	(assigned by Data Services)	<b>Possible Funding Source</b>

**Description of Need and Justification**

Prosecutors, investigators and one support staff in the Specialized Crime Division need desktop scanners. The division deals with cases that are thousands of pages. Virtually all paper evidence is scanned. This work is done by the prosecutors, investigators and one support staff. As additional evidence is obtained, more scanning occurs. If each employee had a scanner it would greatly increase the ease and efficiency of this process.

**Expected Benefits**

The task of scanning can be done immediately and efficiently if each employee had a desktop scanner.

Department Head Signature	Priority
Department Contact Person	Phone
Received by Office of Budget and Evaluation	Rec'd by Data Services

**Scoring**

Cost Savings	Improved Management Controls
Cost Avoidance	Multi-Use Systems
Legal Requirements	Cost Recapture
Service to the Public	Critical System Upgrade

# DISTRICT ATTORNEY

## Specialized Crime

Performance Measures Linked to Specific Resource Allocation are Boxed

	FY12*	FY13*	FY14*	FY2015				Annual Estimate	2015 Target	Target Met?
				**1 <sup>st</sup> Quarter	**2 <sup>nd</sup> Quarter	**3 <sup>rd</sup> Quarter	**4 <sup>th</sup> Quarter			
Workload Measures										
Filings (less rejected filings)	581	555	397	155	149					
Efficiency Measures										
Filings per staff = (x/10)**	63.03	61.67	44.12	15.5	14.9					
Dispositions per staff =(x/10)**	64.42	59.11	47.11	14.2	9.8					
Trials per prosecutor = (x/10)**	.84	1.22	1.22	0	.2					
Outcome Measures										
Dispositions	595	532	424	142	98					
Trials	8	11	11	0	2					
Rejected filings	0	0	0	0	0					

\*filings, dispositions, and trials were divided by 9 prosecutors.

\*\*filings, dispositions, and trials are now divided by 10 prosecutors due to the addition of a prosecutor position.

# PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

<b>Department</b>	District Attorney/ Specialized Crime/Elder Abuse Unit	<b>Budget No</b>
<b>Brief Title of PIR</b>	Legal Assistant	
<b>Approx. Net Cost</b>	\$56,854	<b>Department Priority</b>

## **Brief Summary of Request**

A Legal Assistant position should be dedicated to the newly established Elder Abuse Unit within the Specialized Crime Division. The Elder Abuse Unit is responsible for investigating and prosecuting crimes involving financial exploitation of elderly and disabled victims in Dallas County. The Legal Assistant would assist and support the Elder Abuse Unit with various aspects of preparing investigations for presentation to the Grand Jury as well as with preparing cases for trial.

## **Discussion of Need**

The Elder Abuse Unit handles cases filed with the DA by law enforcement agencies, and it also initiates investigations received directly from various other non-law enforcement sources such as Adult Protective Services, the Elder Financial Safety Center, DADs and the Probate Courts and presents those cases to the Grand Jury for indictment. The Elder Abuse Unit also provides training in elder exploitation to police agencies within Dallas County. At the present time there are three individuals assigned to the Elder Abuse Unit- one Attorney V in the role of Deputy Chief, one Level IV prosecutor and one (1) Level III investigator.

The Elder Abuse Unit was established in May of 2014. Prior to that, the Specialized Crime Division had one prosecutor designated to handle these types of cases. The need for a Legal Assistant to assist and support the prosecutors and the investigator within the Elder Abuse Unit is evidenced by the exponential growth in work load that the unit has seen since its recent inception. In the years of 2011-2013, the designated prosecutor within the Specialized Crime handled a docket that averaged 75 active cases and approximately 50 complaints and referrals. Between May 1 and December 31, 2014, the first six months that the Elder Abuse Unit existed at its current capacity, the unit handled 139 active cases and received and worked on 260 complaints and referrals. In the first quarter of 2015 alone, that number increased to 183 active cases and 339 complaints and referrals. These numbers are only going to continue to grow as the number of elderly individuals in our community increases and as the police agencies receive training and begin to investigate more of these types of complaints.

There are many special considerations when dealing with cases involving elderly and disabled victims. Often times, the cases are extremely time sensitive, based on the mental or physical frailty of the victim. If the victim's testimony is required to



successfully prosecute the case, the team will need to act very quickly to get the case investigated and indicted, so that measures can be taken under the law to preserve the testimony of the victim. This requires a lot of coordination and effort on the part of the prosecutors and investigator. Communicating with these victims and keeping them updated regarding the status of their case can also be more time intensive. Scheduling interviews with victims and witnesses can often require either going to the victim's home or facility. Scheduling hearings, depositions, or trials often requires coordinating transportation to get the victim here as most often they either cannot or do not drive based on their physical or mental frailty. These types of cases are also very large in size and scope and often deal with financial and banking records as well as medical records, even in cases that do not involve a large amount of money taken. These are all aspects of an elder financial exploitation case that the addition of a Legal Assistant could assist the prosecutors and investigator with, which would in turn allow the Unit to handle these types of cases more effectively and increase the Unit's capacity to handle more active cases and investigations.

**Discussion of Related Performance Measure**

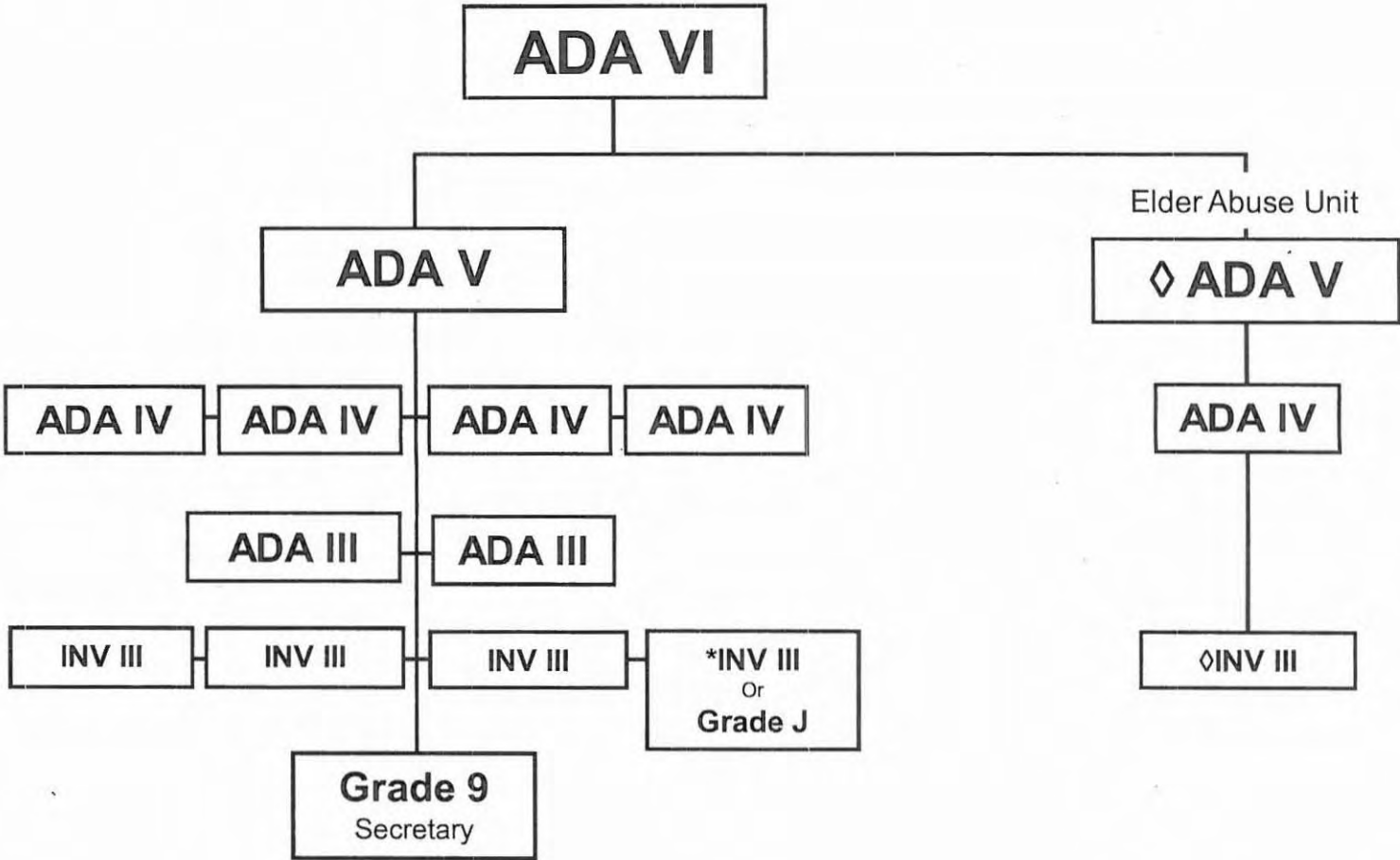
The Elder Abuse Unit is housed within the Specialized Crime Division. The performance measures required by the County have been a filing of 360 cases and a disposition of 360 cases per year for the Specialized Crime Division. In recent years, we have surpassed our numbers. In FY2009, SCD had 732 cases filed and 628 cases disposed. In FY 2010, SCD had 727 filings and 596 cases disposed. In FY 2011, SCD had 671 cases filed and 712 cases disposed.

**Staff Review and Comment**

# PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Legal Assistant
<b>Staff Cost</b>	
Grade	10
Salary	\$40,582
FICA @ 7.65%	\$3105
Retirement @ 11.5%	\$4667
Insurance @ \$8,500	\$8500
	Total \$56,854
<b>Related Equipment</b>	
Number	
Desk	\$549
Furniture	\$1227
Computer	\$1025
Printer	
Network Cabling	
Software	
Vehicle	
Travel	
Pager	
Cell Phone	
Other	
	Total \$2801
<b>Other Costs (describe)</b>	
Special Training	
Consultant Fees	
Renovation/Space	
	Total \$59,655
Less Additional Revenue Source	
	Grand Total

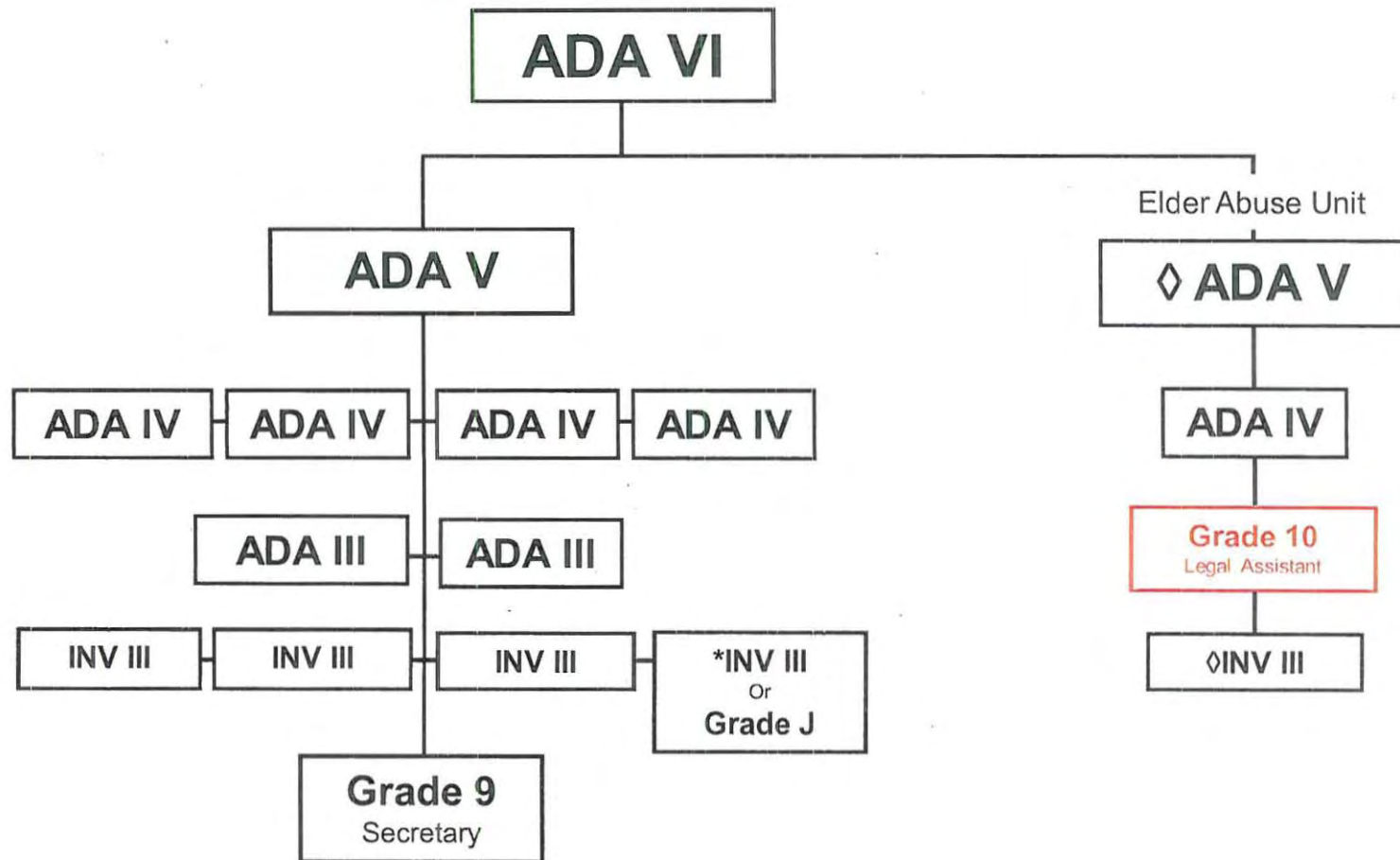
# SPECIALIZED CRIME



\*This position can also be filled as a Grade J

PROPOSED

# SPECIALIZED CRIME



New Position

\*This position can also be filled as a Grade J

FY 16



# PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

<b>Department</b>	District Attorney/Technology	<b>Budget No.</b>	4011
<b>Position Title</b>	Senior Secretary	<b>Position No.</b>	3506
<b>Current Grade</b>	08	<b>Job Code</b>	
		<b>Department Priority</b>	

**Description of Changes in Work Being Performed**  
See Attached

**Reason/Authority for Change (see Budget Manual)**

Increased Technical duties with Digital Media Evidence.  
Now Supervises (2) FT employees and (1) PT Employee

**Departmental Cost Worksheet**

Current Grade	08	Proposed Grade	AM
Salary	37,190	Salary	43,003
FICA (7.65%)	2,845	FICA (7.65%)	3,290
Retirement (11.5%)	4,277	Retirement (11.5%)	4,945
Total	44,312	Total	51,238
		Total Annual Impact 6,926	

**Staff Review and Comment**



**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

**Position Description Reclassification Request Form**

**General Instructions:** Please complete this form and attach the current and proposed position descriptions, the current and proposed organization charts and any comparative position descriptions that can be identified.

**A. Identification / General Information**

Current Position Title:	Senior Secretary
Proposed Position Title:	Technology Assistant
Current Position Grade:	AM
Department Name:	District Attorney
Position Number:	3506
Supervisor Name:	Bob Alvarado
Supervisor Phone:	214-712-5044
Supervisor Email:	Bob.Alvarado@dallascounty.org

**B. Brief Description of the Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

Increased Tier One assistance of the growing DA Technology division in support of New and legacy applications/portals.
This is accomplished by
Technical, Training, and increased Supervisory Duties. See attached current job description.
Other duties
Manual/Technical duties. See attached actual/future duties.

**C. Rationale for Reclassification**

Explain what caused the changes in job duties. Be specific as to how those changes occurred and in what timeframe (i.e., last month, two years ago, etc.). Include such things as: changes in organizational structure, changes in department procedures; changes in grant or program scope; new programs/functions; introduction of new equipment/systems; reassignment of job duties/termination of other employees in the work unit, etc.
Over the past few years there has been a significant increase with digital / technical evidence/exhibits that are often uploaded through Web portal software. Her role has grown from Clerical duties to Technical Assistant with New and Legacy applications. Elsa now Supervises/Trains 2 Full-Time Clerks and 1 PT Clerk in the Video Evidence Room. She now maintains a Web portal used by external Law Enforcement

Agencies in submitting evidence. She also supports Tier One issues with Video Players and Evidence with Defense Lawyers. Supervision of these employees allows her to leverage previous secretarial duties and special project for more productive support duties. Her added duties in 2014 led to COMP time balance: of **584 hours of Comp Time** and **272 hours of overtime**. She has exceeded the Allowable COMP Hour balance according to County Policy 82.32

Provide an explanation on the differences between the old and new job duties/responsibilities. Describe how the job has grown and changed since its creation. Include changes in the level of judgment, independence, problem solving and/or management (i.e., position was previously responsible for \$1,000,000 and is now responsible for \$10,000,000; position was previously responsible for supervising two employees and is now responsible for supervising fifteen employees, etc.). Please clearly outline the specific new job duties/responsibilities.

The job has grown immensely since its creation. Originally, it was designed as a Legal Secretary position. It has transitioned March 2014 to assume Tier One support roles and responsibilities for TechShare, DCIM, and Video Rom Digital Evidence. Her subject matter expertise had provided additional duties as Authorized signer of all DA application access Forms and set-up. Examples of new duties include the following: liaison for external agencies/Defense experiencing issues with DME/Evidence, Centralized point of contact for all incoming application issues allowing her to differentiate between applications and provide initial Tier One Support. As of January 2015, this position now supervises 2 Full –Time Positions and 1 Part time position.

Are the new duties/responsibilities additional or have they been allocated from another position(s)? Please specify. If the duties have been reassigned, please provide the name, job title, and an explanation of why the duties are being reassigned. Please explain the impact on the position losing the job duties/responsibilities.

The duties are a result of the growing application support of continued projects and upgrades within the department's scope.

What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?

Many secretarial tasks have been moved to 2 full time and 1 part time Video Room Clerks positions that she Supervises.

Outline the changes in the level of authority of the position (i.e., position now has authority to sign off on expenditures for goods/services). Have any reporting relationships to or from this position been altered?

Authorized signer for all DA application, including mainframe. Authorized approval for all Law Enforcement Agencies submitting Digital evidence through DCIM Web Portal. Supervises 3 Clerks. (SEE ATTACHED)

What specific tasks or activities make the job duties/responsibilities more complex?

Subject matter expert of emerging technologies within Digital Media Evidence and application support. (SEE ATTACHED)

Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.

Position does not exist. It is from the natural succession of responsibilities with an ever growing environment allowing the DA to be empowered to support its own technology.

What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?
Maintain Product SA by being initial Tier One Support and Escalation to Tier2 and Tier3 Support channels for existing and New applications.

## D. Essential Functions

**Description of Essential Function:** Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

**Percentage of Time:** Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

**Essential/Non-Essential (E or NE):** Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

<b>EXAMPLE ↓</b>	Time	E or NE
Function: Maintains exterior of facilities		
<b>Tasks performed to accomplish this function:</b>	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function: Manage day to day Operations/Access/support of stakeholders	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	30%	
Manages the day-to-day operations associated with the systems in the District Attorney's Office, which requires comprehensive knowledge of all systems functions of the departments and interacts with other County departments and outside agencies concerning applications. Authorized signer for all DA applications for all employees and contractors.		
2. Function: Provides Tier One Technical Support	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	25%	
Provides Tier One Technical Support for system users to include problem qualifications, fault isolation, problem determination and resolution of systems and applications issues and answers; evaluates and prioritizes client technical inquiries and problems		



3. Function: Liaison with support staff and external vendors	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	20%	
Coordinates with Tier Two production support teams to identify and correct production issues; interfaces with both		
technical and non-technical users to collect information on problems or inquiries, and leads users through diagnostic procedures to resolve DA application issues as well as		
Third party applications, including Digital Media, Body worn cameras, and Dash Cam		
Digital Evidence		
4. Function: Supervises Clerical Staff of 3	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	15%	
Coordinate and supervise the work of clerical staff which may include		
counseling/evaluating employees and reviewing employee's work and		
performance.		

5. Function: Other Duties as assigned	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	10%	
Inventory, configure and distribute laptops, peripherals, presentation materials, cell phones, Mi-Fi devices for use by DA staff. Provide Tier One hardware support and problem determination		
Coordinate Staff additions/ Changes :Access Badges, Equipment deployment , configuration		

## E. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## F. Physical Demands, Equipment Requirements, Working Conditions

1. **Strength Demands:** Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. **Machines, Tools, Equipment and Work Aids:** List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

Scanners, Bar Code Readers, Projection equipment; portable wireless (MIFI)
--

3. **Computer Equipment and Software:** List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

Microsoft Office Suite / Kronos Administration / ACMS Prosecutor / Mainframe-Forvus / Dallas County Incident Module/VPN,/ Tape Tracker/ Court Notify/ Omnixx/Adobe Pro Forms/ IPAD and mobile device configuration/ AIS/On-Base
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4. **Environmental, Health and Safety Conditions:** Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

Environmental Condition			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<b>Health and Safety Conditions</b>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input type="radio"/>	1.	Office Environment	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input checked="" type="radio"/>	3.	Other (Specify) Secured Office – Video Room Evidence Vault						

6. Protective Equipment Required: List any protective equipment required for this position.


## G. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input type="radio"/>	2.	High school diploma or equivalent
<input checked="" type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:
<input type="radio"/>	6.	Graduate or professional work or advanced degree in:

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	No previous experience required
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:



<input checked="" type="radio"/>	5.	Minimum of three years experience in/as:	Work related experience including broad knowledge of DA office procedures
<input type="radio"/>	6.	Minimum of four years experience in/as:	
<input type="radio"/>	7.	Minimum of five years experience in/as:	
<input type="radio"/>	8.	Minimum of six years experience in/as:	
<input type="radio"/>	9.	Minimum of seven years experience in/as:	
<input type="radio"/>	10.	Minimum of eight years experience in/as:	

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.
2.
3.
4.
5. Valid Drivers License Required? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, what type?

## H. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input checked="" type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? ☒ Yes ☐ No  
If yes, describe the planning or project management activities associated with this position.

Planning network drops for end-users. Planning special assignments related to increased workflow from ACMS project.
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3. Budgetary Responsibility: Does this position involve working with the annual budget? ☒ Yes ☐ No



If yes, please indicate the types of budgetary activities required.

<input checked="" type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$500,000	Total grant amount \$
<u>Additional comments:</u>	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

☒Yes    ☐No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>
Video Room Clerk 1	1
Video Room Clerk 2	1
Video Room Clerk Part-Time	1

6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position. (Choose one)

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input checked="" type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.

<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. **Freedom to Act:** This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (Choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input checked="" type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

## I. Human Relations

**Interpersonal/Human Relations Skills:** This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

## K. Signature/Approval

*To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.*

Employee Signature

Date

Immediate Supervisor Signature

Date

Comments:

Department Head/Elected Official Signature

Date

Comments:



# PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	District Attorney \Technology	Budget No.	4011
Title of PIR	Spares/Loaners	Request Type	R
PIR #	(assigned by Data Services)	Possible Funding Source	

### Description of Need and Justification

The District Attorney's Office has depleted its Inventory of Loaner IT Equipment due to a combination the scrapping the aging inventory and items that are too costly to repair.

With the recent WIN7 initiative from DC IT (2104), we were forced to scrap every laptop model below the Dell 6400 (D610,D620,D630) because they could not be upgraded to WIN7. This depleting our entire laptop loaner inventory. We currently have no loaner laptops, no loaner printers, or a loaner fax machine.

When laptops and printers fail to function, court proceedings can be delayed and compromised. Dallas County has no Life Cycle Plan for aging equipment. Many of our computers and printers are over 8 years old. Even the newest of our laptops/printers that were distributed in 2014 are now out of warranty. Desktop Support can take several days to reimage/repair and Desktop Services has only 1 loaner laptop and no printers to deploy amongst 3 buildings ( Frank Crowley/George Allen & Admin Bldgs).

The District Attorney's IT Department is requesting to purchase and manage the distribution of the following 'Hot Spare' equipment to server as 'loaners' until repairs/fixes can be made. Cost for all Items are \$8,211.30

QTY: 5	Dell Laptops Dell Latitude E6540 (no case or dock) for loaners and check out	\$1500/ea	- \$7,500
QTY: 1	HP LaserJet M601N B/W Multit-function Printer To Serve as 'Loaner' for failed <u>local/network printer</u> or failed <u>FAX machine</u>	\$380/ea	- \$380
QTY: 1	HP Color LaserJet M451NW as 'loaner'	\$332/ea	- \$332

Expected Benefits
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The prosecutors and staff will be able to perform his job functions without costly delays while equipment is being repaired. The laptops can also be checked out for use in meetings rooms for presentations, special events, Executive Board Room meetings, etc.

Department Head Signature	_____	Priority	_____
Department Contact Person	_____	Phone	_____
Received by Office of Budget and Evaluation		Rec'd by Data Services	

### Scoring



Cost Savings

Improved  
Management  
Controls

Cost Avoidance

Multi-Use Systems

Legal Requirements

Cost Recapture

Service to the Public

Critical System  
Upgrade

# PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

<b>Department</b>	District Attorney	<b>Budget No.</b>	
<b>Position Title</b>	Senior Applications Specialist	<b>Position No.</b>	4126
<b>Current Grade</b>	DM	<b>Job Code</b>	
		<b>Department Priority</b>	

## Description of Changes in Work Being Performed

This position has grown immensely since its creation. Originally, it was designed as a technical support position for the lead IT expert and collaborator on the creation of the application. It has changed since January 2015 to assume all the roles and responsibilities previously held by the product owner and DA IT expert on the application.

Examples of new duties include the following: sole decision maker for Go/No Go determination on new releases and builds; sole DA staff member to test the application before new build rollout; sole DA staff person with administrator authority for TSP; lead DA IT expert for bi-weekly product owner status meetings, bi-weekly user group meetings, system administrator training in Austin, and point person for the DME pilot project; trainer for all system functionality in the DA's office and point person and troubleshooter for the LEA and Defense portals.

## Reason/Authority for Change (see Budget Manual)

Due to the departure of the Dallas DA Office IT Director, who was the primary Subject Matter Expert and Product Owner of the TSP application, duties that fell under his position have been moved to this position, as there was no one else with the requisite knowledge or expertise to maintain this project to ensure its continued success.

This position is now the expert and the head of the entire TSP application. Additionally, with regard to companion programs for TSP, this position must now analyze their functionality and determine if and when integration and implementation will occur. This position will also be responsible for supervising a new applications operator position.

## Departmental Cost Worksheet

Current Grade	DM	Proposed Grade	IM
Salary	\$50,232	Salary	\$68,323
FICA (7.65%)	\$3,843	FICA (7.65%)	\$5,227
Retirement (11.5%)	\$5,777	Retirement (11.5%)	\$7,857
Total	\$59,852	Total	\$81,407
		Total Annual Impact	\$21,555

## Staff Review and Comment



**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

**Position Description Reclassification Request Form**

**General Instructions:** Please complete this form and attach the current and proposed position descriptions, the current and proposed organization charts and any comparative position descriptions that can be identified.

**A. Identification / General Information**

Current Position Title:	Applications Specialist (Assistant Technical Support Analyst/Trainer)
Proposed Position Title:	Senior Applications Specialist (Information Systems Coordinator)
Current Position Grade:	DM
Department Name:	District Attorney
Position Number:	4126
Supervisor Name:	Bob Alvarado
Supervisor Phone:	214-712-5044
Supervisor Email:	Bob.Alvarado@dallascounty.org

**B. Brief Description of the Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to be the lead technical and subject matter District Attorney (DA) point person for the TechShare.Prosecutor (TSP) application as well as the TSP LEA Portal and TSP Defense Portal. This includes high level configurations, maintenance of databases, troubleshooting technical problems, system analysis, and future functionality development.
This is accomplished by providing technical support to DA staff, Law Enforcement Agencies (LEAs), as well as by collaborating with programmers, resource managers and business analysts from the Conference of Urban Counties TechShare development team as well as Dallas County IT staff.
Other duties include mainframe OFMA maintenance (maintaining new and obsolete offense codes as well as offense verbiage used for the County Clerk Minutes which must be generated for the County Clerk).

**C. Rationale for Reclassification**

Explain what caused the changes in job duties. Be specific as to how those changes occurred and in what timeframe (i.e., last month, two years ago, etc.). Include such things as: changes in organizational structure, changes in department procedures; changes in grant or program scope; new programs/functions; introduction of new equipment/systems; reassignment of job duties/termination of other employees in the work unit, etc.

Due to the departure of the Dallas DA Office IT Director, who was the primary Subject Matter Expert and Product Owner of the TSP application, duties that fell under his position have been moved to this position, as there was no one else with the requisite knowledge or expertise to maintain this project to ensure its continued success.

Provide an explanation on the differences between the old and new job duties/responsibilities. Describe how the job has grown and changed since its creation. Include changes in the level of judgment, independence, problem solving and/or management (i.e., position was previously responsible for \$1,000,000 and is now responsible for \$10,000,000; position was previously responsible for supervising two employees and is now responsible for supervising fifteen employees, etc.). Please clearly outline the specific new job duties/responsibilities.

The job has grown immensely since its creation. Originally, it was designed as a technical support position for the lead IT expert and collaborator on the creation of the application. It has changed since January 2015 to assume all the roles and responsibilities previously held by the product owner and DA IT expert on the application. Examples of new duties include the following: sole decision maker for Go/No Go determination on new releases and builds; sole DA staff member to test the application before new build rollout; sole DA staff person with administrator authority for TSP; lead DA IT expert for bi-weekly product owner status meetings, bi-weekly user group meetings, system administrator training in Austin, and point person for the DME pilot project; trainer for all system functionality in the DA's office and point person and troubleshooter for the LEA and Defense portals. This position will also be responsible for supervising a new applications operator position.

Are the new duties/responsibilities additional or have they been allocated from another position(s)? Please specify. If the duties have been reassigned, please provide the name, job title, and an explanation of why the duties are being reassigned. Please explain the impact on the position losing the job duties/responsibilities.

The new duties/responsibilities were allocated after the departure of the DA IT Director.

What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?

None of the duties/responsibilities have been removed from this position.

Outline the changes in the level of authority of the position (i.e., position now has authority to sign off on expenditures for goods/services). Have any reporting relationships to or from this position been altered?

This position now must be the expert and the head of the entire TSP application. Reporting relationships have changed in that this position now assumes the role of determining, for example, whether new builds will be released to production, and when. Additionally, with regard to companion programs for TSP, this position must now analyze their functionality and determine if and when integration and implementation will occur.

What specific tasks or activities make the job duties/responsibilities more complex?

The specific tasks and activities changed from the junior reporting person to the senior reporting person. Therefore, every single duty and responsibility has been made more complex and supervisory.

Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.

There do not seem to be any positions currently existing in Dallas County that are analogous to this position.



What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?

Vision 3 of the Dallas County Strategic Plan is that Dallas County is safe, secured and prepared. A specific strategy of such vision is that there is maximum effectiveness of the County's criminal justice resources and there are coordinated programs and systems to reduce crime. This Dallas County IT TSP position ensures that the computer system which handles the approximately 60,000 adult criminal cases of Class B misdemeanor and above that are filed in Dallas County will work efficiently and effectively. Without this level of expertise and management being currently employed in this position, Dallas County cannot be safe, secure nor prepared.

## D. Essential Functions

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

<b>EXAMPLE ↓</b>	Time	E or NE
Function: Maintains exterior of facilities		
<b>Tasks performed to accomplish this function:</b>	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function: Manage and maintain integrated software	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	40%	
Create dynamic views which allows for various views/queues in the TSP application		
Test all new builds/releases		
Decision maker for Go/No Go for new releases to production		
Test systems that integrate with TSP (such as redaction software)		
2. Function: Establish policies and procedures	Time	E or NE
<b>Tasks performed to accomplish this function:</b>	20%	
Develop procedures regarding workflow in the TSP application		

3. Function: Liaison with internal staff and external agencies	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	20%	
Conduct site visits and training to LEAs		
Main point of contact for TSP application as well as LEA and Defense Portals		
4. Function: Coordinates training for users of each application	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	10%	
Conduct training for all users of each application		
Develop specific training material for each application		

5. Function: Other Duties as assigned	Time	E or NE
<i>Tasks performed to accomplish this function:</i>	10%	
Gather requirements for reports which can be pulled from TSP or mainframe		
Attendance at required meetings and conference calls		
Subject Matter Expert		

## E. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## F. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

Scanners, Bar Code Readers, Projection equipment; portable wireless (MIFI)
--

3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

TechShare.Prosecutor, HEAT helpdesk software, mainframe (Forvus), AIS, TapeTracker, JIRA, Collaborate, Extract Systems ID Shield, VPN, MS Access
--

4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	Office Environment	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.


## G. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input checked="" type="radio"/>	5.	Four-year Bachelor's degree in:
<input type="radio"/>	6.	Graduate or professional work or advanced degree in:

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	No previous experience required
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input checked="" type="radio"/>	5.	Minimum of three years experience in/as: Work related experience including broad knowledge of DA office procedures
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.



1.
2.
3.
4.
5. Valid Drivers License Required? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, what type?

## H. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input checked="" type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? ☒ Yes ☐ No  
If yes, describe the planning or project management activities associated with this position.

This position is involved in planning build testing and the roll-out of new software releases to production, working with CUC team members regarding the roll-out and upgrades to the TSP applications to the LEAs and Defense Portal.
--

3. Budgetary Responsibility: Does this position involve working with the annual budget? ☒ Yes ☐ No  
If yes, please indicate the types of budgetary activities required.

<input checked="" type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.

<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.
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4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
Additional comments:	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

☒ Yes    ☐ No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>
(unnamed position – proposed Job Grade AM)	1

6. Management and Supervisory Responsibility: If you answered “Yes” to the management and supervisory question previously, indicate the management and supervisory direction provided by the position. (Choose one)

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input checked="" type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position’s level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (Choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input checked="" type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

## I. Human Relations

**Interpersonal/Human Relations Skills:** This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

## J. Career Path Definition



Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. Information Systems Coordinator
	2. Technical Support Analyst/Trainer
<b>My Current Classification</b>	
Other classifications in the county that would prepare applicants for my current classification.	1. Systems Support Analyst
	2. Office Manager

### K. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

<u>Tommy McCally</u>	<u>April 9, 2015</u>
Employee Signature	Date
<u>Paul (Bob) E. Hale</u>	<u>4-9-2015</u>
Immediate Supervisor Signature	Date
Comments: <u>E. Hale</u>	<u>4/9/15</u>
Department Head/Elected Official Signature	Date
Comments:	



## Skills and Qualifications

Skill	Minimum Level	Maximum Level	Desirability
No results found.			
Minimum Qualification			
Maximum Qualification			

## Assessment

Assessment **Assistant Technical Support Analyst/Trainer**

## Job Posting



Job Posting Title **IRC70339**

Job Title **ASSISTANT TECHNICAL SUPPORT ANALYST/TRAINER**

Organization Name **DISTRICT ATTORNEY**

Department Description

Brief Posting Description

Provides technical assistance, support and advice to users; assist in troubleshooting, interpreting, testing, and resolving user problems. Participates in, and assist in conducting technical training programs, determining training needs, and facilitating sessions. Assist in administering written and practical exams to evaluate trainee performance.

Detailed Description

Assist in providing technical support for system users to include identifying the problem, fault isolation, and applications issues and answers Assist in developing and conducting technical training programs;,, designing materials, outlines, and lab exercises. Coordinates with supervisor and/or support teams to identify and correct production issues; interfaces with both technical and non-technical users to collect information on problems or inquiries, and leads users through diagnostic procedures to resolve issues. Maintains activity tracking systems, and refers unresolved system and application issues to supervisor and other technical staff. Participates in researching and testing of new software or updated features. Performs other duties as assigned.

Job Requirements

Education and experience equivalent to a Bachelor's degree from an accredited college or university in Computer Science, Information Technology, Business Administration or in a job related field of study. No experience required. Experience as a current or past user of criminal justice information systems preferred. Ability to assist in

the design and facilitate of technical training programs. Technical knowledge of Windows, networks (UNIX/Windows, NT etc.), and/or fundamental concepts of databases (preferably SQL server), MSCE, MSCE DBA, certification or other network administrator and/or database training preferred. Must pass a background investigation. May be required to be on call at all times. Standard office environment. Ability to lift and carry up to 25 lbs. unassisted.

#### Additional Details

**"Incumbents holding or considered for a position which has, or may have, access to criminal justice databases including the FBI Criminal Justice Information Systems, NCIC/TCIC, et. al., must pass a national fingerprint-based records check prior to placement in such position and may be denied placement in such positions and/or access to such systems. Incumbents must also maintain the ability to pass the records check while in the position or until such time that the Commissioners Court and the County Civil Service Commission deem this position no longer has this requirement."**

#### How To Apply

Click the Apply Now button at the Top or Bottom Right of this window and Follow Instructions on Screen.

Display Recruiter Details **No**

Site Name	Start Date	End Date	Last Posted	Response	Post Advert
iRecruitment Internal Site	21-Jan-2014	04-Feb-2014			
iRecruitment Internal Referral Site	21-Jan-2014	04-Feb-2014			

#### Communication Properties

Default Communication Status	<b>Closed</b>
Send Notifications	<b>No</b>
Allow Attachments	<b>None</b>
Add Recipients	<b>Internal</b>
Moderator	<b>Recruiter And Hiring Manager</b>

#### Internal Documents

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

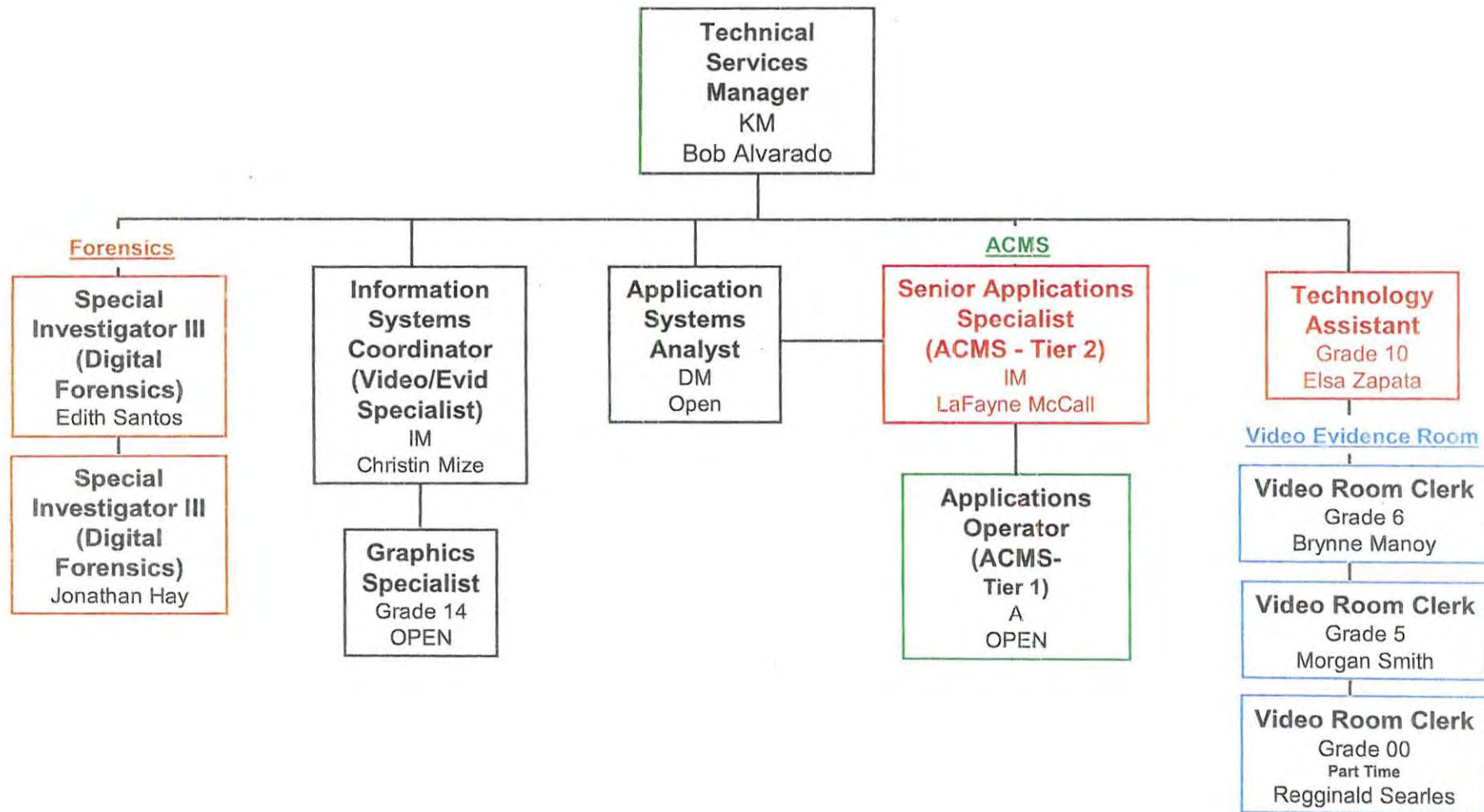
#### External Documents

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Recruiting Team

# TECHNOLOGY

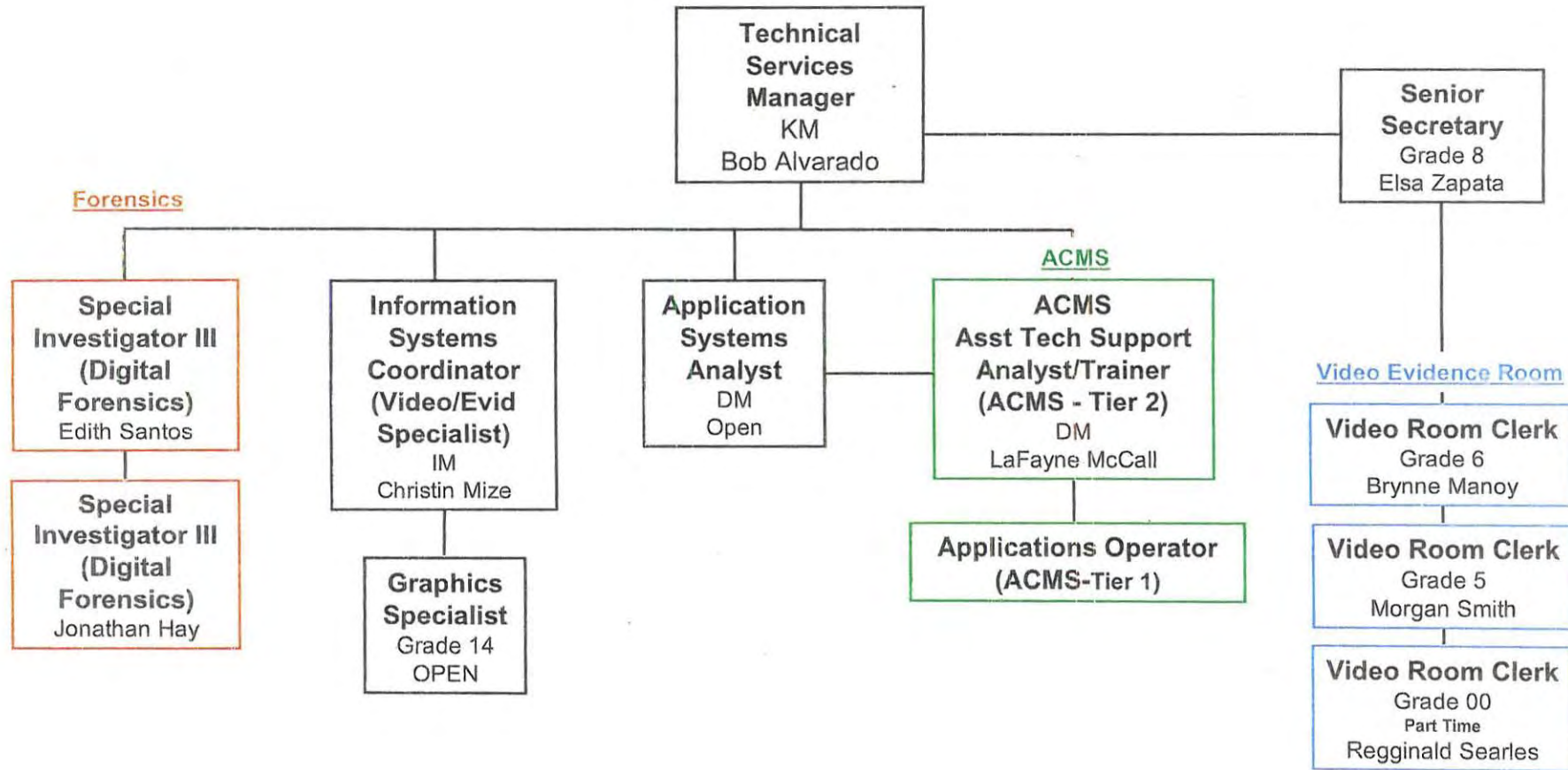
PROPOSED



— Personnel may also appear under Investigators  
 — Personnel may also appear under Misd. Division

# TECHNOLOGY

CURRENT



Personnel may also appear under Investigators

Personnel may also appear under Misd. Division



# PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

<b>Department</b>	<u>DISTRICT ATTORNEY</u>	<b>Budget No.</b> _____
<b>Title of PIR</b>	<u>Printer</u>	<b>Request Type</b> _____
<b>PIR #</b> _____	(assigned by Data Services)	<b>Possible Funding Source</b> _____

<b>Description of Need and Justification</b>	
Printer	250.00
Total \$250.00	

<b>Expected Benefits</b>
Celeste Huang, the new Financial Administrator needs a printer to print the voluminous and sensitive documents that she deals with daily.

Department Head Signature _____	Priority _____
Department Contact Person _____	Phone _____
Received by Office of Budget and Evaluation _____	Rec'd by Data Services _____

<b>Scoring</b>			
Cost Savings		Improved Management Controls	_____
Cost Avoidance	_____	Multi-Use Systems	_____
Legal Requirements	_____	Cost Recapture	_____
Service to the Public	_____	Critical System Upgrade	_____

# REPLACEMENT EQUIPMENT REQUEST

Department		DA – Appellate Division		Budget No.	
<b>Priority</b>	<b>Item to be Replaced</b>	<b>Age (years)</b>	<b>Property Number</b>	<b>Estimated Cost of Replacement</b>	<b>Comments/Justification</b>
1	Credenza (Lori Ordiway)	+20 years	None found on item.	\$642 (HON 10741)	The current credenza is very old and shows wear and tear. Also, as chief of division, I need this space for the telephone, books, documents, and folders.
2					
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**Form D**

# REPLACEMENT EQUIPMENT REQUEST

<b>Department</b>	DA – Appellate Division			<b>Budget No.</b>	
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	Bookcase (Lori Ordiway)	+20 years	None found on item.	\$362 (HON 10755)	The current bookcase is very old, has scratches on it, and shows wear and tear. As chief of division, I often have other attorneys in my office, and the current bookcase looks shabby.
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**Form D**

# REPLACEMENT EQUIPMENT REQUEST

Department		DA – Appellate Division		Budget No.	
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	Desk (Lori Ordiway)	+20 years	N/A – belonged to former Assistant	\$745 (HON 10799)	The current desk is very old and shows wear and tear. Also, as chief of division, I need plenty of space on the desk for books, documents and folders.
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Form D



# REPLACEMENT EQUIPMENT REQUEST

<b>Department</b>	<b>DA – Appellate Division</b>			<b>Budget No.</b>	
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	Desk (Doug Gladden)	+7 years	065-629	\$683 for (HON 10773)	Really old desk, and not ergonomically suited for several hours a day of computer work.
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**Form D**

# REPLACEMENT EQUIPMENT REQUEST

<b>Department</b>		DA – Appellate Division		<b>Budget No.</b>	
<b>Priority</b>	<b>Item to be Replaced</b>	<b>Age (years)</b>	<b>Property Number</b>	<b>Estimated Cost of Replacement</b>	<b>Comments/Justification</b>
1	Desk (Grace Shin)	+20 years	21707	\$985 for (HON 10701R + HON 10711R)	Really old desk, and not ergonomically suited for several hours a day of computer work.
2					
3					
4					
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**Form D**

# REPLACEMENT EQUIPMENT REQUEST

<b>Department</b>	DA – Appellate Division			<b>Budget No.</b>	
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	Guest Chair (Lori Ordway)	+20 years	54726 (faded, so I'm not sure).	\$277 (HON 2194) (2) for a total of \$554	The current guest chair is very old and shows wear and tear. As chief of division, I often have other attorneys in the office consulting on matters.
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**Form D**

# REPLACEMENT EQUIPMENT REQUEST

Department

DA – Appellate Division

Budget No.

Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	Mobile PC Station (Lori Ordiway)	+20 years	Cannot find	Varies	The current Mobile PC Station is very old and shows wear and tear. Again, it looks shabby.
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Form D



# PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

<b>Department</b>	<u>DA – Appellate Division</u>	<b>Budget No.</b>
<b>Title of PIR</b>	<u>CZ183A - LaserJet M127FW MFP - Cost: \$168.32</u>	<b>Request Type</b> <u>H</u>
<b>PIR #</b>	<u>                    </u> (assigned by Data Services)	<b>Possible Funding Source</b>

**Description of Need and Justification**

This request is specifically to add a desk-top scanner for Kim Duncan, attorney in the Appellate Division. She often needs to scan documents to send electronically, in particular in her duties as a member of the expunction/misuse of identity team. Again, although there are scanners located in other areas of the division, she needs one that is connected to her PC in order to more efficiently scan, store, and transmit documents for expunction/misuse of identity matters. In addition, the combined printing and faxing features will help facilitate her expunction/misuse of identity work.

**Expected Benefits**

Increase efficiency and productivity.

Department Head Signature <u>Lori Ordway</u>	Priority <u>1</u>
Department Contact Person <u>Lori Ordway</u>	Phone <u>214 712-3016</u>
Received by Office of Budget and Evaluation	
Rec'd by Data Services	

**Scoring**

Cost Savings	Improved Management Controls
Cost Avoidance	Multi-Use Systems
Legal Requirements	Cost Recapture
Service to the Public	Critical System Upgrade

Form H
FY2016

# PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>DA – Appellate Division</u>	Budget No. _____
Title of PIR	<u>CZ183A - LaserJet M127FW MFP - Cost: \$168.32</u>	Request Type <u>H</u>
PIR # _____	(assigned by Data Services)	Possible Funding Source _____

## Description of Need and Justification

This request is specifically to add a desk-top scanner for Alexis Hernandez, attorney in the Appellate Division. He often needs to scan documents to send electronically, in particular in his duties as a member of the expunction/misuse of identity team. Again, although there are scanners located in other areas of the division, he needs one that is connected to his PC in order to more efficiently scan, store, and transmit documents for expunction/misuse of identity matters. In addition, the combined printing and faxing features will help facilitate his expunction/misuse of identity work.

## Expected Benefits

Increase efficiency and productivity.

Department Head Signature <u>Lori Ordway</u>	Priority <u>1</u>
Department Contact Person <u>Lori Ordway</u>	Phone <u>214-712-3010</u>
Received by Office of Budget and Evaluation _____	Rec'd by Data Services _____

## Scoring

Cost Savings _____	Improved Management Controls _____
Cost Avoidance _____	Multi-Use Systems _____
Legal Requirements _____	Cost Recapture _____
Service to the Public _____	Critical System Upgrade _____

# PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>DA – Appellate Division</u>	Budget No. _____
Title of PIR	<u>CZ183A - LaserJet M127FW MFP - Cost: \$168.32</u>	Request Type <u>H</u>
PIR # _____	(assigned by Data Services)	Possible Funding Source _____

## Description of Need and Justification

This request is specifically to add a desk-top scanner for Doug Gladden, attorney in the Appellate Division. He often needs to scan documents to send electronically, in particular in his duties as a member of the expunction/misuse of identity team. Again, although there are scanners located in other areas of the division, he needs one that is connected to his PC in order to more efficiently scan, store, and transmit documents for expunction/misuse of identity matters. In addition, the combined printing and faxing features will help facilitate his expunction/misuse of identity work.

## Expected Benefits

Increase efficiency and productivity.

Department Head Signature	<u>Rob Ardian</u>	Priority <u>1</u>
Department Contact Person	<u>Lori Ardian</u>	Phone <u>214-912-7016</u>
Received by Office of Budget and Evaluation		Rec'd by Data Services

## Scoring

Cost Savings	Improved Management Controls
Cost Avoidance	Multi-Use Systems
Legal Requirements	Cost Recapture
Service to the Public	Critical System Upgrade

# PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

<b>Department</b>	<u>DA – Appellate Division</u>	<b>Budget No.</b>
<b>Title of PIR</b>	<u>CZ183A - LaserJet M127FW MFP - Cost: \$168.32</u>	<b>Request Type</b> <u>H</u>
<b>PIR #</b>	(assigned by Data Services)	<b>Possible Funding Source</b>

**Description of Need and Justification**

This request is specifically to add a desk-top scanner for Shelly Yeatts, attorney in the Appellate Division. She often needs to scan documents to send electronically, in particular in her duties as a supervisor of the expunction/misuse of identity team. Again, although there are scanners located in other areas of the division, she needs one that is connected to her PC in order to more efficiently scan, store, and transmit documents for expunction/misuse of identity matters. In addition, the combined printing and faxing features will help facilitate her expunction/misuse of identity work.

**Expected Benefits**

Increase efficiency and productivity.

<b>Department Head Signature</b>	<u>Lori Ordway</u>	<b>Priority</b>	<u>1</u>
<b>Department Contact Person</b>	<u>Lori Ordway</u>	<b>Phone</b>	<u>214-712-3016</u>
<b>Received by Office of Budget and Evaluation</b>		<b>Rec'd by Data Services</b>	

**Scoring**

Cost Savings	Improved Management Controls
Cost Avoidance	Multi-Use Systems
Legal Requirements	Cost Recapture
Service to the Public	Critical System Upgrade



# PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>DA - Appellate Division</u>	Budget No. _____
Title of PIR	<u>CZ183A - LaserJet M127FW MFP - Cost: \$168.32</u>	Request Type <u>H</u>
PIR # _____	(assigned by Data Services)	Possible Funding Source _____

## Description of Need and Justification

This request is specifically to add a desk-top scanner for Michael Sandlin, Deputy Chief of the Appellate Division. He often needs to scan documents to send electronically, in particular in his duties as supervisor of the Public Information Act (PIA) team. Again, although there are scanners located in other areas of the division, he needs one that is connected to his PC in order to more efficiently scan, store, and transmit documents for PIA matters. In addition, the combined printing and faxing features will help facilitate his PIA work.

## Expected Benefits

Increase efficiency and productivity.

Department Head Signature	<u>Lois Ordway</u>	Priority <u>1</u>
Department Contact Person	<u>Lois Ordway</u>	Phone <u>714-712-3016</u>
Received by Office of Budget and Evaluation		Rec'd by Data Services

## Scoring

Cost Savings	Improved Management Controls
Cost Avoidance	Multi-Use Systems
Legal Requirements	Cost Recapture
Service to the Public	Critical System Upgrade

## PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	DA – Appellate Division	Budget No.
Title of PIR	CZ183A - LaserJet M127FW MFP - Cost: \$168.32	Request Type H
PIR # _____	(assigned by Data Services)	Possible Funding Source

**Description of Need and Justification**

This request is specifically to add a desk-top scanner for Lori Ordway, Chief of the Appellate Division. In particular, she often needs to scan documents to send electronically to opposing counsel and the courts. Although there are scanners located in other areas of the division, she needs one that is connected to her PC in order to more efficiently scan, store, and transmit documents. In addition, the combined printing and faxing features will help facilitate her work for the division.

**Expected Benefits**

Increase efficiency and productivity.

Department Head Signature	<i>Lori Ordway</i>	Priority 1
Department Contact Person	<i>Lori Ordway</i>	Phone 214-717-3016
Received by Office of Budget and Evaluation		Rec'd by Data Services

**Scoring**

Cost Savings	Improved Management Controls
_____	_____
Cost Avoidance	Multi-Use Systems
_____	_____
Legal Requirements	Cost Recapture
_____	_____
Service to the Public	Critical System Upgrade
_____	_____

# PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>DA – Appellate Division</u>	Budget No. _____
Title of PIR	<u>CE989A - Cost: \$783.28</u>	Request Type <u>R</u>
PIR # _____	(assigned by Data Services)	Possible Funding Source _____

**Description of Need and Justification**

This request is specifically to replace the current printer in the hallway of the division, which is a Hewlett Packard Laser Printer, Model No. 4050 TN 1040. It is property number 00012248. This printer is more than seven years old, frequently breaks down, and has required many service calls.

**Expected Benefits**

Increase efficiency and productivity.

Department Head Signature <u>Lori Ordway</u>	Priority <u>1</u>
Department Contact Person <u>Lori Ordway</u>	Phone <u>214-772-3016</u>
Received by Office of Budget and Evaluation _____	Rec'd by Data Services _____

**Scoring**

Cost Savings _____	Improved Management Controls _____
Cost Avoidance _____	Multi-Use Systems _____
Legal Requirements _____	Cost Recapture _____
Service to the Public _____	Critical System Upgrade _____

# DISTRICT ATTORNEY

## Appellate Division

Performance Measures Linked to Specific Resource Allocation are Boxed

					FY2015				Target Met?
FY10	FY11	FY12	FY13	FY14	1st Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	

### Workload Measures

Writs Filed (capital)	4	4	3	1	5	0
Responses to capital writs	1	4	1	4	3	0
Findings on capital writs	2	3	2	2	2	1
Significant capital litigation	150	71	90	42	48	6
Appeals filed (capital)	3	3	0	1	2	0
Briefs Filed (capital)	4	1	3	0	2	1
Cert. petitions	N/A	N/A	N/A	2	1	1
Writs filed (non-capital)	580	559	590	662	561	128
Responses to non-capital writs	595	541	567	668	587	119
Appeals filed (non-capital)	510	474	456	334	356	70
Briefs filed (non-capital/MRH)	497	461	473	409	396	73



# DISTRICT ATTORNEY

## Appellate (continued)

					FY2015				Target Met?
FY10	FY11	FY12	FY13	FY14	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	

Workload Measures (Cont'd) Performance Measures Linked to Specific Resource Allocation are Boxed

Significant non-capital litigation	448	438	432	375	380	127	
Postconviction DNA litigation	25	22	26	32	38	5	
Expunctions	1742	1852	2183	1890	1859	452	
Trial Support	510	475	466	345	286	40	
Motions	N/A	51	106	96	115	28	
Parole Board Letters	N/A	17	40	5	14	4	
Trap & Trace Reviews	N/A	8	6	5	1	0	
<b>Outcome Measures</b>							
Success rate for capital writs	66.6%	100%	100%	100%	100%	100%	
Success rate for capital appeals	100%	100%	100%	100%	100%	N/A	
Success rate for non-capital writs	96.30%	93.68%	95.11%	96.16%	96.62%	97.20%	
Success rate for non-capital appeals	98.03%	99.00%	97.34%	97.42%	99.30%	96.74%	

[Continued on next page]

# DISTRICT ATTORNEY

## Appellate (continued)

Performance Measures Linked to Specific Resource Allocation are Boxed

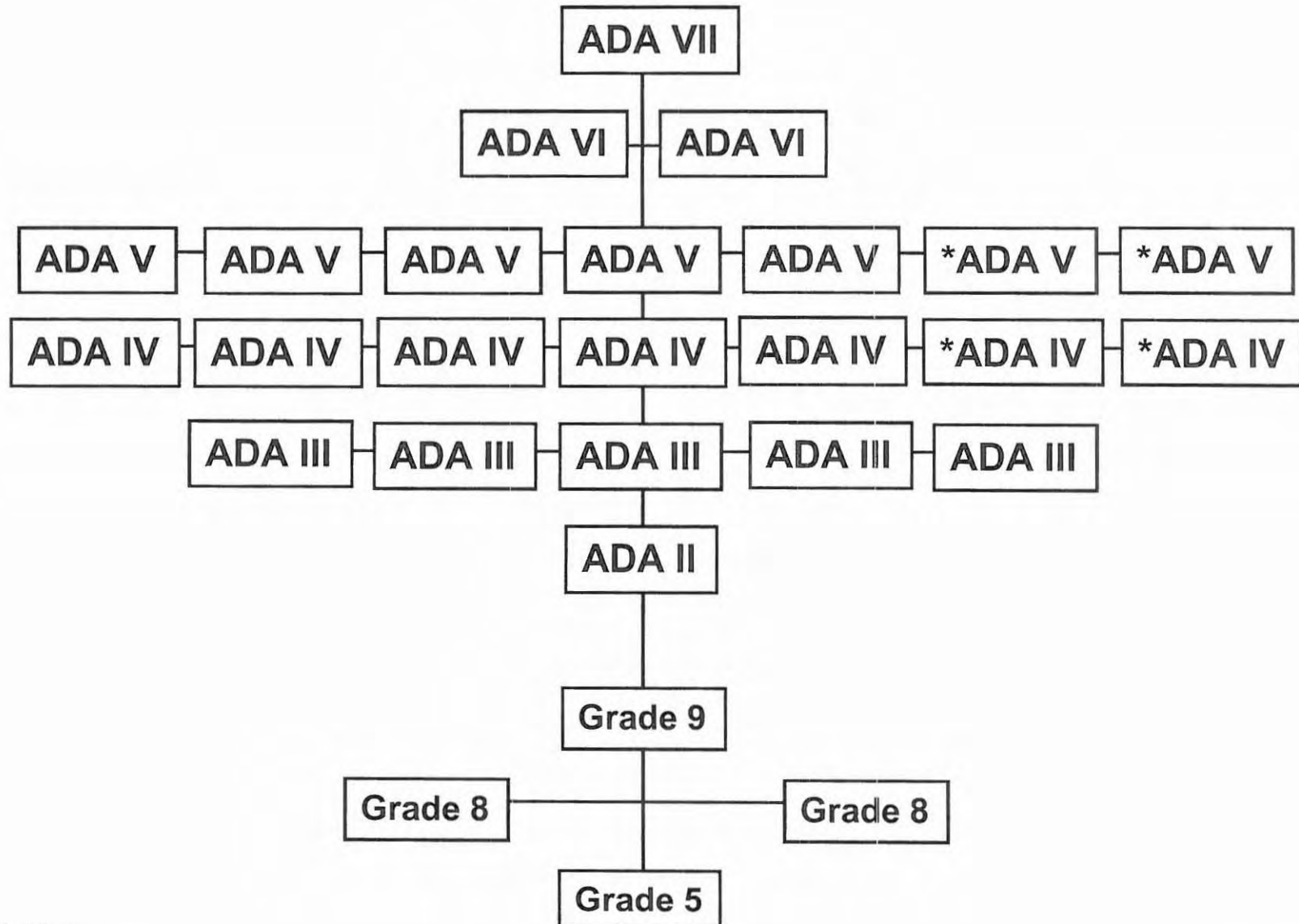
					FY2015				Target Met?
FY10	FY11	FY12	FY13	FY14	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	

### Outcome Measures (Cont'd)

Late writ responses	5	2	4	10	10	0			
Backlog of non-capital appeals	67.50	62.00	61.50	28.75	32.50	63			
Time to brief (in days) (non-capital appeals)	42.21	42.68	35.02	25.71	51.43	42.83			

# APPELLATE

CURRENT

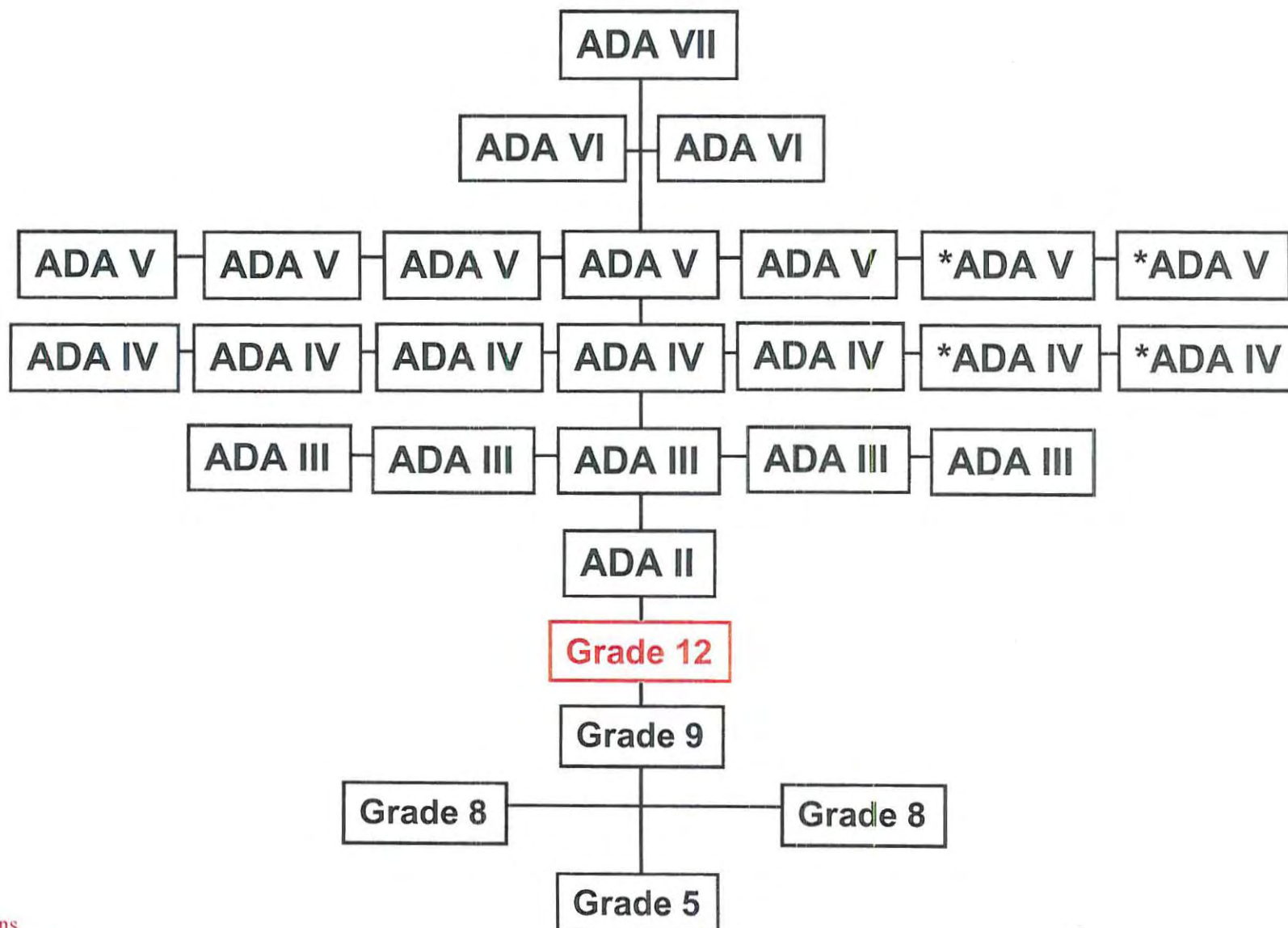


\*Part-Time Positions

FY 15

# APPELLATE

PROPOSED



New Positions

\*Part-Time Positions



# PROGRAM IMPROVEMENT REQUEST

## CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

<b>Department</b>	Check Division	<b>Budget No</b>
<b>Brief Title of PIR</b>	Printers for Chief and Deputy Chief of Division	
<b>Estimated Cost</b>	\$500	<b>Department Priority</b>
<b>Brief Summary of Request</b>		
<p>2 printers, one for the office of Chief of Division, one for Deputy Chief (\$250 each)</p>		
<b>Discussion of Need</b>		
<p>We currently have one printer assigned to three felony prosecutors and the Administrative Assistant of the Check Division. The attorneys use this printer for printing all plea paperwork for felony and misdemeanor cases and any related paperwork, which results in a backlog of printing request. This translates to time wasted as the three attorneys wait for printing requests to be completed. Three attorneys using a single printer was burdensome prior to the Michael Morton Act, which requires all pleas to have additional discovery paperwork and has now become even more problematic. The purchase of two new printers would allow the current printer to serve one attorney and the administrative assistant only and would result in more efficient processing of print request.</p>		
<b>Staff Review and Comment</b>		

**Form G**
**FY2016**

# REPLACEMENT EQUIPMENT REQUEST

Department		Child Abuse/Animal Cruelty		Budget No.	
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	Fax Machine	Approximately 10 years	002043		It is approximately 10 years old. Recently it has been out of service several times. It is used frequently.
2	2 horizontal two drawer locking file cabinets with pullout drawers	Approximately 14 years			The drawers are hard to open due to the fact that equipment is approximately 14 years old.
3	4 conference tables (72 in long and 30 inch wide)	From FV they got new tables		\$172 each (HON HESR 3072L)	Used to conduct full division meetings, pitch sessions, and conference area for group witness meetings
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Form D

# PROGRAM IMPROVEMENT REQUEST

## CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

<b>Department</b> _____	<b>Budget No</b> _____
<b>Brief Title of PIR</b> _____	
<b>Estimated Cost</b> _____	<b>Department Priority</b> _____

**Brief Summary of Request**

- 4 Phone headsets and all necessary equipment to make them functional
- 3 Laptops
- 2 CD Burners
- 11 Computer Screens
- 3 Headphones
- We have at least 5 spaces that need to be converted into office spaces.

**Discussion of Need**

- 4 Phone headsets and necessary equipment to make them functional for the secretary and Child Abuse Victim Advocate and Liaisons. All positions require many phone conversations throughout the day.
- 3 Laptops: Art. 39.15 of the Texas Code of Criminal Procedure requires the State to provide the Defense with a place to view the forensic interview of a child. The Child Abuse Division of the Dallas County District Attorney's Office is requesting 2 laptops so that we can provide the defense the ability to watch the forensic interview. We are requesting laptops so that a Defendant has the ability to view the recording. For security reasons, the defendants are not allowed in the Child Abuse Division.
- 3 headphones to allow defense attorneys to listen to forensic interviews to drown out background noise and to keep the sound of the interview from interfering with the work of the members of the child abuse division.
- 2 CD Burners: There is a large amount of discovery in most child abuse cases. Currently we have 2 staff members who spend the majority of their time producing the discovery. Some of the discovery from outside agencies appears on a disc. The staff in charge of discovery needs the ability to burn/make a duplicate copy of this information.
- We believe that partitions will allow us to convert this space into the offices that we need. 2 of the spaces will be used for the defense to view the forensic interview of the child. These spaces need partitions that will allow privacy for the defense and privacy for the prosecutors and staff while a defense attorney is on the floor. Therefore, we believe that those 2 rooms need a door and partitions that extend as high as possible. 1 space will be used to house the secretary. 1 space will be used to house any interns, volunteers or additional staff members. 1 space will be used to house the overflow of families who are at the office for interviews or trial and to have a quiet room to speak to the families during their initial or exit interview with the child abuse liaison. These partitions need doors and to extend as high as possible. We currently have some partitions in the hallway by our secretaries that are falling down. These partitions are a safety hazard for the workers as well as the witnesses that come to the division.

**Staff Review and Comment**

**Form G**

**FY2016**



## PROGRAM IMPROVEMENT REQUEST

### CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Child Abuse Division	Budget No
Brief Title of PIR	Improvement Equipment and Renovations	
Estimated Cost	Department Priority	
<b>Brief Summary of Request</b> <ul style="list-style-type: none"><li>• 4 Phone headsets and all necessary equipment to make them work</li><li>• 2 Laptops</li><li>• 3 CD/DVD Duplicators: 2 Child Abuse; 1 Animal Cruelty</li><li>• 11 Computer Screens</li><li>• 2 Headphones</li><li>• We have at least 5 spaces that need to be converted into office spaces.</li><li>• 1 Color Printer: Animal Cruelty</li><li>• 1 Power Point Clicker: Animal Cruelty</li><li>• Large Paper Shredder</li></ul>		

#### Discussion of Need

- 4 Phone headsets and necessary equipment to make them functional for the secretary and Child Abuse Victim Advocate and Liaisons. All positions require many phone conversations throughout the day.
- 2 Laptops: Art. 39.15 of the Texas Code of Criminal Procedure requires the State to provide the Defense with a place to view the forensic interview of a child. The Child Abuse Division of the Dallas County District Attorney's Office is requesting 2 laptops so that we can provide the defense the ability to watch the forensic interview. We are requesting laptops so that a Defendant has the ability to view the recording. For security reasons, the defendants are not allowed in the Child Abuse Division.
- 2 headphones to allow defense attorneys to listen to forensic interviews to drown out background noise and to keep the sound of the interview from interfering with the work of the members of the child abuse division.
- 3 CD/DVD Duplicators: There is a large amount of discovery in most child abuse cases. Currently we have 2 staff members who spend the majority of their time producing the discovery. Some of the discovery from outside agencies appears on a disc. The staff in charge of discovery needs the ability to burn/make a duplicate copy of this information. The animal cruelty unit needs to be able to produce its discovery. It is a single person unit who needs the ability to duplicate disc for discovery purposes.
- We believe that partitions will allow us to convert this space into the offices that we need. 2 of the spaces will be used for the defense to view the forensic interview of the child. These spaces need partitions that will allow privacy for the defense and privacy for the prosecutors and staff while a defense attorney is on the floor. Therefore, we believe that those 2 rooms need a door and partitions that extend as high as possible. 1 space will be used to house the secretary. 1 space will be used to house any interns, volunteers or additional staff members. 1 space will be used to house the overflow of families who are at the office for interviews or trial and to have a quiet room to speak to the families during their initial or exit interview with the child abuse liaison. These partitions need doors and to extend as high as possible. We currently have some partitions in the hallway by our secretaries that are falling down. These partitions are a safety hazard for the workers as well as the witnesses that come to the division.
- Large Paper Shredder: We receive large documents from agencies regarding our cases. Once the documents are scanned to the system, we no longer need the paper. We need the ability to shred the paper. Although we currently have shredder, an additional shredder would increase the amount of shredding we can do and also decrease the amount of paper that is sitting around until we can shred it.

#### Staff Review and Comment

## REPLACEMENT EQUIPMENT REQUEST

Department		DA-Civil		Budget No.	
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	HP Color LaserJet 4700	N/A			Within last two years, we have dealt with several complications associated with this printer. It is the only colored printer in our office.
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# PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	DA-CIVIL	Budget No. _____
Title of PIR	Konica Minolta Copier (Bizhub 363)	Request Type _____
PIR # _____	(assigned by Data Services)	Possible Funding Source _____

## Description of Need and Justification

Civil Division of the DA's office is in need of another Konica Minolta Copier (Bizhub 363). The division is currently limited due to the numerous PIA requests the office receives and reviews as well as the ratio of attorneys/staff which use the copier.

## Expected Benefits

With an additional copier, the division will be able to efficiently scan and print various documents. This is particularly helpful with regard to the public information act requests the office handles and with the expected transition of case management file system the division will soon implement. The line which is usually formed for access will be reduced, if not completely erased. The addition of another copier will enhance the overall performance of the division.

Department Head Signature \_\_\_\_\_

Priority \_\_\_\_\_

Department Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

Received by Office of Budget and Evaluation \_\_\_\_\_

Rec'd by Data Services \_\_\_\_\_

## Scoring

Cost Savings \_\_\_\_\_

Improved  
Management  
Controls \_\_\_\_\_

Cost Avoidance \_\_\_\_\_

Multi-Use Systems \_\_\_\_\_

Legal Requirements \_\_\_\_\_

Cost Recapture \_\_\_\_\_

Service to the Public \_\_\_\_\_

Critical System  
Upgrade \_\_\_\_\_



# PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

<b>Department</b>	District Attorney, Family Violence Division	<b>Budget No</b>	
<b>Brief Title of PIR</b>	Equipment Needs		
<b>Estimated Cost</b>		<b>Department Priority</b>	
<b>Brief Summary of Request</b>			
<p>Specific equipment requests in order of priority:</p> <ol style="list-style-type: none"><li>1) 6 Laserjet P3015 DN, with the second optional tray</li><li>2) 17 Fujitsu F7160 ScanSnap IX500 25PPM 600 DPI scanners</li><li>3) 1 Optional Tray for legal paper for Laserjet P3015</li><li>4) 3 Electric Staplers, for Protective Order Secretaries</li></ol>			
<b>Discussion of Need</b>			
<p>Printers: We are a division of 50 people that currently share 7 printers. 2 of those printers are located in areas that are inconvenient for the users. These printers would allow prosecutors and protective order advocates to have immediate access to their documents. The scanners are necessary with ACMS now up and running in order to allow prosecutors to scan and upload discovery and other case information to ACMS in a timely fashion. We currently have 1 scanner assigned to the entire division. The electric staplers are necessary to enable the protective order secretaries to do their work effectively and efficiently.</p>			
<b>Staff Review and Comment</b>			

# PROGRAM IMPROVEMENT REQUEST

## CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

<b>Department</b>	District Attorney, Family Violence Division	<b>Budget No</b>	
<b>Brief Title of PIR</b>	Office Renovation of Family Violence Division		
<b>Estimated Cost</b>	\$50,000	<b>Department Priority</b>	
<b>Brief Summary of Request</b>			
<p>The Family Violence Division has grown in the last several years. As a result, domestic violence victims and applicants for protective orders are required to wait to be seen in a non-secure location. Additionally, we have now run out of office space for our employees. We would request a sum sufficient to renovate the division's space to accommodate more offices and provide a safe and comfortable waiting area for victims.</p>			
<b>Discussion of Need</b>			
<p>To get an accurate estimate for the renovation we would need to get someone to draw up plans that would provide for the needs of the Family Violence Division, the Child Abuse Division, and the Appellate Division.</p>			
<b>Staff Review and Comment</b>			

PROGRAM IMPROVEMENT REQUEST  
CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	District Attorney/Felony Trial Division	Budget No	
Brief Title of PIR	Scanners for Assistant DA workrooms		
Estimated Cost	\$500 per x 11 = \$5,500	Department Priority	
<b>Brief Summary of Request</b>  Fujitsu Scansnap IX500 25PPM 600DPI			
<b>Discussion of Need</b>  As we are moving to a digital office each prosecutor needs a scanner attached to his/her computer so that they can efficiently scan incoming documents and add them to ACMS. Eleven of the attorneys are without this capability which effects efficiency.			
<b>Staff Review and Comment</b>  			

Form G

FY2016

# REPLACEMENT EQUIPMENT REQUEST

<b>Department</b>	<u>District Attorney's Office – Felony Trial</u>			<b>Budget No.</b>	
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	Printer	7+	00014468	\$700.00	This printer stays in disrepair. It has been fixed on two occasions recently. But is still not working efficiently.
2	Printer	7+	10407203	\$700.00	This printer is very slow. It will print one page then wait for some time then print the next page.
3	Printer	7+	00101298	\$700.00	This printer stays in disrepair. It has been fixed a number of times, but is still not working efficiently. It does not recognize the tray. Prints with lines.
4	Printer	7 +	00015786	\$ 700.00	This printer is old and stops running once a week. It needs to be turned off and back on to work. Will not print high resolution
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# PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

<b>Department</b>	<u>District Attorney/Felony Trial</u>	<b>Budget No.</b> _____
<b>Title of PIR</b>	_____	<b>Request Type</b> <u>R</u>
<b>PIR #</b>	_____ (assigned by Data Services)	<b>Possible Funding Source</b>

**Description of Need and Justification**

One of the laptops, assigned to a chief felony prosecutor is old and slow. The machine will not run numerous programs at one time. It continues to crash and needs to be rebooted. It is a Dell Latitude E6400. It is having a hard time staying compatible with ACMS. It has been worked on for two weeks and has little progress. It has a Blue Dallas County Property Tag of 95771 and a silver Dallas District Attorney's tag of 003820.

**Expected Benefits**

The prosecutor will be able to perform his job more efficiently and will not have to constantly call for IT support.

<b>Department Head Signature</b> _____	<b>Priority</b> _____
<b>Department Contact Person</b> _____	<b>Phone</b> _____
<b>Received by Office of Budget and Evaluation</b> _____	<b>Rec'd by Data Services</b> _____

**Scoring**

<b>Cost Savings</b> _____  <b>Cost Avoidance</b> _____ <b>Legal Requirements</b> _____ <b>Service to the Public</b> _____	<b>Improved Management Controls</b> _____ <b>Multi-Use Systems</b> _____ <b>Cost Recapture</b> _____ <b>Critical System Upgrade</b> _____
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# PROGRAM IMPROVEMENT REQUEST

## CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	District Attorney /Felony Trial Division	Budget No
Brief Title of PIR	CD/DVD Duplicator for the Felony Workrooms	
Estimated Cost	\$450 per x 17 = \$7,650.00	Department Priority

### Brief Summary of Request

KANGURU 1-TO-3 24X DVD DUPLICATOR Mfg#: U2-DVDDUPE-S3 \$450.00

### Discussion of Need

Under the Michael Morton Act if the defense attorney requests a copy of an original DVD or CD the District Attorney's Office will provide one. Having a duplicator in the workroom will assist us in complying with the "reasonable time" aspect of the discovery requirements.

### Staff Review and Comment

# PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>Dallas DA's Office</u>	Budget No.	
Title of PIR		Request Type	<u>H</u>
PIR #	(assigned by Data Services)	Possible Funding Source	<u>IT</u>

**Description of Need and Justification**

The Grand Jury Intake Section processes all adult criminal cases that are filed in Dallas County. Under the current system, all misdemeanor cases filed must have a Complaint and an Information along with the probable cause affidavit printed and signed for deliver to the county clerk's office for proper filing. The printer responsible for outputting all that information is severely outdated and a new printer is needed. Therefore, we would like to request 1 new high volume printer (Laserjet M601N, \$603.28 plus Input Tray CE530A, \$120, for a total of \$723.28; or according to the Budget Manual \$1,500 total).

**Expected Benefits**

Increased productivity and efficiency.

Department Head Signature	Priority <u>1</u>
Department Contact Person <u>Ellyce Lindberg</u>	Phone <u>214-653-3600</u>
Received by Office of Budget and Evaluation	Rec'd by Data Services

**Scoring**

Cost Savings	Improved Management
	Controls
Cost Avoidance	Multi-Use Systems
Legal Requirements	Cost Recapture
Service to the Public	Critical System Upgrade

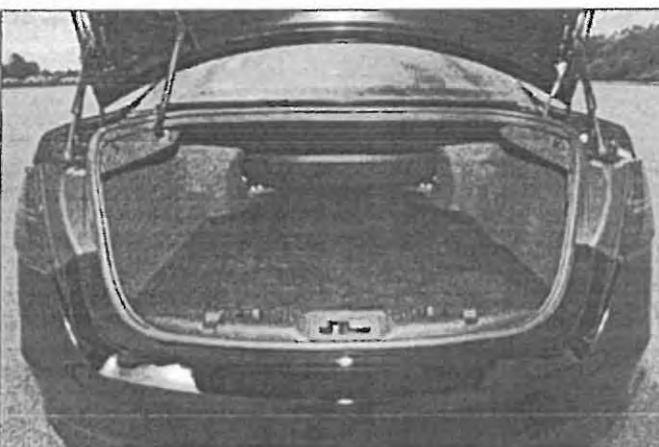
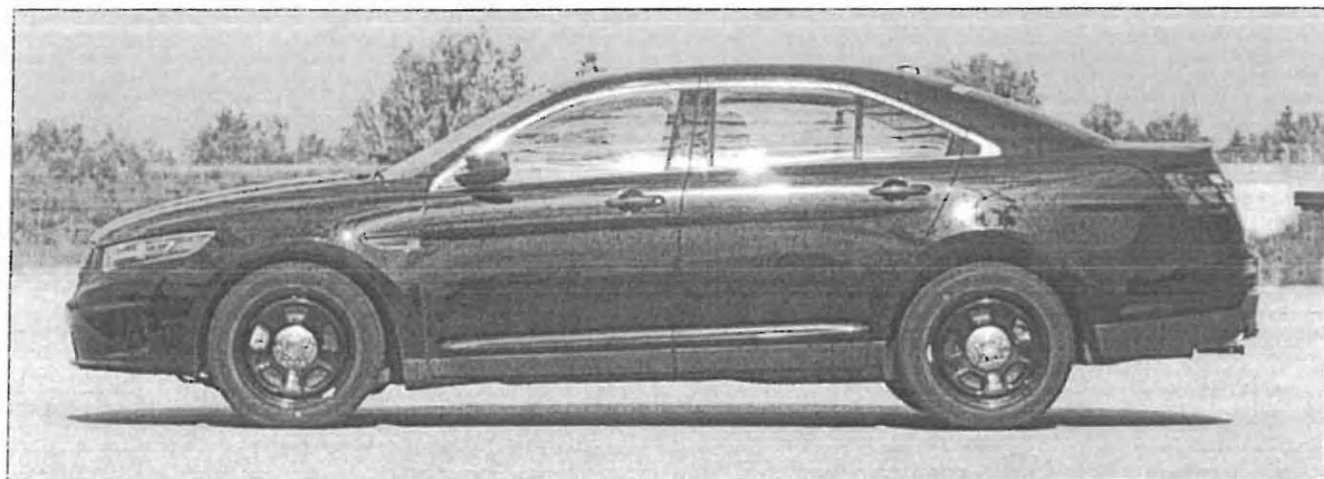
# REPLACEMENT EQUIPMENT REQUEST

<b>Department</b>	DISTRICT ATTORNEY /INVESTIGATORS			<b>Budget No.</b>	
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	5 Pool vehicles for investigators			\$24,500.00 each with a total of 5= \$122,500.00. (pre approved county owned vehicle per ASC. 2015 Ford Police Interceptor Sedan AWD	One vehicle over 293,000 miles. One vehicle over 171,000 miles. Other three vehicle over 19 years old, 15 years old and 13 years old respectively
2	2 Digital camera	Unknown	none	\$544.95 for Canon digital w/32GB, auto flash, 32GB memory card, 10L battery, battery charger. Total for 2= \$1089.90	Current camera is used to take photos of evidence to be used in court. Camera is old, malfunctioning, unreliable.
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# Ford P. I. Sedan

**3.7L AWD** \$26,500



<b>MAKE &amp; MODEL</b>	2015 Ford Police Interceptor Sedan AWD
<b>SALES CODE</b>	P2M, 99K
<b>POWERTRAIN INFORMATION</b>	
<b>CUBIC INCHES</b>	226
<b>LITERS</b>	3.7
<b>HORSEPOWER SAENET</b>	305 @ 6500 RPM
<b>ALTERNATOR</b>	220 AMP
<b>TORQUE</b>	279 @ 4000 RPM
<b>BATTERY</b>	750 CCA
<b>TRANSMISSION</b>	6-Speed Electronic Automatic
<b>AXLE RATIO</b>	3.39:1 with All-Wheel Drive
<b>STEERING</b>	Electric Power Assist Rack-and-Pinion
<b>TURNING CIRCLE (CURB TO CURB)</b>	38.4 ft.
<b>TIRE SIZE, LOAD &amp; SPEED RATING</b>	Goodyear Eagle RSA P245/55/R18, Load Rating 103, V Speed Rating
<b>GROUND CLEARANCE, MINIMUM</b>	6.0 inches
<b>BRAKE SYSTEM</b>	Power, Dual Piston Front/Single Piston Rear, ABS
<b>FUEL CAPACITY</b>	19 Gallons/71.9 Liters
<b>GENERAL MEASUREMENTS</b>	
<b>WHEELBASE</b>	112.9 inches
<b>LENGTH</b>	202.9 inches
<b>CURB WEIGHT</b>	4,311 lbs.
<b>HEIGHT</b>	61.3 inches
<b>INTERIOR VOLUME</b>	
<b>FRONT</b>	54.8 cu. ft.
<b>REAR</b>	48.1 cu. ft.
<b>COMB</b>	103.0 cu. ft.
<b>TRUNK</b>	16.6 cu. ft. (with standard full size spare)
<b>MAXIMUM PAYLOAD CAPACITY (INCLUDING PASSENGERS)</b>	1,340 lbs.
<b>EPA MILEAGE EST. (MPG)</b>	
<b>CITY</b>	18
<b>HIGHWAY</b>	25
<b>COMBINED</b>	21

<b>MANUFACTURER VEHICLE HIGHLIGHTS</b>	
<b>NEW FEATURES &amp; CHANGES:</b>	
<ul style="list-style-type: none"> <li>VIN specific payload rating 1340lbs (BIC)</li> <li>Auto Headlamps</li> <li>Pre-Drilled Spot Lamp Kit</li> <li>Bumper to frame rail bracket kit</li> </ul>	
<b>SAFETY:</b>	
<ul style="list-style-type: none"> <li>Only police vehicle to be pursuit tested for three years in a row by MSP and LASD with Traction Control and Stability Control safety systems full on, as driven by officers in the real world</li> <li>Industry Exclusive 75mph Rear Crash</li> <li>5-Star Crash Rating</li> <li>Ultra High Strength Boron Steel Safety Cell Construction</li> <li>Available Level III NIJ ballistic panels - Certified for LAPD special threat rounds</li> <li>Anti-Stab plates in seat backs</li> </ul>	
<b>DURABILITY:</b>	
<ul style="list-style-type: none"> <li>Two times durability testing</li> <li>Proven real world durability results</li> </ul>	
<b>PERFORMANCE:</b>	
<ul style="list-style-type: none"> <li>Standard Full-Time AWD</li> <li>Best-In-Class Horsepower for Base V6 Sedan</li> </ul>	



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Overview	Specifications	Ratings & Reviews
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## Product Availability

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## Cardholder Offer

12-Month Financing

## What's Included

This Kit Includes 13 Items All Brand New Items with all Manufacturer-supplied Accessories + Full USA Warranties:

1 Battery Charger for Canon NB 10L

Precision Design PD-T14 Flexible Compact  
Camera Mini Tripod

Precision Design HDMI to Mini-HDMI (C) Gold  
Audio/Video Cable (6')

## Ratings & Reviews

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Canon.com Rating:  
(5 Reviews)

- 1 Precision Design SD/SDHC & MicroSD HC Card Reader
- 1 Precision Design 8 SD / 2 MicroSD Memory Card Case
- 1 Precision Design 5 Piece Camera & Lens Cleaning Kit
- 1 Precision Design Universal LCD Screen Protectors
- 1 ImageRecall Digital Image Recovery Software

Craters on the moon, wildlife from afar, your child's face on a crowded school stage... the Canon PowerShot SX60 HS Wi-Fi Digital Camera gives you the reach to capture it all. The camera's astonishing 65x Optical Zoom (21mm-1365mm) Wide-Angle Lens with Optical Image Stabilizer combines tremendous flexibility with portable ease.

Capture close-ups, wide shots and everything in between with beautiful quality thanks to a 16.1 Megapixel High-Sensitivity CMOS Sensor and Canon's latest DIGIC 6 Image Processor that together create the Canon HS SYSTEM for excellent low-light performance.

Advanced technology including Zoom Framing Assist and Intelligent IS help you track and capture clear, steady long shots. Shoot realistic 1080p Full HD video recorded at 60p. USM and VCM technology help ensure fast, silent zooming and focus during recording, and, in a first for a PowerShot model, you can attach an optional external microphone. And quickly share everything you capture: the PowerShot SX60 HS is Wi-Fi – and NFC-enabled with an easy Mobile Device Connect button.

## Product Features

- 16.1MP High Sensitivity CMOS Sensor
- DIGIC 6 Image Processor
- 65x Optical Zoom Lens
- 21-1,365mm (35mm Equivalent)
- Full HD 60p Video & External Mic Input
- 3.0" 922k-Dot Vari-Angle LCD
- 922k-Dot Electronic Viewfinder
- High Speed AF System & RAW Image Capture
- Intelligent IS & Zoom Framing Assist
- Built-In Wi-Fi Connectivity with NFC

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# PROGRAM IMPROVEMENT REQUEST

## CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	DISTRICT ATTORNEY/INVESTIGATORS	Budget No
Brief Title of PIR	SCANNERS	
Estimated Cost	\$450.00 EACH (TOTAL\$900.00)	Department Priority
<p><b>Brief Summary of Request</b></p> <p>Request 2 new Fujitsu Scansnap IX500 25 ppm 600DPI scanner for investigator to be able to scan subpoenas and court orders</p>		
<p><b>Discussion of Need</b></p> <p>Investigators currently are having to leave their office and go to another office to use the scanner. This is not utilizing their time efficiently and slows productivity.</p>		
<p><b>Staff Review and Comment</b></p>		

Form G

FY2016

**PROGRAM IMPROVEMENT REQUEST**  
**CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS**

Department	DA Juvenile Division (George Allen)	Budget No
Brief Title of PIR		
Estimated Cost		Department Priority
<p><b>Brief Summary of Request</b></p> <p>The DA's Office needs a secure area with adequate office space to house 6 attorneys and a secretary in the George Allen Courts Building. Additionally, we need 2 conference rooms in the George Allen Building.</p>		
<p><b>Discussion of Need</b></p> <p>We have 2 offices that are being shared by 4 attorneys in George Allen. A fifth attorney is in an office that is assigned to the Public Defender's Office that they are letting use temporarily. We really need offices for our prosecutors. Currently they don't have room to even store exhibits for trial. When they have mediation they have to find a conference room that someone else allows them to use. For security reasons we need this office space in the same general secured area of the building. This could be accomplished by either reassigning available space in the building or through construction, or both.</p>		
<p><b>Staff Review and Comment</b></p>		

# REPLACEMENT EQUIPMENT REQUEST

<b>Department</b>	District Attorney's Office Juvenile Division			<b>Budget No.</b>	
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	Fax Machine	15 plus	00022053	Brothers MFC8220 \$399	Has not worked for long time. We are using an employee's fax machine from home now. It needs replacing.
2	Printer	15 +	00005848	Part #CE528A Laser jet P3015DN with CE530A (Tray 3) \$665.07	This printer has become unreliable and is unable to be fixed. It frequently malfunctions and is very slow
3	Fax Machine 698 5551	15 plus	002040	Muratec -F525 \$1,117	It is old, and very slow. It malfunctions and is the only one we have in the Henry Wade Building
4	Printer <b>DELTE FROM BUDGET REQUEST NEW PRINTER COMING NEXT</b>	10 plus	asset #30165, DA asset #2941	Part CF386A costs \$621.87	It says it has a paper jam, although it doesn't. County officials have told us that repairing it is not cost effective.
5	Desk	30 plus	002306	HON 10773 \$683	Drawers no longer open and close.
6	Desk	30 plus	59410	HON 10773 \$683	Current desk is very old with defective drawers and a broken leg.
7					
8					
9					
10					

Form D

# PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	DA	Budget No.
Title of PIR	Laptops for Juvenile Prosecutors	Request Type <u>Replacement</u>
PIR #	_____ (assigned by Data Services)	Possible Funding Source

**Description of Need and Justification**

The Juvenile Division of the DA's office is requesting 22 lap top computers with docking stations (Dell E6540 at a current price of \$1608.35 each) to replace the desk top computers of the prosecuting attorneys.

**Expected Benefits**

Prosecutors will have the ability to take their computers with them to court and mediation, if necessary. Considering that we now have wireless internet in our building and the fact that so much evidence exists in a digital format, the capability to take computers to court will make the attorneys more efficient. Currently if a lawyer is in court and needs to look something up he/she has to personally (or have someone else) leave the court and return to their office to do so. Furthermore, JCMS (juvenile case management system) is still being developed and we are told it will have features that will be accessible away from our desks by laptop computers.

Department Head Signature	Priority
Department Contact Person	Phone
Received by Office of Budget and Evaluation	Rec'd by Data Services

**Scoring**

Cost Savings	Improved Management Controls
Cost Avoidance	Multi-Use Systems
Legal Requirements	Cost Recapture
Service to the Public	Critical System Upgrade



# PROGRAM IMPROVEMENT REQUEST

## CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

<b>Department</b>	District Attorney	<b>Budget No</b>
<b>Brief Title of PIR</b>	Furniture for Mental Health Atty V	
<b>Estimated Cost</b>	\$3,612	<b>Department Priority</b>

**Brief Summary of Request**

Telephones : office (1), cell (1) \$840 plus car adapter/charger \$25 = \$865.00  
 Desk(1) \$663  
 Office chairs - Desk (1) \$315.  
 Office Chairs- guest (2) \$208 x 2 = \$416  
 Filing cabinet (four drawer) (1) \$668.00  
 Bookcase (1) \$351.00  
 Shredder (1) \$331.00  
 Additional attorneys in this section will result in a cost savings by diverting the mentally ill from the jail and into services where appropriate and moving the mentally ill out of the jail faster.

**Discussion of Need**

Additional attorneys in this section will result in a cost savings by moving the mentally ill out of the jail faster (to mental institutions, jail, or the community as appropriate). This attorney will work in every misdemeanor court in the building and must communicate with defense attorneys and courts. This is why a cell phone with texting capabilities is necessary. A shredder is necessary because this division deals with sensitive documents, i.e. criminal histories, medical records, identification documents with sensitive information that could lead to identity theft if not properly destroyed (e.g. driver's licenses numbers, social security numbers, etc). Other requests are standard for this type of position.

**Staff Review and Comment**

**Form G**
**FY2016**

# PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

<b>Department</b>	District Attorney	<b>Budget No.</b>
<b>Title of PIR</b>	Computer for Mental Health Attorney I	<b>Request Type</b>
<b>PIR #</b>	(assigned by Data Services)	<b>Possible Funding Source</b>

**Description of Need and Justification**

Computer (standard desktop) \$1,025.00  
 Printer 250.00

Total \$1,275.00

**Expected Benefits**

Necessary for the attorney's legal work: preparation of documents, legal research; communications via e-mail; some internet access for investigations, access to Forvus (criminal histories locally), Court Notify (case preparation); Kronos; On-Base (Clerks information and some sensitive medical records); ACMS (Adult Case Management System); AIS (Adult Information System) (jail status); etc.. (See attached Exhibit A).

Department Head Signature	Priority
Department Contact Person	Phone
Received by Office of Budget and Evaluation	Rec'd by Data Services

**Scoring**

Cost Savings	Improved Management Controls
Cost Avoidance	Multi-Use Systems
Legal Requirements	Cost Recapture
Service to the Public	Critical System Upgrade

**Form H**
**FY2016**

# PROGRAM IMPROVEMENT REQUEST

## CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

<b>Department</b>	District Attorney	<b>Budget No</b>
<b>Brief Title of PIR</b>	Furniture for Investigator Mental Health Division	
<b>Estimated Cost</b>	\$3,609.00	<b>Department Priority</b>

**Brief Summary of Request**

Telephones : office (1), cell (1) \$840 plus car adapter/charger \$25 = \$865.00  
 Desk(1) \$663  
 Office chairs - Desk (1) \$315.  
 Office Chairs- guest (2) \$208 x 2 = \$416  
 Filing cabinet (four drawer) (1) \$668.00  
 Bookcase (1) \$351.00  
 Shredder (1) \$331.00

**Discussion of Need**

With an investigator assigned to this Division,(1) there will be more time for the Mental Health Attorneys to focus on their legal work, (2) cases will move quicker and (3) wrongfully charged mentally ill individuals will be released from jail sooner. Currently, attorneys in the Mental Health Division do much of their own investigative work. There will also be a reduction in overlapping of work. When there is not a full-time investigator assigned to the Division (as it is now) the attorney can only use an investigator that is available. Many times this is not the investigator assigned to the court as they must give priority to their own court personnel. The next time the Mental Health attorney needs an investigator on the same case, the new investigator must be brought up to speed, taking up valuable time for both the attorney and investigator. In one murder trial the supervising attorney for the Mental Health Division had to use six different investigators throughout the course of the case and trial, each time having to take time to explain the facts of the case to the new investigator.

Cell phone to use in the field to communicate with attorneys and others.

**Staff Review and Comment**

**Form G**
**FY2016**

# PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

<b>Department</b>	District Attorney Mental Health Division	<b>Budget No.</b>
<b>Title of PIR</b>	Computer for Investigator	<b>Request Type</b>
<b>PIR #</b>	(assigned by Data Services)	<b>Possible Funding Source</b>

**Description of Need and Justification**

Computer (standard desktop) \$1,025.00  
 Printer \$ 250.00

**Expected Benefits**

Necessary for the investigator's work: preparation of documents, subpoenas, letters, etc.; communications via e-mail; some internet access for investigations, access to Forvus (criminal histories locally), Court Notify (case preparation); Kronos; On-Base (Clerks information and some sensitive medical records); ACMS (Adult Case Management System); AIS (Adult Information System) (jail status); etc.. (See attached Exhibit A).

Department Head Signature	Priority
Department Contact Person	Phone
Received by Office of Budget and Evaluation	Rec'd by Data Services

**Scoring**

Cost Savings	Improved Management Controls
Cost Avoidance	Multi-Use Systems
Legal Requirements	Cost Recapture
Service to the Public	Critical System Upgrade

**Form H**
**FY2016**



# PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

<b>Department</b>	DISTRICT ATTORNEY	<b>Budget No.</b>
	Computer, Printer	
<b>Title of PIR</b>		<b>Request Type</b>
<b>PIR #</b>	(assigned by Data Services)	<b>Possible Funding Source</b>

**Description of Need and Justification**

Computer (standard desktop) \$1,025.00  
 Printer 250.00

Total \$1,275.00

**Expected Benefits**

The Legal Assistant would be able to do work that is currently the responsibility of the attorneys of the Mental Health Division, for obtaining files, maintaining the records of the cases in the different criminal courts and the disposition of same, entry into the JI55 of which prosecutor is now handling the case, the preparation and mailing of letters to victims, communications with hospitals and families of defendants and complaining witnesses, etc.. All this work would allow the prosecutors of this Division to have more time to move cases. Necessary for the attorney's legal work: preparation of documents, legal research; communications via e-mail; some internet access for investigations, access to Forvus (criminal histories locally), Court Notify (case preparation); Kronos; On-Base (Clerks information and some sensitive medical records); ACMS (Adult Case Management System); AIS (Adult Information System) (jail status); etc.. (See attached Exhibit A and attached job description.)

Department Head Signature	Priority
Department Contact Person	Phone
Received by Office of Budget and Evaluation	Rec'd by Data Services

**Scoring**

Cost Savings	Improved Management Controls
Cost Avoidance	Multi-Use Systems
Legal Requirements	Cost Recapture
Service to the Public	Critical System Upgrade

**Form H**
**FY2016**

# PROGRAM IMPROVEMENT REQUEST

## CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	District Attorney's Office (Misdemeanor)	Budget No
Brief Title of PIR	Furniture Request	
Estimated Cost	\$ 5,513.00 (From Appendix A)	Department Priority

### Brief Summary of Request

This request is for one (1) conference room table and sixteen (16) matching chairs.

### Discussion of Need

The misdemeanor division of the Dallas County DA's Office provides 43 prosecutors and 19 support staff tasked with the prosecution of all crimes within the 12 County Criminal Courts. The division's conference room is used for training prosecutors, meetings with law enforcement, and meetings with victims and citizens. The room allows the division to aid in the County's Strategic Plans by aligning crime prevention & prosecution goals with the County and other governmental entities. It also, allows the division to convene with local criminal justice partners to identify and expand detention and sentencing alternatives. Currently the misdemeanor division is holding these meetings in a conference room utilizing ill-suited tables and chairs from other County departments.

### Staff Review and Comment

# PROGRAM IMPROVEMENT REQUEST

## CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	District Attorney's Office (Misdemeanor)	Budget No
Brief Title of PIR	Furniture Request	
Estimated Cost	\$ 5,513.00 (From Appendix A)	Department Priority

### Brief Summary of Request

This request is for one (1) conference room table and sixteen (16) matching chairs.

### Discussion of Need

The misdemeanor division of the Dallas County DA's Office provides 43 prosecutors and 19 support staff tasked with the prosecution of all crimes within the 12 County Criminal Courts. The division's conference room is used for training prosecutors, meetings with law enforcement, and meetings with victims and citizens. The room allows the division to aid in the County's Strategic Plans by aligning crime prevention & prosecution goals with the County and other governmental entities. It also, allows the division to convene with local criminal justice partners to identify and expand detention and sentencing alternatives. Currently the misdemeanor division is holding these meetings in a conference room utilizing ill-suited tables and chairs from other County departments.

### Staff Review and Comment

# PROGRAM IMPROVEMENT REQUEST

## CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Dallas DA Public Integrity	Budget No	
Brief Title of PIR			
Estimated Cost	\$3330	Department Priority	

### Brief Summary of Request

2- 4 Drawer file cabinets HON 754L= \$1042

2 Office Chairs HON 291= \$490

2 Guest Chairs HON2093= \$510

### Discussion of Need

Public Integrity and Civil rights unit needs furniture for our proposed Brady Unit. These would furnish the position of Attorney, Legal Assistant. This would also require office space for the 2 positions.

### Staff Review and Comment



# PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>Dallas DA- Public Integrity</u>	Budget No. _____
Title of PIR	_____	Request Type <u>H</u>
PIR #	_____ (assigned by Data Services)	Possible Funding Source

<b>Description of Need and Justification</b> 2 Laptops with dock and case bundle= \$4000  This would supply the proposed Brady Unit with computers.
--

<b>Expected Benefits</b>  Computers for the Brady unit would ease the investigation and maintenance of Brady information that prosecutors in Dallas County are required to disclose to defendants' counsel.
---

Department Head Signature	Priority _____
Department Contact Person <u>Jerry Varney</u>	Phone <u>214-653-3816</u>
Received by Office of Budget and Evaluation	Rec'd by Data Services

<b>Scoring</b>			
Cost Savings		Improved Management Controls	_____
Cost Avoidance	_____	Multi-Use Systems	_____
Legal Requirements	_____	Cost Recapture	_____
Service to the Public	_____	Critical System Upgrade	_____

# PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	<u>Dallas DA- Public Integrity</u>	Budget No. _____
Title of PIR	_____	Request Type <u>H</u>
PIR # _____	(assigned by Data Services)	Possible Funding Source _____

## Description of Need and Justification

2 Laptops with dock and case bundle= \$4000

This would supply the Public Integrity Unit with Laptop computers. Currently, two investigators do not have access to Public Integrity information away from their desks.

## Expected Benefits

This would allow for mobility of information, as both investigators currently work off of desktop computers. Video, audio, and works-in-progress can be taken to law enforcement and civilian witnesses.

Department Head Signature	Priority _____
Department Contact Person <u>Jerry Varney</u>	Phone <u>214-653-3816</u>
Received by Office of Budget and Evaluation _____	Rec'd by Data Services _____

## Scoring

Cost Savings _____	Improved Management Controls _____
Cost Avoidance _____	Multi-Use Systems _____
Legal Requirements _____	Cost Recapture _____
Service to the Public _____	Critical System Upgrade _____

**PROGRAM IMPROVEMENT REQUEST**  
**CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS**

<b>Department</b>	Dallas DA Public Integrity	<b>Budget No</b>
<b>Brief Title of PIR</b>		
<b>Estimated Cost</b>	\$3000	<b>Department Priority</b>

**Brief Summary of Request**  
**4 Laserjet Printers P3015DN- Approx \$750 each.**

### Discussion of Need

Public Integrity division handles sensitive information that must be kept separate from the Office as a whole. This will allow prosecutors and investigators to print sensitive documents without exposing the information to unintended release.

### Staff Review and Comment

**PROGRAM IMPROVEMENT REQUEST**  
**CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS**

<b>Department</b>	Dallas DA Public Integrity	<b>Budget No</b>
<b>Brief Title of PIR</b>		
<b>Estimated Cost</b>	\$100	<b>Department Priority</b>

**Brief Summary of Request**  
1 Olympus Digital Voice Record WS-822

**Discussion of Need**

Public Integrity and Civil rights unit needs a new voice recorder to save information that comes through phone conversations, or in in-person interviews. There is one for 3 investigators assigned to the division.

**Staff Review and Comment**



# PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

<b>Department</b>	<u>Dallas DA- Public Integrity</u>	<b>Budget No.</b> _____
<b>Title of PIR</b>	_____	<b>Request Type</b> <u>H</u>
<b>PIR #</b>	_____ (assigned by Data Services)	<b>Possible Funding Source</b>

## Description of Need and Justification

3 Laptops with dock and case bundle= \$6000

This would supply the proposed Brady Unit with computers.

## Expected Benefits

Computers for the Brady unit would ease the investigation and maintenance of Brady information that prosecutors in Dallas County are required to disclose to defendants' counsel.

<b>Department Head Signature</b>	<b>Priority</b> _____
<b>Department Contact Person</b>	<b>Phone</b> <u>214-653-3816</u>
<b>Received by Office of Budget and Evaluation</b>	<b>Rec'd by Data Services</b>

## Scoring

Cost Savings	Improved Management Controls
Cost Avoidance	Multi-Use Systems
Legal Requirements	Cost Recapture
Service to the Public	Critical System Upgrade

# PROGRAM IMPROVEMENT REQUEST

## CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Dallas DA Public Integrity	Budget No
Brief Title of PIR		
Estimated Cost	\$2264	Department Priority

### Brief Summary of Request

1 Conference Table HON HTLA 3672= \$224

8 Chairs HON 2903= \$2040

### Discussion of Need

Public Integrity and Civil rights unit needs furniture for our meeting space. Law enforcement, and civilian witness routinely come to our division to make complaints and to file cases. Also, potential grand jury witness will spend more time in our division in the future.

### Staff Review and Comment

# PROGRAM IMPROVEMENT REQUEST

## CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	Dallas DA Public Integrity	Budget No	
Brief Title of PIR			
Estimated Cost	\$340	Department Priority	

### Brief Summary of Request

1 Produplicator 2 Burner M-Disc CD/DVD Duplicator

### Discussion of Need

Public Integrity and Civil rights unit needs to be able to reproduce dash-cam, and body-cam video without exposing the information to the DA Tape room. This will allow a quicker response to Discovery and Michael Morton requests.

### Staff Review and Comment

# PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

<b>Department</b>	District Attorney/Specialized Crime Division	<b>Budget No.</b>
<b>Title of PIR</b>	Laptop computer with docking station (16)	<b>Request Type</b> R
<b>PIR #</b>	(assigned by Data Services)	<b>Possible Funding Source</b>

**Description of Need and Justification**

Laptop computers with docking stations are needed for the prosecutors and investigators and one support staff. With the implementation of ACMS, all cases and files are on the computer. The desktop computers currently in the division are old, slow, freeze up, cannot support some newer software. Also, prosecutors in the division are located floors away from the courtrooms. When prosecutors go to court, they have the inability to access ACMS and other saved work. The fact that all case files are now on the computer means that prosecutors and investigators need the portability of a laptop.

**Expected Benefits**

Newer mobile computers will allow prosecutors, investigators and support staff to make full use of the ACMS program and increase efficiency dramatically and allow employees to work when in the courtroom. As it is now, a prosecutor can only work on a case while sitting at their desk.

Department Head Signature	Priority
Department Contact Person	Phone
Received by Office of Budget and Evaluation	Rec'd by Data Services

**Scoring**

Cost Savings	Improved Management Controls
Cost Avoidance	Multi-Use Systems
Legal Requirements	Cost Recapture
Service to the Public	Critical System Upgrade



# PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	District Attorney/Specialized	Budget No.
Title of PIR	External hard drives (16)	Request Type <span style="float: right;">H</span>
PIR #	(assigned by Data Services)	Possible Funding Source

## Description of Need and Justification

External hard drives of one terabyte needed for prosecutors and investigators in the Specialized Crime Division. The cases that the division handles often have voluminous data. External hard drives would give prosecutors and investigators the ability to save and transport large amounts of data instead of having to house it only on the mainframe drives. The prosecutor or investigators no longer has to be limited to working on a case while sitting at their desktop computer. Often, prosecutors and investigators have meetings with complainants and witnesses away from the office. Having the ability to transport data to these meetings, or create and save data at offsite meetings would increase efficiency.

## Expected Benefits

External hard drives would allow prosecutors and investigators to work in settings besides their desktop computer. Now, work done in the field has to be transcribed to the computer back at the office, duplicating efforts.

Department Head Signature	Priority
Department Contact Person	Phone
Received by Office of Budget and Evaluation	Rec'd by Data Services

## Scoring

Cost Savings	Improved Management Controls
Cost Avoidance	Multi-Use Systems
Legal Requirements	Cost Recapture
Service to the Public	Critical System Upgrade

# PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	District Attorney/Specialized Crime	Budget No.	
Title of PIR	Comprehensive Financial Investigative Solution Software	Request Type	S
PIR #	(assigned by Data Services)	Possible Funding Source	

### Description of Need and Justification

Comprehensive Financial Investigation Solution software by Actionable Intelligence Technologies would greatly assist the entire office in assimilating, sorting, processing and presenting large amount of data in our prosecutions. Presently, either investigators manually enter all data needed onto Excel spreadsheets or the data is not analyzed and demonstrative evidence that would assist in prosecutions is not created. This results in the larger cases, i.e., those with the most information, do not get worked up and presented as well as the smaller cases. Quite often, a case in the Specialized Crime Division will have over 5,000 pages of bank records. A huge amount of manpower is used to create spreadsheets to analyze that amount of data.

Expected Benefits
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AIT- Actionable Intelligence Technologies incorporated in 1998, is a technology and services organization with solutions tailored specifically for financial investigations and forensic accounting. Investigations can be taken from its beginning stages to its conclusion in a courtroom using their software. Clients include government entities, corporations, law enforcement and regulatory agencies, forensic accountants and prosecutors. A team of experts maintains a singular focus on the specific needs of financial investigators.

CFIS- Comprehensive Financial Investigative Solution, Version 8.0. The unmatched power and utility of the CFIS™ feature set has been recognized by federal and state law enforcement agencies. CFIS gives you instant decision making abilities with near perfect reconciliation of bank records. This means the prosecutor can believe in the accuracy of the work product. CFIS will allow prosecutors to display information in different formats according to the needs of the case utilizing tables, graphs and charts making proving the case easy to explain. In addition to its outstanding performance, CFIS™ provides a common database format for financial transaction data, case management information, and information on organizations and individuals. When implemented across an agency, CFIS™ provides the infrastructure for creating a national financial crimes database. It also allows case information to be integrated and cross-referenced with other databases.

Quite often the sheer volume of financial evidence is literally overpowering. The time it takes to organize, review, analyze and make decisions on evidence is just too long. As a result, arbitrary thresholds and statistical sampling techniques are used, corners may be cut, pertinent evidence and witnesses may not be used, and charges omitted from indictments and subsequent trials. Time did not allow for their proper inclusion. Because of this, cases may be lost, weaker plea bargains may be offered because the State is not coming from a position of strength, sentences were too mild for what the defendant had actually done, but there was not the requisite time to prove all aspects of the case.

**CFIS REPRESENTS A PARADIGM SHIFT IN TIME MANAGEMENT OF FINANCIAL INVESTIGATIONS AND ANALYSIS** and ultimately allows the time to make the quality case the prosecutor wants to, regardless of the volume of the evidence. With CFIS, there is better control of time which translates into better control of the case. The comprehensive case that includes all of the charges you want included. The full case with the results you need all on a disk. Take those forty boxes of subpoenaed

documents, scan them into CFIS. CFIS will perform algorithms and analytics, on the data and supply with tables tailored to your needs. It can all be saved to a disk or exported to a desired format. Case theories can be instantly tested to see if the investigator is pursuing the right track or cases can be discontinued at an earlier stage based on the analyzed financial evidence. Based on the time savings agents can pursue bigger and better investigations with unprecedented speed allowing them TIME to be more PRODUCTIVE, increasing arrests and seizures for the agency.

The scope of investigations and subsequent prosecutions are no longer constrained by the limited resources available to conduct comprehensive investigative analysis. Agencies will not have to leave criminal proceeds untouched merely because the volume of financial records exceeds their ability to process and review the records. Criminal defendants now have to fear the totality of their criminal activities being exposed. Using CFIS to perform a comprehensive review of all bank accounts and assets raises the possibility of additional charges, along with the identification and seizure of additional illegally obtained assets. CFIS allows investigators to process transactions a thousand times faster than inputting transactions manually on spreadsheets. This allows for increased production by investigators. Arrest stats increase and seizure stats rise. CFIS becomes a self-funding investment.

Department Head Signature _____	Priority _____
Department Contact Person _____	Phone _____
Received by Office of Budget and Evaluation _____	Rec'd by Data Services _____

<b>Scoring</b>			
Cost Savings		Improved Management Controls	_____
Cost Avoidance	_____	Multi-Use Systems	_____
Legal Requirements	_____	Cost Recapture	_____
Service to the Public	_____	Critical System Upgrade	_____

# PROGRAM IMPROVEMENT REQUEST

## CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	District Attorney's Office/Specialized Crime	Budget No
Brief Title of PIR	Bookcase	
Estimated Cost	\$304	Department Priority

### Brief Summary of Request

Bookcase for financial analyst position

### Discussion of Need

The financial analyst position evaluates boxes and boxes of paper records. These boxes are kept in his small office. The boxes are very heavy and can only be stacked on top of each other, 1 or 2 boxes high, thus using up precious floor space.

### Staff Review and Comment



# REPLACEMENT EQUIPMENT REQUEST

<b>Department</b>	<b>District Attorney's Office/Specialized Crime Division</b>			<b>Budget No.</b>	
<b>Priority</b>	<b>Item to be Replaced</b>	<b>Age (years)</b>	<b>Property Number</b>	<b>Estimated Cost of Replacement</b>	<b>Comments/Justification</b>
1	Swivel desk chair	<1 year		\$245	New office chair was received 2 months ago, broke in 2 (seat fell off base) because chair didn't have all the screws; remaining screws bend and broke
2	Brother Intellifax 4100-e Fax machine	Approx. 10 years	Cannot locate	\$300	Fax machine runs slowly, drops faxes, will not send fax through
3					
4					
5					
6					
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# REPLACEMENT EQUIPMENT REQUEST

Department		STATE JAIL UNIT		Budget No.	
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	Desk	Unknown		HON 10773 \$683.00	Desk is broken
2	Canon ImageFORMULA DR-M140	Unknown		Fujitsu Scansnap IX500 \$463.53	Does not work
3	Canon ImageFORMULA DR-M140	Unknown		Fujitsu Scansnap IX500 \$463.53	Does not work
4	Canon ImageFORMULA DR-M140	Unknown		Fujitsu Scansnap IX500 \$463.53	Does not work
5	Canon ImageFORMULA DR-M140	Unknown		Fujitsu Scansnap IX500 \$463.53	Does not work
6	Canon ImageFORMULA DR-M140	Unknown		Fujitsu Scansnap IX500 \$463.53	Does not work
7					
8					
9					
10					

Form D

# PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

Department	STATE JAIL UNIT	Budget No.
Title of PIR		Request Type
PIR #	(assigned by Data Services)	Possible Funding Source

**Description of Need and Justification**

9 - Dell 19 Monitor P1913 (\$148.19 ea.) -- \$1333.71

These monitors will replace/upgrade existing monitors in the State Jail Unit.

**Expected Benefits**

All of the equipment requested is necessary for the attorneys in the State Jail Unit to perform their jobs in an expeditious, efficient and effective manner.

Department Head Signature	Priority
Department Contact Person	Phone
Received by Office of Budget and Evaluation	Rec'd by Data Services

**Scoring**

Cost Savings	Improved Management Controls
Cost Avoidance	Multi-Use Systems
Legal Requirements	Cost Recapture
Service to the Public	Critical System Upgrade

# PROGRAM IMPROVEMENT REQUEST

## CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

Department	District Attorney's Office/Specialized Crime	Budget No
Brief Title of PIR	Bookcase	
Estimated Cost	\$304	Department Priority

### Brief Summary of Request

Bookcase for financial analyst position

### Discussion of Need

The financial analyst position evaluates boxes and boxes of paper records. These boxes are kept in his small office. The boxes are very heavy and can only be stacked on top of each other, 1 or 2 boxes high, thus using up precious floor space.

### Staff Review and Comment



# PROGRAM IMPROVEMENT REQUEST

## COMPUTER HARDWARE AND SOFTWARE

<b>Department</b>	<u>District Attorney \Technology</u>	<b>Budget No.</b>	<u>4011</u>
<b>Title of PIR</b>	<u>Server Backup Software for Court Notify/Tape Tracker</u>	<b>Request Type</b>	<u>N</u>
<b>PIR #</b>	<u>                    </u> (assigned by Data Services)	<b>Possible Funding Source</b>	<u>IT</u>

### Description of Need and Justification

The District Attorney's Office has a Server that is not supported by Dallas County IT. It services the Court Notify and Tape Tracker Systems.

Server: Server PER710  
 Computer N: DA-EROUTE-SQL  
 OS: Windows Server 2008 R2 Standard SP 1 32 GB RAM x64  
 SQL Version: SQL Server 2008 R2

#### Usage IP addresses:

64.50.31.145 Orion Test IP  
 68.92.13.10 Tape Room Computer IP  
 68.90.16.251 Tape Room  
 10.40.151.11 Server (GW: 10.40.151.1 DNS:4.2.2.1)

QTY: 1 Backup Exec Software 2014 OLP 3-yr (essential Support) \$1,168/ea - \$1,168

### Expected Benefits

The Server is currently not backed up. SQL Databases are backed up to a local drive. Upon system failure, it would take days to rebuild server and coordinate SQL installation and configuration to restore SQL Backups with Vendor.

A system Crash would disable the Video Evidence capability to process DVDs/Blu-Rays and prevent Prosecutors from retrieving Evidence for Court proceedings.

<b>Department Head Signature</b>	<b>Priority</b>
<b>Department Contact Person</b>	<b>Phone</b>
<u>Bob Alvarado</u>	<u>214-712-5044</u>
<b>Received by Office of Budget and Evaluation</b>	<b>Rec'd by Data Services</b>

### Scoring

Cost Savings                      Improved

Cost Avoidance	_____	Management Controls	_____
Legal Requirements	_____	Multi-Use Systems	_____
Service to the Public	_____	Cost Recapture	_____
	_____	Critical System Upgrade	_____

# PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

<b>Department</b>	<u>District Attorney \Technology</u>	<b>Budget No.</b>	<u>4011</u>
	<u>Spares/Loaners</u>	<b>Request Type</b>	<u>R</u>
<b>Title of PIR</b>			
<b>PIR #</b>	<u>                    </u>	(assigned by Data Services)	<b>Possible Funding Source</b>

## Description of Need and Justification

The District Attorney's Office has depleted its inventory of Loaner IT Equipment due to a combination the scrapping the aging inventory and items that are too costly to repair.

With the recent WIN7 initiative from DC IT (2104), we were forced to scrap every laptop model below the Dell 6400 (D610,D620,D630) because they could not be upgraded to WIN7. This depleting our entire laptop loaner inventory. We currently have no loaner laptops, no loaner printers, or a loaner fax machine.

When laptops and printers fail to function, court proceedings can be delayed and compromised. Dallas County has no Life Cycle Plan for aging equipment. Many of our computers and printers are over 8 years old. Even the newest of our laptops/printers that were distributed in 2014 are now out of warranty. Desktop Support can take several days to reimage/repair and Desktop Services have only 1 loaner laptop and no printers to deploy amongst 3 buildings ( Frank Crowley/George Allen & Admin Bldgs).

The District Attorney's IT Department is requesting to purchase and manage the distribution of the following 'Hot Spare' equipment to server as 'loaners' until repairs/fixes can be made. Cost for all items are **\$8,211.30**

QTY: 5	Dell Laptops Dell Latitude E6540 (no case or dock) for loaners and check out	\$1500/ea	- \$7,500
QTY: 1	HP LaserJet M601N B/W Multit-function Printer		
	To Serve as 'Loaner' for failed <u>local/network printer</u> or failed <u>FAX machine</u>	\$380/ea	- \$380
QTY: 1	HP Color LaserJet M451NW as 'loaner'	\$332/ea	- \$332

## Expected Benefits

The prosecutors and staff will be able to perform his job functions without costly delays while equipment is being repaired. The laptops can also be checked out for use in meetings rooms for presentations, special events, Executive Board Room meetings, etc.

Department Head Signature	Priority
Department Contact Person	Phone
Received by Office of Budget and Evaluation	Rec'd by Data Services

Scoring

# PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

<b>Department</b>	<u>District Attorney/Technology</u>	<b>Budget No.</b> <u>4011</u>
<b>Title of PIR</b>	<u>Digital Forensics Lab Software Maint</u>	<b>Request Type</b> <u>S</u>
<b>PIR #</b> _____	(assigned by Data Services)	<b>Possible Funding Source</b>

## **Description of Need and Justification**

On- going yearly maintenance for Software used to process digital evidence in the District Attorney's Digital Forensics/Evidence Lab.

The lab is an extension of the Secret Service Electronics Crimes Task Force and requires annual software maintenance form Software provide by the United States Secret Service and purchased by the Dallas DA's Office. Break down of current costs include \$8,188 (USSS) and \$11,149.98 (DA) **totaling \$19,337.98**

### **Maintenance for Software provided by the United States Secret Service (\$8,188):**

FTK vs 5 (Software) w/dongle	\$2,238
Cellebrite UFED Touch	\$3,000
IEF- Magnet (Software) advance w/dongle	\$1,100
Lantern	\$1,100
Blackthorne – GPS	\$ 750

### **Maintenance for Software provided by the Dallas DA (\$11,149.98):**

BlackLight - Blackbag Technology	\$ 825
MPE+	\$2,495
Macquisition - Blackbag Technology	\$ 515
XRY Complete	\$2,995
DVR Examiner	\$2,495
Mobilyze - BlackBag Technology	\$ 650
Omnivore	\$ 199.98
Amped Five	\$ 975

## **Expected Benefits**

The Software enables the DA's Digital Forensic Lab to continue to function

The software is used to analyze mobile devices, computers, and digital video recorders to assist prosecutors with cases involving digital technology as evidence. The Digital forensics lab expedites the process of getting cases to trial.

The lab has a profound impact on processing the increasing amount of digital evidence involved with criminal cases. The exponential growth of cases involving digital media has created a processing back log at the North Texas Regional Computer Forensics Lab and the U.S. Secret Service Digital Evidence Forensics Lab. Numerous times prosecutors had to reset cases for trial because the forensics examinations on the evidence had not been conducted, essentially costing the county and taxpayers money.



# REPLACEMENT EQUIPMENT REQUEST

Department		District Attorney's Office Juvenile Division		Budget No.	
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	Fax Machine	15 plus	00022053	Brothers MFC8220 \$399	Has not worked for long time. We are using an employee's fax machine from home now. It needs replacing.
2	Printer	15 +	00005848	Part #CE528A Laser jet P3015DN with CE530A (Tray 3) \$665.07	This printer has become unreliable and is unable to be fixed. It frequently malfunctions and is very slow
3	Fax Machine 698 5551	15 plus	002040	Muratec -F525 \$1,117	It is old, and very slow. It malfunctions and is the only one we have in the Henry Wade Building
4	Printer <b>DELTE FROM BUDGET REQUEST NEW PRINTER COMING NEXT</b>	10 plus	asset #30165, DA asset #2941	Part CF386A costs \$621.87	It says it has a paper jam, although it doesn't. County officials have told us that repairing it is not cost effective.
5	Desk	30 plus	002306	HON 10773 \$683	Drawers no longer open and close.
6	Desk	30 plus	59410	HON 10773 \$683	Current desk is very old with defective drawers and a broken leg.
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10					



**Dallas County**  
Office of Budget and Evaluation

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June 10, 2015

**To:** Commissioners Court

**Through:** Ryan Brown, Budget Officer

**From:** Alejandro Moreno, Budget and Policy Analyst

**Subject:** District Clerk FY2016 Budget Recommendations

**BACKGROUND**

During the FY2016 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2016 Budget. As such, the District Clerk submitted the following requests:

1. Formax Device
  - a. The District Clerks office is requesting one High Volume letter folder and envelope inserter. The device has developed a defect and needs to be replaced.
2. Passport photo printer
  - a. The District Clerks office is requesting 3 passport photo printers due to the fact that they are worn and slow and more than a decade old.
3. Passport photo camera
  - a. The District Clerks office is requesting 3 cameras to replace the worn and dated cameras.
4. Scanners
  - a. The District Clerks office is requesting two scanners to replace old and worn out scanners.
5. Desk
  - a. The District Clerks office is requesting one desk to replace an aged flimsy desk unsuitable for daily work.
6. Chairs
  - a. The District Clerks office is requesting 11 chairs. Two for District Clerk Administration staff, one for a collections supervisor, 1 for a manager of Strerret operations, one for a manager of juvenile operations, 4 for criminal magistrate court staff, and 2 for the Protective Order Court.
7. New position
  - a. The District Clerks office is requesting one new Human Resources Generalist at a proposed Grade of E.
8. New position
  - a. The District Clerks office is requesting to convert 5 part-time positions into 5 full-time positions at a proposed Grade of 6. The positions are Clerk II's and are assigned to the Family/IV-D and Passport Division.

9. New Position
  - a. The District Clerks office is requesting one new Court Clerk at a proposed Grade of 7 for the Criminal Magistrate Court. The clerk's expectation is that the restoration of the Court Clerk will improve response time for clerk services provided to the magistrate court.
10. Reclassification
  - a. The District Clerks office is requesting a reclassification for one Clerical Assistant I position (3) to a proposed Grade of 5 with a title change to Clerk I due to increased responsibility and complexity of position.
11. Glass Partition Service Desk
  - a. The District Clerks office is requesting funds to erect a glass partition at the cashier stations located in the Juvenile operations at Henry Wade Juvenile Justice section.
12. Digital Fax/Telephony Card
  - a. The District Clerks office is requesting a fax telephony board for desktop installation rather than replacing the criminal division's unreliable fax machine.
13. Microfilm Scanner
  - a. The District Clerks office is requesting one microfilm scanner.
14. Computer Station
  - a. The District Clerks office is requesting one computer station in order to improve customer service experience and to reduce customer wait time and shorten the lines.
15. Request to raise Passport Picture Fees
  - a. The District Clerks office is requesting to increase the passport picture fee from \$10 to \$15.
16. Work Horse Scanner
  - a. The District Clerks office is requesting one Panasonic KV S4085CW-V to replace 2 old Kodak scanners.

### **FINANCIAL IMPACT**

1. The estimated one time cost of one Formax High Volume letter folder and envelope inserter is \$7,000.
2. The estimated one time cost of 3 Passport Photo Printers is \$2,775 at \$975 per printer.
3. The estimated one time cost of 3 Passport Photo Cameras is \$2,295 at \$765 per camera.
4. The estimated one time cost of two scanners is \$9,400 at \$4,700 per scanner.
5. The estimated one time cost of one desk is \$549.
6. The estimated one time cost of 11 chairs is \$1,742 at \$208 per chair for the Administration staff, \$339 for the one chair for the collections supervisor is \$339, \$239 for the one chair for the manager of Sterret operations, \$239 for the one chair for the manager of Juvenile operations, \$110 per chair for the Magistrates Court staff, and \$121 per chair for the Protective Order Court.

7. The estimated annual recurring cost for the addition of the Human Resources Generalist is \$68,206. The estimated one-time cost for the position is \$2,000.
8. The estimated annual recurring cost for the addition of the 5 Clerk II's (6) is \$105,060 with the deletion of the 5 part-time positions.
9. The estimated annual recurring cost for the addition of one Court Clerk (7) is \$47,360. The estimated one time cost is \$1,275.
10. The estimated annual recurring cost for the reclassification for one Clerical Assistant I position is \$4,114.
11. The estimated one time cost of one glass partition service desk is \$2,000.
12. The estimated one time cost of one fax telephony board is \$1,536.
13. The estimated one time cost of one microfilm scanner is \$11,574.
14. The estimated one time cost of one computer station is \$1,025.
15. The estimated revenue should rise to at or near \$292,278 representing close to \$100,000 in additional revenue.
16. The estimated one time cost of one Work Horse Scanner is \$10,001.

### **RECOMMENDATION**

The Office of Budget and Evaluation recommends:

1. Replacing one Formax High Volume letter folder
2. Replacing 3 Passport Photo Printers
3. Replacing 3 Passport Photo Cameras
4. The request for two scanners has been withdrawn by the department.
5. Replacing one desk
6. Replacing 11 chairs
7. Adding one Human Resources Generalist position at a Grade E
8. Converting 5 part-time Clerk positions into 5 full-time Clerk II positions at a Grade 6.
9. Adding one Court Clerk position at a Grade 7.
10. Reclassifying one Clerical Assistant I (3) to a Grade 5 with a title change to Clerk I.
11. Purchasing one glass partition service desk
12. Purchase one Digital Fax/Telephony Card
13. Purchasing one Microfilm Scanner
14. Purchase one computer station
15. Approving a rise in passport picture fees
16. The request for the Work Horse Scanner has been sent to the I.T. department for review.

These recommendations from the Budget Office (does not include anything that was sent to another department for review) come with a one-time cost of \$33,771 and an annual recurring cost of \$224,740.





**FELICIA PITRE**  
**DALLAS COUNTY DISTRICT CLERK**

NINA MOUNTIQUE  
CHIEF DEPUTY

April 22, 2015

Dallas County Commissioners Court  
500 Elm Street  
Dallas, Texas 75202

Dear Honorable Commissioners:

Attached please find my Fiscal Year 2016 proposed budget representing the first budget prepared in my new capacity as the elected district clerk.

This budget includes the elimination of three (3) redundant permanent part time positions constituting a total savings of \$72,582 based on 1,373 hours or 2/3rds time. In addition, I have terminated agreements with the office's microfilm conservation provider and rent on the satellite records storage facility for a savings of \$6,500 from FY 2015.

The proposed budget includes the restoration of a dedicated H.R. Generalist position used by every other similarly sized department in Dallas County. The Grade E position will provide a valuable resource needed to monitor employee performance, training, resource allocation and statutory compliance. It also includes a request for the addition of a Clerk II position to serve the criminal Magistrate court. This position was eliminated in FY 2009 but the Chief Magistrate and the Jail Pop chairman have requested its restoration.

Interdepartmental equity is important to building staff morale. I have requested the reclassification of five part time positions as full time positions. These positions were originally created to off-set backlog due to seasonal variation in work volume. They have since become full time positions with the growth of the county and corresponding increase in demand for court services. These employees are providing the same service as their co-workers yet are not being equitably compensated.

Staff has reviewed professional services provided to the office and calculated accurate expenditure forecasts for the sake of organizational transparency. Although demand for replacement equipment and furniture was extensive, the list has been narrowed down to ten of the most important issues for resolution.

Should you have questions or comments regarding my FY 2016 budget proposal, please do not hesitate to call me at 214-653-7196.

Sincerely,

Hon. Felicia Pitre



# REQUEST FOR EXTRA HELP BUDGET

**Department** DISTRICT CLERK – FAMILY COURT SECTION

**Budget No.** 4020

**Description of Function** Family Court Clerks are responsible for receiving, file marking, digitizing and making entries in the case management system to ensure statutorily compliant judicial process.

Position Title, Grade and Number	Annual Hours	Hourly Rate	Total	Retirement Benefits	Comments and Justification
*Office Support, Grade 6 Position #7961 Civil/Family/IV-D	1373	\$14.81	\$20,334	TCDRS	The Family District and Title IV-D courts high volume courts with substantial seasonal variation in filing numbers. Backlogs are a normal part of operations and the assistance provided by part-time employees is essential to maintaining a consistent level of service delivery pursuant to statute and the Rules of Court. This assistance prevents the accrual of compensatory time and the use of overtime by the office.
*Office Support, Grade 6 Position #8957 Civil/Family/IV-D	1373	\$14.81	\$20,334	TCDRS	Strategic Plan compliance:
*Office Support, Grade 6 Position: #9883 Civil/Family/IV-D	1040	\$14.81	\$15,402	TCDRS	The District Clerk's office assumes the role of a traditional Service Provider whereby the office ensures the maintenance and delivery of services to its stakeholders. The use of Extra Help fulfills Dallas County's commitment in its Strategic Plan to aggressively meet its responsibilities within the role of a county government; and delivering the highest quality services with the least inconvenience to customers.  This budget request is secondary to the strategies outlined by the Plan to achieve the same by: Maintenance of a strong, seamless infrastructure; streamlining the efficiency and operation of the clerk's office business processes and ensuring the provision of mission-critical programs and services to its stakeholders.
Total			\$23,900		

**Staff Review and Comment**



**Form B**

**FY2016**

*FY2016 Operating Budget / Capital Improvement Plan Preparation Manual*



# REQUEST FOR EXTRA HELP BUDGET

**Department** DISTRICT CLERK – PASSPORT SERVICES

**Budget No.** 4020

**Description of Function** Passport deputies handle the acceptance of passport applications and financial processing consistent with State Department rules and regulations. The same deputies issue marriage licenses.

Position Title, Grade and Number	Annual Hours	Hourly Rate	Total	Retirement Benefits	Comments and Justification
*Office Support, Grade 6 Position #9287 Passport – downtown/float	2080	\$14.81	\$30,805	TCDRS	<p>The Dallas County District Clerk provides passport acceptance services as authorized by the Texas Constitution and the Federal Code. This is an optional service for county government in Texas but has come to be a popular and necessary service to county taxpayers. The passport office has consistently received high-marks in local media for its service. The volume of passport processing varies greatly by season. A total of six months are enormously high and many times requires employee overtime. In order to reduce the need for overtime extra help is requested that will ensure the customer volume can be effectively managed and deployed to any of the three offices as needed. In addition, deputies are dual deputized with the county clerk to issue marriage licenses.</p> <p>Strategic Plan compliance:</p> <p>The District Clerk's office assumes the role of a traditional Service Provider whereby the office ensures the maintenance and delivery of services to its stakeholders. The use of Extra Help fulfills Dallas County's commitment in its Strategic Plan to aggressively meet its responsibilities within the role of a county government; and delivering the highest quality services with the least inconvenience to customers.</p> <p>This budget request is secondary to the strategies outlined by the Plan to achieve the same by: maintenance of a strong, seamless infrastructure; streamlining the efficiency and operation of the clerk's office business processes and ensuring the provision of mission-critical programs and services to its stakeholders.</p>
*Office Support, Grade 6 Position #9738 Passport – downtown/float	2080	\$14.81	\$30,805	TCDRS	
*Office Support, Grade 6 Position #8068 Passport – downtown/float	1040	\$14.81	\$15,402	TCDRS	

Total \$35,849

**Staff Review and Comment**



**Form B**

**FY2016**



# REQUEST FOR PROFESSIONAL SERVICES

**Department** DISTRICT CLERK – CRIMINAL SECTION

**Budget No.** 4020

Pay To	Description of Services	FY2015 Budget	FY2016 Amount Requested
Global Connect 5218 Atlantic Avenue Suite 300 Mays Landing, NJ 08330-2003	<p>Global Connect provides an automated call service utilized by the Felony collections section to follow up with offenders who are either delinquent in their payment plans or who have failed to set up a payment plan following the adjudication of their cases with a collections officer. The collections office provides GC with a listing of delinquent accounts and provides an appropriate script for use.</p> <p>Strategic Plan compliance:</p> <p>Vision 1 indicators include the provision of e-business capacity and use of innovation and modified procedures to increase collections of fines and costs. The use of the automated call service results in increased collections without hiring a call center at significant cost to the county. Additionally it fulfills Vision 3 by effectively using criminal justice resources for maximum benefit.</p>	\$1,560	\$1,500

## Process Improvement Consulting Request

**FORM C**

**FY 2016**





# REQUEST FOR PROFESSIONAL SERVICES

**Department: DISTRICT CLERK –TRUST SECTION**

**Budget No. 4020**

<b>Pay To</b>	<b>Description of Services</b>	<b>FY2015 Budget</b>	<b>FY2016 Amount Requested</b>
Automated Business Systems 1201 Walnut Ave # 7 Carrollton, TX 75006	<p>Funding is requested for a maintenance agreement with Automated Business Systems to service the Trust division's FORMAX letter folder and envelope inserter. The agreement provides for two (2) service inspections per year along with unlimited service calls including labor.</p> <p>ABS no longer maintains the criminal division's device having recommended replacement due to the defective motor not otherwise covered under the agreement. See equipment replacement detail.</p> <p>Strategic Plan compliance:</p> <p>This request for a maintenance agreement conforms to Strategy 1.3 of the Plan by providing sound, financially responsible and accountable governance. It conforms also to Vision 1 indicators including the provision of e-business capacity and use of innovation and modified procedures to increase collections of fines and costs. The use of skip-tracing results in increased collections without hiring a call center at significant cost to the county.</p>	\$2,375	\$1,400

## Process Improvement Consulting Request

**FORM C**

**FY 2016**



# REQUEST FOR PROFESSIONAL SERVICES

**Department:** DISTRICT CLERK – CRIMINAL & TRUST SECTIONS

**Budget No.** 4020

Pay To	Description of Services	FY2015 Budget	FY2016 Amount Requested
LexisNexis Accurant	<p>LexisNexis Accurant provides an internet based skip-tracing service which enables collections to obtain current data on a payee's name, social security number, address, phone number and cell phone numbers for follow up collection efforts. LexisNexis Accurant updates their database to ensure the most recent data is available to subscribers.</p> <p>Cost is per inquiry as follows:</p> <p>\$.50 per name, SS# \$.10 per phone number</p> <p>The cost increase represents a historical payment actual reflecting an increase in collection related activity by the department.</p> <p>Strategic Plan compliance:</p> <p>This request for a maintenance agreement conforms to Strategy 1.3 of the Plan by providing sound, financially responsible and accountable governance. The amount represents a small investment relative to the cost of the equipment and allows the office to effectively maintain its mission critical collections operation.</p>	\$15,000	\$20,000

## Process Improvement Consulting Request

**FORM C**

**FY 2016**



# REQUEST FOR PROFESSIONAL SERVICES

**Department:** DISTRICT CLERK – JUVENILE COURT SECTION

**Budget No.** 4020

Pay To	Description of Services	FY2015 Budget	FY2016 Amount Requested
I-Plow Justice Collections & Compliance 3463 Magic Drive, Ste. T7 San Antonio, Texas 78229	<p>I-Plow provides a comprehensive case collections manager system to maintain payment schedules, due dates and notifications. Included in the packet is automatic voice notification and skip tracing.</p> <p>The funds reflect the district clerk's Juvenile section share of the I-Plow contract held by the County Clerk. The district clerk does not have an independent contract.</p> <p>Strategic Plan compliance:</p> <p>This request for a collections improvement system conforms to Strategy 1.3 of the Plan by providing sound, financially responsible and accountable governance. The amount represents a small investment relative to the cost of the equipment and allows the office to effectively maintain its mission critical collections operation.</p>	\$6,000	\$6,000

## Process Improvement Consulting Request

**FORM C**

**FY 2016**



# REQUEST FOR PROFESSIONAL SERVICES

**Department:** DISTRICT CLERK – PASSPORT SECTION

**Budget No.** 4020

Pay To	Description of Services	FY2015 Budget	FY2016 Amount Requested
Konica Minolta Business Solutions P.O. Box 122366 Dallas, Texas 75312	<p>Konica Minolta provides maintenance and support for the three passport office cameras and printers. Interruption in service results in the loss of the \$10 per photo fee charged passport customers on site. This item was not previously included on the annual budget.</p> <p>Strategic Plan compliance:</p> <p>This request for a collections improvement system conforms to Strategy 1.3 of the Plan by providing sound, financially responsible and accountable governance. The amount represents a small investment relative to the cost of the equipment and allows the office to effectively maintain its mission critical collections operation.</p>	N/A	\$1,650

## Process Improvement Consulting Request

**FORM C**

**FY 2016**





# REPLACEMENT EQUIPMENT REQUEST

Department: DISTRICT CLERK			Budget No.: 4020		
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	High volume letter folder and envelope inserter	10+	No DC ID Code	\$5,000 - \$7,000	The Formax device used by criminal collections has developed a defect such that the motor begins to "smoke". The device is under a maintenance agreement but the faulty motor is not. The maintenance vendor has recommended replacement. The device is used to prepare and mail the monthly criminal collections statements and payment reminders.
2	Three (3) Passport Photo Printers N & E Dallas Govt. Ctr. & GACB	10+	00108654 S/N 706156	\$2,775 (\$975 each)	Printers are worn and more than a decade old. The slow speed exacerbates long wait lines. The disabling of one of the printers results in loss of the \$10 fee for passport photos.
3	Three (3) Passport Photo Camera N & E Dallas Govt. Ctr. & GACB	7	S/N 10006258 No DC ID S/N 10006340	\$2,295 (\$765 ea)	Cameras are worn and dated. These cameras receive a high volume use and the disabling of a camera results in a suspension of the photo service for the duration of the maintenance and corresponding loss of revenue.
4	Two (2) criminal process section scanners	12	00013739 00014220 (HP Scanjet 8270)	\$9,400 (\$4,700 ea)	These two scanners are worn and dated. They provide services to the subpoena document production and indictments. A reliable scanner with higher duty rating is required to effectively manage the digital environment.
5	One (1) chief clerk desk set for Civil/Family collections supervisor (see addendum)	20+	No DC ID on desk (see addendum)	\$888.00	Current desk is flimsy made of particulate board and veneer unsuitable for daily work. Supervisor requires a more functional and smaller desk for a small work-area.
6	Two (2) executive high back swivel chairs for administrative staff	3	No DC ID on chairs	\$476.97 (\$207.38 ea) H2091	Of the five members of district clerk administration, two are currently using chairs 'poached' from the conference room. Those two chairs need to be replaced and the originals returned to the conference room to constitute a full eight set.
7	One (1) executive high back swivel chair for the manager of Sterret operations	10+	No DC ID on chair	\$238.49 (\$207.38 ea & 15%) H2091	The manager of Sterret operations originally used a new extra wide swivel chair but recently relinquished that to a staff member in order to meet a statutory accommodation under ADA. The manager is currently using a chair discarded by the Magistrate.
8	One (1) executive high back swivel chair for the manager of Juvenile operations	10+	No DC ID on chair	238.49 (\$207.38 ea & 15%) H2091	The new manager of Juvenile operations is using a chair previously used by her two predecessors. The chair is torn and worn and in need of replacement.
9	Four (4) Secretarial Task chairs for criminal magistrate court staff	Unk	No DC ID on chairs	\$508.76 (\$110.60 ea & 15%) HVL220	Current chairs are not suited for an office environment requiring sitting continuously for 10 hour shifts. The chairs have no side arms and are not height adjustable and little in the way of padding
10	Two (2) Basyx Leather Steel Guest Chairs for Protective Order court clerk waiting area	Unk	No DC ID on chairs	\$278.00 (\$120.87 ea & 15%) HVL693	Current chairs are not Dallas County issue and appear to have poached from another source. They have been removed as a potential public hazard.

**Form D**



**FY 2016 BUDGET REQUEST  
DISTRICT CLERK  
ADDENDUM TO FORM D**

**FURNITURE DETAIL**

Civil/Family Collections Section, Basement GACB

One (1) Chief Clerk set including:

Metal desk 30" D x 66" W -2R w/lock single Pedestal Desk w/return (HON 38291R)  
Administration Mgr/Task Asynchronous w/Arm Seat Glide, (HON 7808)

Desk	\$549
Chair	\$339

**TOTAL:       \$888**



# PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

<b>Department</b>	<b>DISTRICT CLERK – ADMINISTRATION</b>	<b>Budget No</b>	4020
<b>Brief Title of PIR</b>	HUMAN RESOURCES GENERALIST		
<b>Approx. Net Cost</b>	\$70,408		1
		<b>Department Priority</b>	

**Brief Summary of Request**

At FY2011 budget cycle, the District Clerk deleted several positions to meet the commissioners court's requested goal for 15% reduction in operations expenses. The clerk at that time opted to liquidate his HR Generalist and Special Assistant to create a single position whose principal job duty would be Quality Assurance. The newly elected District Clerk has determined, consistent with the experience of her colleagues, that a Human Resources Generalist position is required to effectively meet the needs of the department and protect Dallas County from liability.

**Discussion of Need**

Prior to a countywide reorganization of the Human Resources department in 2010, the district clerk's office retained a full HR Administrator position with a grade classification "I". That position in the clerk's office was later reclassified as a "G". Following a county clerk's office reorganization request, commissioners approved a Human Resources Generalist position for that office with grade "E" as recommended by Dallas County H.R.

The district clerk's office concurred at the time of these re-classifications that the former grades were inappropriately high and did not reflect the work that the incumbent was actually doing. The clerk at the time further concurred that a grade "E" classification was likely appropriate. However, and pursuant to the advice of the H.R. Director, the clerk attempted to 'out-source' most of the HR functions performed by the administrator to the management team. The results at best were mixed. In the fast-paced environment of the clerk's office, and given the large number of employees, the absence of Administration oversight resulted in a gross increase in the rate of error. It also permitted the devolution of uniform enforcement of the policies and procedures of Dallas County and the clerk's office. As a result, the Quality Assurance Administrator was forced to spend the bulk of her time on HR duties instead of those duties connected with the QA position which included those formerly provided by the deleted Special Assistant.

The district clerk has determined that the liquidation of the HR position together with the Special Assistant position has resulted in a progressive breakdown in the personnel management of the office. Managers and supervisors rely on the advice, review and reporting functions of the HR Generalist to ensure the application of policies is uniform and conforms to county code. At the same time the Administrative functions of the clerk's office require the imposition of a more robust system of quality assurance and quality controls. This has been the recommendation of three section audits conducted by the County Auditor over the past year. The lack of appropriate quality control is directly tied to the thefts occurring in the office in 2011 and again in 2014. The restoration of the HR position to serve the clerk's office will enable the QA Administrator to focus exclusively on improving monitoring and oversight of operations, critical software deployment and special projects.

**Discussion of Related Performance Measure**

The Human Resources generalist is expected to meet acceptable standards in the timely processing of paperwork associated with recruitment and hiring and the provision of benefits as set by the District Clerk. The position will develop a comprehensive training program for management and employees and will appropriately monitor its deployment. The efficacy of that training program will be adjudged by survey research. Evaluation of the incumbent will include review with Dallas County HR to assess his or her abilities and ability to solve problems.

**Staff Review and Comment**

**Form E**

**FY2016**



# PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

**Brief Title of PIR      HUMAN RESOURCES GENERALIST**

**Staff Cost**

Grade	E	
Salary	\$50,110	
FICA @ 7.65%	\$3,833	
Retirement @ 11.5%	\$5,763	
Insurance @ \$8,500	\$8,500	
<b>Total</b>	<b>\$68,206</b>	

**Related Equipment**

Number		
1	Desk	\$360
1	Chair	\$339
1	Computer	\$1,025
1	Printer	\$250
N/A	Network Cabling	\$0
N/A	Software	\$0
N/A	Vehicle	\$0
500m/yr	Travel	\$228
N/A	Pager	\$0
N/A	Cell Phone	\$0
	Other /	\$0
<b>Total</b>	<b>\$2,202</b>	

**Other Costs (describe)**

Special Training	0	
Consultant Fees	0	
Renovation/Space	0	
<b>Total</b>	<b>0</b>	

**Less Additional Revenue Source      0**

**Grand Total:      \$70,408**







**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

**New Position Description Request Form**

**General Instructions:** Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

**(For position reclassifications use the “Position Reclassification Summary Form”)**

**A. Identification / General Information**

Proposed Position Title:	HUMAN RESOURCES GENERALIST
Proposed Position Grade:	E
Department Name:	DISTRICT CLERK
Position Number:	N/A
Supervisor Name & Position Title (“Reports To”):	FELICIA PITRE, DISTRICT CLERK (ELECTED OFFICIAL)
Supervisor Phone:	214-653-7196
Supervisor Email:	FELICIA.PITRE@DALLASCOUNTY.ORG
Court Order # and Date:	N/A

**B. Brief Description of the New Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to
PROVIDE EXTENSIVE HUMAN RESOURCES & CIVIL SERVICE KNOWLEDGE TO THE DEPARTMENT INCLUDING POLICIES AND PROCEDURES, RECRUITMENT, EMPLOYEE RELATIONS, TRAINING, COMPENSATION & BENEFITS
This is accomplished by
ENSURING THE POSITION'S INCUMBENT IS EXPERIENCED IN HUMAN RELATIONS BEST PRACTICES AND IS WELL VERSED IN DALLAS COUNTY CODE, BENEFITS STRUCTURE AND LEGAL ISSUES IN THE FIELD OF H.R.
Other duties include
DEVELOP TRAINING PROGRAMS AND DEVELOP CURRICULUM AS NEEDED IN CONSULTATION WITH D.C. H.R.

**C. Essential Functions of the New Position**

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during



a typical 8-hour workday.

<b>EXAMPLE ↓</b>	Time	E or NE
Function: Maintains exterior of facilities		
Tasks performed to accomplish this function:	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging		
Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function: COMPETENT APPLICATION OF POLICY	Time	E or NE
<b>Tasks performed to accomplish this function:</b>		
ADMINISTERS & SUPERVISES APPLICATION OF H.R. POLICIES & PROCEDURES BY	30%	E
REVIEWING ALL DISCIPLINARY ACTIONS SUBMITTED BY MANAGEMENT, RECOMMENDING		
PERSONNEL ACTIONS, INTERFACING WITH DALLAS COUNTY H.R. & THE CIVIL D.A.,		
REVIEW OF EMPLOYEE TIME CARDS & PAYMENT WEEKLY TO ENSURE COMPLIANCE		
WITH CODE, MANAGING AND REPORTING EMPLOYEE COMP TIME ACCRUALS, VERIFYING		
EMPLOYEE SCHEDULES, CONTINUOUS REVIEW OF EMPLOYEE T&A TO ENSURE		
UNIFORM APPLICATION OF DEPARTMENTAL PRACTICES, PRODUCE ALL PAPERWORK		
AND DOCUMENTATION NEED FOR RECLASSIFICATION, RE-ORG AND BUDGET PREP.		
2. Function: COORDINATES STATUTORY COMPLIANCE & SAFE WORKING CONDITIONS	Time	E or NE
<b>Tasks performed to accomplish this function:</b>		
COORDINATE ALL ASPECTS OF THE DISTRICT CLERK'S COMPLIANCE WITH FEDERAL &	25%	E
STATE LAWS REGULATING HUMAN RESOURCES INCLUDING ADVISING EMPLOYEES OF		
THEIR RIGHTS UNDER FMLA, ADA, EEO & FLSA, COORDINATING FMLA & WORKERS		
COMPENSATION CLAIMS; INVESTIGATING CLAIMS OF HARRASSMENT, BULLYING, OR		
SEXUAL IMPROPRIETY; INVESTIGATING MIS-USE OF COUNTY; ENSURING WORK PLACE		
SAFETY STANDARDS ARE MET; MAKING RECOMMENDATIONS ON EMPLOYEE LEAVE		
FOLLOWING ILLNESS OR EXTENDED FMLA; MAINTAINS AND CAREFULLY CONSERVES		
IN-HOUSE EMPLOYEE PERSONNEL RECORDS		
3. Function: ASSISTS WITH EMPLOYEE HEALTH AND WELLNESS	Time	E or NE
<b>Tasks performed to accomplish this function:</b>		
WILL ASSIST MANAGERS AND SUPERVISORS IN RESOLVING INTER-PERSONAL ISSUES	20%	E
BETWEEN CO-WORKERS OR EMPLOYEES AND SUPERVISORS CONSTRUCTIVELY AND		
APPROPRIATELY. WILL COLLECT INFORMATION ON EMPLOYEE CONDUCT AND WORK		
WITH DALLAS COUNTY H.R. TO DEVELOP A PLAN TO REFER EMPLOYEES WITH MENTAL		
HEALTH NEEDS TO E.A.P. & DALLAS COUNTY EMPLOYEE HEALTH SERVICES. WILL		
DEVELOP PLANS TO ADDRESS EMPLOYEE OBSEITY, WELLNESS-AWARENESS AND		
DEVELOP KEY INDICATORS FOR SUPERVISORS TO IDENTIFY ALCOHOL OR SUBSTANCE		
ABUSE ISSUES FOR REFERRAL TO E.A.P.		
4. Function: TRAINING & COMPETENCY DEVELOPMENT	Time	E or NE
<b>Tasks performed to accomplish this function:</b>		
WILL DEVELOP A COMPREHENSIVE TRAINING PROGRAM FOR EMPLOYEES IN AREAS	20%	E
RELATED TO COUNTY EMPLOYMENT POLICIES, BENEFITS, TIME & ATTENDANCE, HEALTH		
& WELLNESS AND ADDRESSING WORKPLACE ENVIRONMENTAL ISSUES. WILL REVIEW		
NEW EMPLOYEE EVALUATIONS TO ENSURE INCUMBENT IS MAKING GOOD PROGRESS		
AND WILL ENSURE THAT MANAGEMENT'S NEW EMPLOYEE TRAINING PROCEDURES ARE		
MEANINGFUL AND EFFECTIVE. WILL COORDINATE H.R. CLASSES IN OTHER RELEVANT		
AREAS SUCH AS COMPUTER COMPETENCY. WILL DEVELOP AND IMPLEMENT EMPLOYEE		
SURVEYS TO ASSESS CONDITIONS & MANAGE EMPLOYEE COMMUNICATIONS SUCH AS		
THE MONTHLY NEWLETTER.		
5. Function: DIVERSITY EDUCATION	Time	E or NE
<b>Tasks performed to accomplish this function:</b>		
WILL DEVELOP APPROPRIATE TRAINING FOR MANAGERS AND SUPERVISORS TO	5%	NE
ENCOURAGE DIVERSITY IN HIRING AND PROMOTIONS. WILL DOCUMENT DEPARTMENT'S		



PROGRESS TOWARD WORK FORCE DIVERSITY BY COMPILING AND REPORTING THE ANNUAL DIVERSITY SURVEY.		

## D. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## E. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

GENERAL OFFICE EQUIPMENT

3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

ORACLE HR, KRONOS, MUST BE PROFICIENT WITH EXCEL SPREADSHEETS, ADOBE ACROBAT - INTERMEDIATE USER, MS-VISIO - WILL BE EXPECTED TO EFFECTIVELY USE IN FIRST YEAR, SURVEY SOFTWARE
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4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input checked="" type="radio"/>	1.	Driving	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	<b>Office Environment</b>	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.


## F. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input checked="" type="radio"/>	5.	Four-year Bachelor's degree in: ANY - MUST BE FROM AN ACCREDITED INSTITUTION U.S. DEPT EDUC
<input type="radio"/>	6.	Graduate or professional work or advanced degree in:

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's





experience).

<input type="radio"/>	1.	<b><i>No previous experience required</i></b>
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input type="radio"/>	5.	Minimum of three years experience in/as:
<input checked="" type="radio"/>	6.	Minimum of four years experience in/as: ADMINISTRATION/MANAGEMENT POSITION
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. **Certification and Other Requirements:** List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.	CURRENT SHRM OR HRCI CERTIFICATION IN LIEU OF EXPERIENCE
2.	DEGREE IN PUBLIC ADMINISTRATION OR BUSINESS/PERSONNEL MGMT IN LIEU OF EXPERIENCE
3.	
4.	
5.	Valid Drivers License Required? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, what type? TDL W/ INSURANCE VERIFICATION

## G. Planning and Management Responsibilities

1. **Problem Solving and Analytical Skills:** What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input checked="" type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. **Planning:** Does this position involve planning work activities or projects? ☒ Yes ☐ No  
If yes, describe the planning or project management activities associated with this position.

WILL PLAN EMPLOYEE TRAINING INITIATIVES AND EMPLOYEE CLASS PARTICIPATION. MAY ALSO DEVELOP



SPECIALIZED CURRICULUM UNDER THE DIRECTION OF THE DISTRICT CLERK OR CHIEF DEPUTY. WILL USE SURVEYS TO DEVELOP INITIATIVES TO IMPROVE WORKING CONDITIONS AND POSITIVE ENGAGEMENT IN CUSTOMER SERVICE. WILL PLAN AND DEVELOP EMPLOYEE WELLNESS INITIATIVES IN CONSULTATION WITH DALLAS COUNTY H.R.

3. Budgetary Responsibility: Does this position involve working with the annual budget? ☒ Yes    ☐ No  
If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input checked="" type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

<u>Total county amount \$</u>	<u>Total grant amount \$</u>
<u>Additional comments:</u>	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

☐ Yes    ☒ No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>
_____	_____
_____	_____
_____	_____
_____	_____



6. Management and Supervisory Responsibility: If you answered “Yes” to the management and supervisory question previously, indicate the management and supervisory direction provided by the position (check one).

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position’s level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an “as needed” basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input checked="" type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input checked="" type="radio"/>	9.	Work is generally unguided.

## H. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those



outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

## I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

## J. Signature/Approval

*To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.*

_____ Employee Signature	_____ Date
_____ Immediate Supervisor Signature	_____ Date
_____ Comments:	
_____ Department Head/Elected Official Signature	_____ Date
_____ Comments:	



# PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

<b>Department</b>	<b>DISTRICT CLERK</b>	<b>Budget No</b>	<b>4020</b>
<b>Brief Title of PIR</b>	<b>5 POSITION MIGRATION PTE TO FTE</b>		
<b>Approx. Net Cost</b>	<b>\$42,500</b>		<b>2</b>
		<b>Department Priority</b>	

## Brief Summary of Request

The District Clerk seeks to convert five (5) permanent part time positions classified Grade 6 Office Support to (4) permanent full-time positions classified Grade 6 Clerk II. The following position numbers are affected by this request: #7961 assigned to Family/IV-D; #8957 assigned to Family/IV-D; #9287 assigned to Passport operations; #9738 assigned to Passport operations; #8068 assigned to Passport operations. As a consequence of this change, only one (1) position will remain as a permanent part-time position #9883 assigned to the Tax court to assist with seasonal backlog. Three other permanent part time positions, #9174, #9813 and #8168, will be completely eliminated in the FY 2016 budget.

## Discussion of Need

The five (5) positions identified represent incumbents who are currently working at or near a 40 hour work week. Management is keeping the incumbent in #7961 to just under 40 hours per week in order to maintain its 'part time' status although she has a normal, full time workload. The incumbent in position #8957 is also seeing her work hours increase. The IV-D courts imaging clerks have been transferred to the clerk's juvenile department to facilitate the digital conversion of recent documents secondary to Odyssey Juvenile implementation. Those clerks will also be employed in the digital Minutes project which is not expected to fulfill until 2019. Consequently, and because the IV-D courts are not digitized statewide, position #8957 has now been given new imaging duties in addition to her IV-D processing workload.

The three other positions, #9287, #8068, and #9738, are all assigned to passport services. The incumbents in these positions are normally working a full 40 hour week year-round. With the closure of passport acceptance offices by the U.S. Postal Service in Dallas county, the customer volume now requires that each of the part time employees work a full time schedule. In fact, passport operations is the only area that routinely requires over-time to handle seasonal variation.

The District Clerk believes that the purpose of part-time or temporary employees is to assist the office in handling seasonal work load variations possibly resulting in backlogs, and to facilitate projects of limited duration for which permanent employees are not needed. In the case of these five positions, the incumbents are either working full time year around, or management is limiting their time to keep the positions part time. This does not meet the basic test of inter-departmental equity and fairness. These employees are performing the same duties that their other full-time co-workers are performing and for the same duration. They are not however entitled to the same benefit structure. This request seeks to rectify that inequity by recognizing the de facto full time work load. Position #9883 is the only position that is actually "part time" with the incumbent working about twenty hours per week to handle backlog. The remaining three (3) part-time positions are currently vacant and are no long needed.

## Discussion of Related Performance Measure

The incumbents will continue to be supervised and evaluated in the manner currently employed and subject to the performance measures consistent with each of the permanent full-time employees working a forty hour week schedule.

## Staff Review and Comment

**Form E**

**FY2016**





# PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

**Brief Title of PIR      5 POSTION MIGRATION PTE TO FTE**

<b>Staff Cost</b>	<b>(1 FTE)</b>	<b>(5 FTE)</b>
Grade	6	6
Salary	\$30,805	\$154,025
FICA @ 7.65%	\$2,357	\$11,783
Retirement @ 11.5%	\$3,543	\$17,713
Insurance @ \$8,500	\$8,500	\$42,500
<b>Total</b>	<b>\$45,204</b>	<b>Total      \$226,021</b>

## Related Equipment

Number			
0	Desk	\$0	\$0
0	Chair	\$0	\$0
0	Computer	\$0	\$0
0	Printer	\$0	\$0
0	Network Cabling	\$0	\$0
0	Software	\$0	\$0
0	Vehicle	\$0	\$0
0	Travel	\$0	\$0
0	Pager	\$0	\$0
0	Cell Phone	\$0	\$0
0	Other /	\$0	\$0
	<b>Total</b>	<b>\$0</b>	<b>Total      \$0</b>

## Other Costs (describe)

Special Training	\$0	\$0
Consultant Fees	\$0	\$0
Renovation/Space	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>Total      \$0</b>

**Grand Total:    \$45,204    Grand Total:    \$226,021**

**Total New Costs      \$42,500**



**FY 2016 BUDGET REQUEST  
DISTRICT CLERK  
ADDENDUM TO FORM E**

**PTE TO FTE PIR REQUEST**

Of the six (5) part time positions to be migrated to full time status, three (3) are currently assigned to the Passport section and the remaining two (2) are assigned to the Family IV-D section. All five positions are currently classified as Grade 6 and the migration request will only change the position title from Office Support (used for part time Clerk II) to Clerk II. The associated job duties will not change and are identical to the other full time Clerk II positions in the same sections.

Given the above, the district clerk is not submitting a 'New Position Description Form' with this PIR. Nevertheless, the clerk will produce them if requested.



# PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

<b>Department</b>	<b>DISTRICT CLERK – MAGISTRATE COURT</b>	<b>Budget No</b>	4020
<b>Brief Title of PIR</b>	COURT CLERK FOR CRIMINAL MAGISTRATE		
<b>Approx. Net Cost</b>	\$50,220		
		<b>Department Priority</b>	3

## Brief Summary of Request

During the FY2010 budget cycle, the District Clerk deleted several positions to meet the commissioners court's requested goal for 15% reduction in operations expenses. The clerk at that time opted to liquidate one of two Magistrate Court Clerks. At the request of the chairman of the Jail Population Committee, the clerk has included the restoration of the position in her FY 2016 budget.

## Discussion of Need

Following the liquidation of the second magistrate court clerk, the remaining clerk has assumed all of the duties previously performed by both. In the absence of that clerk for either sickness or time off, the clerk has deployed a court trainer or another court clerk to perform the day's duties. Many attorneys preferentially opt to have the magistrates hear their clients' plea agreements. However this does require a defendant's attorney to visit the court of jurisdiction sometimes twice in order to submit and file-mark plea paperwork and obtain signatures from the court's assigned ADA. In order to improve the business process and speed up service delivery; as well as provide an added convenience for defendant attorneys, the Chief Magistrate Judge requested the chairman of the Jail Population Committee to recommend that the addition of a new clerk serving her court. The chief magistrate believes that restoring the second clerk will improve the efficiency of her court by enabling her to adjudicate more pleas thus potentially reducing jail population.

## Discussion of Related Performance Measure

The clerk's expectation is that the restoration of the second clerk will improve response time for clerk services provided to the magistrate court and increase the number defendant pleas adjudicated in a given time period. The supervisor of the clerk's felony court operations prepares a backlog and productivity report monthly. That report will be used to document the impact that clerk has on the productivity of the magistrate court by comparing it to similar periods previously reported with a differential attached based on the total volume of new cases filed. In addition, the new clerk and companion clerk will be trained to handle state jail competencies for the purpose of improving the accuracy and timeliness of preparation; and assist with jail pen packets.

## Staff Review and Comment

Form E

FY2016



# PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

**Brief Title of PIR**      **COURT CLERK FOR CRIMINAL MAGISTRATE**

## Staff Cost

Grade	7
Salary	<u>\$32,614</u>
FICA @ 7.65%	<u>\$2,495</u>
Retirement @ 11.5%	<u>\$3,751</u>
Insurance @ \$8,500	<u>\$8,500</u>
<b>Total</b>	<b><u>\$47,360</u></b>

## Related Equipment

Number		
0	Desk	<u>\$0</u>
0	Chair	<u>\$0</u>
1	Computer	<u>\$1,025</u>
1	Printer	<u>\$250</u>
0	Network Cabling	<u>\$0</u>
0	Software	<u>\$0</u>
0	Vehicle	<u>\$0</u>
0	Travel	<u>\$0</u>
0	Pager	<u>\$0</u>
0	Cell Phone	<u>\$0</u>
0	Other /	<u>\$0</u>
<b>Total</b>		<b><u>\$1,275</u></b>

## Other Costs (describe)

Special Training	<u>\$0</u>
Consultant Fees	<u>\$0</u>
Renovation/Space	<u>\$0</u>
<b>Total</b>	<b><u>\$0</u></b>

**Less Additional Revenue Source**      \$0

**Grand Total:    \$48,635**





**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

**New Position Description Request Form**

**General Instructions:** Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

**(For position reclassifications use the “Position Reclassification Summary Form”)**

**A. Identification / General Information**

Proposed Position Title:	CLERK III
Proposed Position Grade:	7
Department Name:	DISTRICT CLERK - 4020
Position Number:	N/A
Supervisor Name & Position Title (“Reports To”):	CYNTHIA BAILEY - SUPERVISOR
Supervisor Phone:	214-653-5975
Supervisor Email:	CYNTHIA.BAILEY@DALLASCOUNTY.ORG
Court Order # and Date:	N/A

**B. Brief Description of the New Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to
PROVIDE DIRECT COURT CLERK SERVICES TO THE CRIMINAL MAGISTRATE COURT LOCATED IN FCCB INCLUDING THE PROCESSING OF ALL PAPERWORK AND TRANSMISSION OF ALL ORDERS & RECOMMENDATIONS OF THE COURT
This is accomplished by
PROCESSING A VARIETY OF DOCUMENTS; DRAFTING ROUTINE CORRESPONDENCE; RESOLVING CUSTOMER QUESTIONS AND PROBLEMS; TRANSMITTING INFORMATION & RESEARCHING FILES AND RECORDS FOR COURT
Other duties include
ASSEMBLY OF COMPETENCY PACKETS AND OTHER GRADE 7 DUTIES AS ASSIGNED IN THE CRIMINAL SECTION

**C. Essential Functions of the New Position**

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during





a typical 8-hour workday.

<b>EXAMPLE ↓</b>	Time	E or NE
Function: Maintains exterior of facilities		
Tasks performed to accomplish this function:	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging		
Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
<b>1. Function: PREPARATION &amp; TRANSMISSION OF COURT RECORDS</b>	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>		
COLLECTS, INPUTS & RECONCILES DATA INTO ALL THREE OF THE CLERK'S	20%	E
INDEPENDENT COMPUTER APPLICATIONS INCLUDING THE SCANNING AND INDEXING OF		
ELECTRONIC DOCUMENTS, FINANCIAL INFORMATION SECONDARY TO FINES & FEES,		
TRANSMISSION OF DOCUMENTS & DATA TO OTHER COUNTY AGENCIES AND COURTS.		
<b>2. Function: CUSTOMER SUPPORT</b>	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>		
FILE MARKS AND PREPARES DOCUMENTS FOR DELIVERY TO THE MAGISTRATE COURT.	20%	E
ASSISTS ATTORNEYS APPROPRIATELY WITH THE HANDLING OF THEIR PLEADINGS AND		
PROVIDES INFORMATION TO EFFECTUATE THE SAME. RESOLVES PROBLEMS AND		
ISSUES OF AN ORDINARY NATURE THAT ARISE SECONDARY TO THE BUSINESS		
PROCESS. FULFILLS SPECIAL REQUESTS OF THE JUDGE WITH APPROVAL FROM		
SUPERVISOR.		
<b>3. Function: RECORD CONSERVATION</b>	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>		
CONSERVES ALL PAPER RECORDS AS NEEDED BY THE COURT UNTIL SUCH TIME AS	10%	E
THEY ARE EITHER SCANNED INTO THE DOCUMENT MANAGEMENT SYSTEM OR		
TRANSMITTED TO ANOTHER'S CUSTODY.		
<b>4. Function: ASSISTANCE WITH THE FUNCTIONS OF THE OFFICE</b>	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>		
ASSISTS WITH THE PREPARATION OF PEN PACKETS, COMPETENCY PACKETS, WRITS &	50%	NE
APPEALS, PUBLIC INFORMATION, FILLING IN VACANT COURTS, TRAINING OF GRADE 6		
AND 5 CLERKS, IMAGING PROJECT, BOND FORFEITURE & DUTIES AS ASSIGNED		
COMMENSURATE WITH THE POSITION.		
<b>5. Function:</b>	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>		




## D. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## E. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

FILE STAMP MACHINE, GENERAL OFFICE EQUIPMENT

3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

ADOBE ACROBAT PROFICIENCY, FORVUS, ONBASE, AIS REQUIRE PROFICIENCY



4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	<b>Office Environment</b>	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.


## F. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input checked="" type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:
<input type="radio"/>	6.	Graduate or professional work or advanced degree in:

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's



experience).

<input type="radio"/>	1.	<i>No previous experience required</i>
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input checked="" type="radio"/>	5.	Minimum of three years experience in/as: RELATED OR 45 HRS COLLEGE OR COMBINATION
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.
2.
3.
4.
5. Valid Drivers License Required? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, what type?

## G. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input checked="" type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? ☐ Yes ☒ No  
If yes, describe the planning or project management activities associated with this position.

--




3. Budgetary Responsibility: Does this position involve working with the annual budget? ☐ Yes    ☒ No  
 If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

<u>Total county amount \$</u>	<u>Total grant amount \$</u>
<u>Additional comments:</u>	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

☐ Yes    ☒ No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>
_____	_____
_____	_____
_____	_____
_____	_____





6. Management and Supervisory Responsibility: If you answered “Yes” to the management and supervisory question previously, indicate the management and supervisory direction provided by the position (check one).

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position’s level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input checked="" type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an “as needed” basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

## H. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those



outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

## J. Signature/Approval

*To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.*

_____ Employee Signature	_____ Date
_____ Immediate Supervisor Signature	_____ Date
_____ Comments:	
_____ 	
_____ Department Head/Elected Official Signature	_____ Date
_____ Comments:	
_____ 	



# PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department	DISTRICT CLERK – ADMINISTRATION		Budget No.	4020	
Position Title	CLERICAL ASSISTANT I		Position No.	3650	
Current Grade	03	Job Code	6000300	Department Priority	1

## Description of Changes in Work Being Performed

The incumbent in Position number 3650 was originally assigned to the Civil Records division at GACB to perform duties such as copying documents for customers; looking up file locations in the computer on FORVUS; delivering correspondence to the courts, the mail-room and other sections in the district clerk's office; delivering paper case files to the courts and other agencies at GACB; answering phones in the Records section directing calls to the supervisor or to other staff members for assistance. Following the electronic conversion of the civil and family courts beginning in 2007 through 2009, records requests have progressively become a function of sourcing the documents from the electronic case management system rather than retrieving paper case files from the storage center and GACB Mezzanine. Reactivated Family court cases recorded in paper files records are now scanned into the system and the source records destroyed. By 2010, there were no further need for paper case file deliveries which had been the Clerical Assistant I primary job function. With the implementation of the electronic filing mandate by the Supreme Court in January of 2014, the mail volume has plummeted thus reducing the burden of mail delivery.

On or about second quarter of calendar year 2011, the district clerk moved his Grade 7 Clerk III administrative assistant to the criminal section in order to resolve a chronic backlog secondary to a staff shortage. That Grade 7 was permanently assigned to a court as a second clerk handling criminal process. As a consequence of the transfer, the district clerk no longer had reliable telephone support for the Administrative offices sometimes making it impossible for the public, judiciary, county staff and others to reach key staff for immediate problem resolution. The district clerk determined that he needed some form of administrative support to route the high volume of calls, greet visitors and answer the public's questions while assisting with routine and repetitive clerical duties. The district clerk did not believe the position warranted a Grade 7 Clerk III as those duties were easily assumed by the Grade A secretary. The district clerk directed that a Grade 3 deputy in the Records department effectively left redundant by the changes in the nature of the business process would be better suited to provide receptionist service. At this time, the incumbent in the position is providing services to the clerk's Administrative section consistent with a Grade 5 Clerk I "Receptionist". The incumbent is expected to represent the department to visitors, effectively retrieve case information from the two main electronic systems handling civil and criminal information, and resolve customer problems as they arise with some independent discretion. In addition, as the incumbent is bilingual and fluent in the Spanish language, she is frequently called upon to translate for and assist the many Spanish speaking customers seeking services from the clerk's office. Her duties have well exceeded the limited role of a Grade 3 Clerical Assistant.

## Reason/Authority for Change (see Budget Manual)

As indicated above, the position has increased significantly in responsibility and complexity now involving independent judgment and active problem resolution as well as a more thorough knowledge of office policies and procedures and services provided in each of the clerk's independent divisions.

## Departmental Cost Worksheet

Current Grade	03	Proposed Grade	05
Salary	\$25,085	Salary	\$28,538
FICA (7.65%)	\$1,919	FICA (7.65%)	\$2,183
Retirement (11.5%)	\$2,885	Retirement (11.5%)	\$3,282
Total	\$29,889	Total	\$34,003
		Total Annual Impact: \$4,114	

## Staff Review and Comment





## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b> Clerical Assistant I	<b>Job Code:</b> 6000300	<b>Job Grade:</b> 03
<b>Reports To:</b> Supervisor	<b>Pos. No:</b> Various	<b>FLSA Code:</b> N
<b>Department:</b> Various	<b>Loc. Code:</b> Various	<b>SIC Code:</b> 9311 <b>WC Code:</b> 8810
<b>Division:</b> Various	<b>CS Code:*</b> A, B, C or D	<b>EEO Code:</b> F04

**Summary of Functions:** Performs a variety of very defined support tasks which may include: organizing and maintaining records and files, issuing and maintaining supplies and equipment, processing and delivering mail, and other clerical related duties. Works within a well-defined framework of policies and procedures, under immediate supervision.

**Management Scope:** N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Organizes and maintains records and files.	20	E
2. Issues and maintains supplies and equipment.	20	E
3. Processes and delivers mail.	20	E
4. Processes routine items and records.	20	E
5. Operates office equipment as assigned.	15	E
6. Performs other duties as assigned.	05	N

\* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

### Minimum Qualifications:

#### Education, Experience and Training:

Completion of 10<sup>th</sup> grade from an accredited high school with the ability to read, write and perform basic mathematical computations, and understand and follow written/verbal instructions.

#### Special Requirements/Knowledge, Skills & Abilities:

Ability to understand and follow written and verbal instructions, organize and process work and establish and maintain effective working relationships with other County employees and the general public.

#### Physical/Environmental Requirements:

May require prolonged walking, standing, sitting, climbing or bending, and ability to lift and carry up to 25 lbs. unassisted.



Hay Points/Point Factor:

HS10=80, E0=5, VM1B=10, PD1C=15, WH1B=10, WE2C=20, IC1A=5, DL1=5, PS1=10, RE1A=5, SF1A=5, TTL: 170

Supervisor Signature

Date

Reviewed by Human Resources/Civil Service on

Date 5/2003

Approved by Civil Service Commission on

Date 6/16/2003

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. The percentage of time devoted to each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.





## Position Description Reclassification Request Form

**General Instructions:** Please complete this form and attach the current and proposed position descriptions, the current and proposed organization charts and any comparative position descriptions that can be identified.

### A. Identification / General Information

Current Position Title:	CLERICAL ASSISTANT I
Proposed Position Title:	CLERK I 'RECEPTIONIST'
Current Position Grade:	03
Department Name:	DISTRICT CLERK
Position Number:	3650
Supervisor Name:	JESUSITA TOVAR
Supervisor Phone:	214-653-7301
Supervisor Email:	<a href="mailto:Jesusita.Tovar@dallascounty.org">Jesusita.Tovar@dallascounty.org</a>

### B. Brief Description of the Position

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to: perform limited routine support tasks primarily involving customer service, telephone reception, routing information and correspondence; processing requests for information; entering and maintaining data; answering routine inquiries; and filing and maintaining data, correspondence, files, reports, etc. Works within a well-defined framework of policies and procedures, under immediate supervision.

This is accomplished by: effectively receiving and determining the nature of a customer's request or complaint and appropriately resolving the same either by providing requested information from the electronic repository or forwarding the customer to the appropriate resource. The incumbent maintains a file of information requests and issues for supervisory review; assists the supervisor in conserving correspondence and ensuring timely response to requests or deliveries.

Other duties include: the incumbent translates the Spanish language as needed to facilitate effective communication between customers and district clerk staff.

### C. Rationale for Reclassification

Explain what caused the changes in job duties. Be specific as to how those changes occurred and in what timeframe (i.e., last month, two years ago, etc.). Include such things as: changes in organizational structure, changes in department procedures; changes in grant or program scope; new programs/functions; introduction of new equipment/systems; reassignment of job duties/termination of other employees in the work unit, etc.



On or about second quarter of calendar year 2011, the district clerk moved his Grade 7 Clerk III administrative assistant to the criminal section in order to resolve a chronic backlog secondary to a staff shortage. That Grade 7 was permanently assigned to a court as a second clerk handling criminal process. As a consequence of the transfer, the district clerk no longer had reliable telephone support for the Administrative offices sometimes making it impossible for the public, judiciary, county staff and others to reach key staff for immediate problem resolution. The district clerk determined that he needed some form of administrative support to route the high volume of calls, greet visitors and answer the public's questions while assisting with routine and repetitive clerical duties. The district clerk did not believe the position warranted a Grade 7 Clerk III as those duties were easily assumed by the Grade A secretary. The district clerk directed that a Grade 3 deputy in the Records department effectively left redundant by the changes in the nature of the business process would be better suited to provide receptionist service.

Provide an explanation on the differences between the old and new job duties/responsibilities. Describe how the job has grown and changed since its creation. Include changes in the level of judgment, independence, problem solving and/or management (i.e., position was previously responsible for \$1,000,000 and is now responsible for \$10,000,000; position was previously responsible for supervising two employees and is now responsible for supervising fifteen employees, etc.). Please clearly outline the specific new job duties/responsibilities.

The incumbent in Position number 3650 was originally assigned to the Civil Records division at GACB to perform duties such as copying documents for customers; looking up file locations in the computer on FORVUS; delivering correspondence to the courts, the mail-room and other sections in the district clerk's office; delivering paper case files to the courts and other agencies at GACB; answering phones in the Records section directing calls to the supervisor or to other staff members for assistance. Following the electronic conversion of the civil and family courts beginning in 2007 through 2009, records requests have progressively become a function of sourcing the documents from the electronic case management system rather than retrieving paper case files from the storage center and GACB Mezzanine. Reactivated Family court cases recorded in paper files records are now scanned into the system and the source records destroyed. By 2010, there were no further need for paper case file deliveries which had been the Clerical Assistant I primary job function. With the implementation of the electronic filing mandate by the Supreme Court in January of 2014, the mail volume has plummeted thus reducing the burden of mail delivery.

At this time, the incumbent in the position is providing services to the clerk's Administrative section consistent with a Grade 5 Clerk I "Receptionist". The incumbent is expected to represent the department to visitors, effectively retrieve case information from the two main electronic systems handling civil and criminal information, and resolve customer problems as they arise with some independent discretion. In addition, as the incumbent is bilingual and fluent in the Spanish language, she is frequently called upon to translate for and assist the many Spanish speaking customers seeking services from the clerk's office. Her duties have well exceeded the limited role of a Grade 3 Clerical Assistant.

Are the new duties/responsibilities additional or have they been allocated from another position(s)? Please specify. If the duties have been reassigned, please provide the name, job title, and an explanation of why the duties are being reassigned. Please explain the impact on the position losing the job duties/responsibilities.

Please see the above discussion. The receptionist and light clerical functions performed by the Clerk II Grade 7 originally assigned to Administration provided those services in addition to departmental procurement. After the Clerk II was moved to the criminal courts, the procurement duties migrated to the department's Grade A administrative assistant while the receptionist and clerical functions were left "hanging". The Grade 3 clerical assistant I transferred to Administration assumed those Grade 5 receptionist duties but without the reclassification.

What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?

N/A

Outline the changes in the level of authority of the position (i.e., position now has authority to sign off on expenditures for goods/services). Have any reporting relationships to or from this position been altered?

None

What specific tasks or activities make the job duties/responsibilities more complex?



<p>The incumbent was expected to learn the basics of court operations and all of the divisions that make up the civil and criminal courts and how to properly route questions and issues. The Administrative section is the primary contact point for the public seeking information on the district courts so that breadth of knowledge, considerable, was important to learn and retain. The customer service the incumbent now provides involves the active resolution of customer complaints, questions and issues and sometimes will require limited independent judgment – the incumbent must understand the scope of that limitation. In the Grade 3 position, the incumbent’s interaction with customers was solely one of fulfillment and never involved resolution of customer issues. In the former position, the incumbent worked under direct supervision for the duration of her shift and in the company of other staff deputized to provide more complex services. In the new position, the incumbent often works without direct supervision and must seek assistance from others to resolve issues beyond the scope of her competence. The incumbent now interacts with a variety of customers and office stakeholders including judges and other elected officials as well as representing the department. In the former position, that interaction was limited to those purchasing clerk records. The incumbent was not called upon to translate for Spanish speaking customers in the former position but is now asked to do so frequently.</p>
<p>Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.</p>
<p>N/A</p>
<p>What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?</p>
<p>Vision 1 of the Strategic Plan is facilitated by a “communications officer” whose duties and discretion may be limited but who is competently able to connect taxpayers and customers with the appropriate resources in the clerk’s office.</p>

## D. Essential Functions

**Description of Essential Function:** Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

**Percentage of Time:** Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

**Essential/Non-Essential (E or NE):** Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

EXAMPLE ↓ Function: Maintains exterior of facilities	Time	E or NE
<b><i>Tasks performed to accomplish this function:</i></b>	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging		
Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function:	Time	E or NE



<b>Tasks performed to accomplish this function:</b> Responds to telephone inquiries regarding court issues including basic information about a case most especially the current setting date, latest filings, and court location. Routes telephone inquiries to district clerk staff and court staff after determining which division can best address the customer's issues.	50%	E
2. Function: <b>Tasks performed to accomplish this function:</b> Greets customers, the public and county staff on behalf of the elected district clerk and chief deputy and assisting the same in scheduling meetings or interface. Always determines the nature of the inquiry and effectively communicates that to staff.	Time 30%	E or NE E
3. Function: <b>Tasks performed to accomplish this function:</b> Performs clerical functions on behalf of the Administrative section and Civil/Family section as needed included documenting the reception of correspondence and its transmission to subject staff; maintains a file of correspondence and messages; takes messages and follows up on information requests that have been processed by senior staff; notifies the district clerk and chief deputy in situations where their immediate attention is required; and assists with the maintenance and upkeep of the Administrative offices to ensure a presentable environment; assists with the scanning of the 19th century criminal index cards project.	Time 15%	E or NE E
4. Function: <b>Tasks performed to accomplish this function:</b> Provides oral Spanish translation services on behalf of Spanish speaking only customers who frequently come in person to the office and occasionally call.	Time 5%	E or NE E
5. Function: <b>Tasks performed to accomplish this function:</b>	Time	E or NE

## D. Visual-Mental Demands

- Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

	Frequency of Time		
	0-1/3	1/3-2/3	2/3-Over
Work requires a minimum of mental and visual concentration to	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>



		detail most of the time.			
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## E. Physical Demands, Equipment Requirements, Working Conditions

1. **Strength Demands:** Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
X	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	X
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. **Machines, Tools, Equipment and Work Aids:** List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

Electronic file stamp machine, general office supplies

3. **Computer Equipment and Software:** List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

Personal computer, high speed desktop scanner, color laser printer, Word, FORVUS, OnBase, Odyssey software packages; MS Outlook calendar scheduling and task setup
--

4. **Environmental, Health and Safety Conditions:** Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>	0-1/3	1/3-2/3	2/3-Over	Seasonally
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- |                       |    |                                     |                       |                       |                       |                       |
|-----------------------|----|-------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <input type="radio"/> | 1. | Driving                             | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <input type="radio"/> | 2. | Mechanical hazards                  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <input type="radio"/> | 3. | Chemical hazards                    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <input type="radio"/> | 4. | Electrical hazards                  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <input type="radio"/> | 5. | Fire hazards                        | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <input type="radio"/> | 6. | Communicable diseases               | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <input type="radio"/> | 7. | Physical danger or abuse (specify): | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <input type="radio"/> | 8. | Other (specify):                    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

- |                                  |    |                           |                       |    |                  |                       |    |                                   |
|----------------------------------|----|---------------------------|-----------------------|----|------------------|-----------------------|----|-----------------------------------|
| <input checked="" type="radio"/> | 1. | <b>Office Environment</b> | <input type="radio"/> | 4. | Clinic           | <input type="radio"/> | 6. | Residential Facility (not secure) |
| <input type="radio"/>            | 2. | Shop or Warehouse         | <input type="radio"/> | 5. | Secured Facility | <input type="radio"/> | 7. | Vehicle                           |
| <input type="radio"/>            | 3. | Other (Specify)           |                       |    |                  |                       |    |                                   |

6. Protective Equipment Required: List any protective equipment required for this position.

## F. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

- ☐ 1. Less than high school education
- ☒ 2. High school diploma or equivalent
- ☐ 3. One year college
- ☐ 4. Two-year Associate's degree in:
- ☐ 5. Four-year Bachelor's degree in:
- ☐ 6. Graduate or professional work or advanced degree in:

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

- ☐ 1. **No previous experience required**
- ☐ 2. Six months to one year experience in/as:
- ☒ 3. Minimum of one year experience in/as:
- ☐ 4. Minimum of two years experience in/as:
- ☐ 5. Minimum of three years experience in/as:
- ☐ 6. Minimum of four years experience in/as:
- ☐ 7. Minimum of five years experience in/as:
- ☐ 8. Minimum of six years experience in/as:
- ☐ 9. Minimum of seven years experience in/as:

Secretary or administrative assistant



<input type="radio"/>	10.	Minimum of eight years experience in/as:
-----------------------	-----	--

3. **Certification and Other Requirements:** List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.
2.
3.
4.
5. Valid Drivers License Required? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, what type?

## G. Planning and Management Responsibilities

1. **Problem Solving and Analytical Skills:** What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input checked="" type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. **Planning:** Does this position involve planning work activities or projects? ☐ Yes ☐ No  
If yes, describe the planning or project management activities associated with this position.

The incumbent may serve on committees that plan employee team building and benevolence events and functions under the supervision of the Administrative Assistant.

3. **Budgetary Responsibility:** Does this position involve working with the annual budget? ☐ Yes ☒ No  
If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.



- 3. Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
  - 4. Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.
4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$

Total grant amount \$

Additional comments:

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

☐ Yes    ☒ No

If yes, please list the classification titles (not working titles) and number of employees supervised.

Classification Title(s)

Number of Employees



6. Management and Supervisory Responsibility: If you answered “Yes” to the management and supervisory question previously, indicate the management and supervisory direction provided by the position (check one).

<input type="checkbox"/>	<input type="checkbox"/>	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="checkbox"/>	<input type="checkbox"/>	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="checkbox"/>	<input type="checkbox"/>	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="checkbox"/>	<input type="checkbox"/>	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="checkbox"/>	<input type="checkbox"/>	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position’s level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
<input checked="" type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an “as needed” basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

## H. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations,



and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

		Frequency of Time		
		0-1/3	1/3-2/3	2/3-Over
X	1. Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	X
X	2. Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	X	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3. Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4. Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted. 1.  
2.

My Current Classification

Other classifications in the county that would prepare applicants for my current classification. 1.  
2.

## J. Signature/Approval

*To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.*

Employee Signature

Date

Immediate Supervisor Signature  
Comments:

Date

Department Head/Elected Official Signature  
Comments:

Date





# PROGRAM IMPROVEMENT REQUEST

## CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

<b>Department</b>	DISTRICT CLERK – JUVENILE SECTION	<b>Budget No</b>	4020
<b>Brief Title of PIR</b>	ERECTION GLASS PARTITION SERVICE DESK		
<b>Estimated Cost</b>	\$2,000	<b>Department Priority</b>	1

**Brief Summary of Request**

The district clerk is requesting funds to erect a glass partition at the cashier stations located in her Juvenile operations at Henry Wade Juvenile Justice section

**Discussion of Need**

Juvenile section staff has repeatedly requested the partition noting that the area where cash tendering and transfers take place is open and accessible to the public which makes them vulnerable to theft. The cashier station is located in front of the elevators and next to the stairwell. With the significant amount of daily cash transactions staff believes the glass partition will provide safety and security while maintaining the ability to conduct financial transactions and prevent potential loss.

Strategic Plan Compliance: This request for a collections improvement system conforms to Strategy 1.3 of the Plan by providing sound, financially responsible and accountable governance. The amount represents a small investment relative to the potential loss of funds while effectively maintaining its mission critical collections operation.

**Staff Review and Comment**

**Form G**
**FY2016**



# PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

<b>Department</b>	<b>DISTRICT CLERK</b>	<b>Budget No.</b>	4020
	WORK HORSE SCANNER FOR		
<b>Title of PIR</b>	DIGITAL IMAGING PROJECT	<b>Request Type</b>	H
	(assigned by		
<b>PIR #</b>	Data Services)	<b>Possible Funding Source</b>	94080

## **Description of Need and Justification**

Currently the District Clerk's office has two high-speed Kodak i610 scanners used in the criminal section. Both scanners are duty rated for up to 80,000 scans per day and are the "work-horse" of the back-office digital scanning operations. The scanners are nearly eight years old, no longer under warranty or service contract, and the model has since been discontinued. At the time the scanners were deployed there were no uniform rules or guidelines promulgated by the Supreme Court or Texas State Library affecting scanning resolution except for a lower limit set for archival images. Today the minimum scanning resolution for black-and-white or grayscale documents is 300dpi and for color or color photos, 600dpi. The request conforms to the Strategic Plan's indicators for a traditional service provider by increasing eBusiness capacity, improving the efficiency of the office and statutory compliance. The following replacement/augmentation is requested:

PANASONIC KV S4085CW-V, CDW PART 2867546, UNSPSC: 43211711

Total cost from Dallas County's parts vendor CDW is \$8,901.99 before any applicable discounts. In addition, a 3 year onsite maintenance contract is \$188.99 for a total of \$9,090.98. The clerk requests an additional 10% for any cost inflation for a revised total of \$10,000.08.

## **Expected Benefits**

The current i610 scanners have a maximum scanning resolution of 300dpi which is acceptable for ordinary archival scanning. As a consequence, the two i610's will continue to be serviceable for high-volume back scanning connected with our Criminal Minutes Project which involves digitizing 30 years of improperly conserved archived court minutes. Using these two older scanners will enable the clerk to comply with the permanent retention standards of those records. For the pending records of the court the new scanning machine will provide the utility, resolution density and reliability needed for the digital conversion of new filings. It will also enable the clerk to scan at the 600dpi color level now mandated by the Texas Supreme Court as well as preserve color exhibits electronically.

Department Head Signature:	Priority	1
Department Contact Person: Gary Fitzsimmons	Phone	x6224
Received by Office of Budget and Evaluation	Rec'd by Data Services	

## **Scoring**

Cost Savings	Improved Management Controls
Cost Avoidance	Multi-Use Systems
Legal Requirements	Cost Recapture
Service to the Public	Critical System Upgrade

**Form H**

**FY2016**



# PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

<b>Department</b>	<b>DISTRICT CLERK</b>	<b>Budget No.</b>	4020
<b>Title of PIR</b>	MICROFORM SCANNER	<b>Request Type</b>	H
<b>PIR #</b>		<b>Possible Funding Source</b>	94080

## Description of Need and Justification

The District Clerk's office maintains thousands of volumes of court minutes on microfilm pursuant to a project begun by the office in the 1970s as a paper reduction effort. Texas law requires local governments maintain court records and all supporting equipment, i.e. reader/printers, for the duration of the documents' retention period. All District Clerk documents stored on microfilm are classified as permanent and are maintained indefinitely. The conservation of the material was outsourced to Iron Mountain and kept in their storage facility. Funds for that outsourcing came from escrow account 94080. The district clerk has since determined that the county's records storage facility in west Dallas is a more cost-effective location and is terminating her conservation agreement with Iron Mountain.

As the records reflect the minutes of the district courts and are permanent, and microfilm is subject to significant deterioration over time even when properly conserved, the clerk has opted to digitize the microform material and dispose of it thus obviating the need for continued storage. Therefore clerk will need at least one microform scanning machine to effectuate the digitization process.

The clerk requests the purchase of the following:

Konica Minolta Micofilm Scanner

The total cost through Dallas County's contract parts vendor CDW is \$10,685 before any credits. Installation will be performed by Dallas County I.T. Services and Dallas County telecommunications. The clerk requests an additional 10% inflation charge for a total request of \$11,573.50.

## Expected Benefits

The digitization of almost thirty years of microfilm records will significantly improve the office's ability to access the records, release 2,000 square feet of floor space from microfilm storage, and facilitate the permanent conservation of the records in accordance with statute.

Department Head Signature:	Priority	2
Department Contact Person: Gary Fitzsimmons	Phone	x6224

Received by Office of Budget and Evaluation	Rec'd by Data Services
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## Scoring

Cost Savings	Improved Management Controls
Cost Avoidance	Multi-Use Systems
Legal Requirements	Cost Recapture
Service to the Public	Critical System Upgrade

<b>Form H</b>	<b>FY2016</b>
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# PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

<b>Department</b>	<b>DISTRICT CLERK</b>	<b>Budget No.</b>	4020
	DIGITAL FAX / TELEPHONY CARD	<b>Request Type</b>	H
<b>Title of PIR</b>			
<b>PIR #</b>		<b>Possible Funding Source</b>	94085

## **Description of Need and Justification**

Currently the eFiling mandate applies to the state's civil courts, not criminal. Regrettably a number of state agencies including the Texas Department of Corrections, Texas Board of Pardons and Paroles, the Dallas Police Department and many local law enforcement agencies continue to transmit and receive information via facsimile. This requires the district clerk to maintain and use a fax machine. The use of fax machines is inherently costly and inefficient. In addition to the paper costs, documents that are received via fax must be scanned into the electronic case management system. Rarely does a scanned fax meet the resolution quality standards as required by state rule. Even more costly is the necessity of assembling the copious records requested by agencies electronically, then printing them out, faxing them to the customer and subsequently disposing the printed material. The request conforms to the Strategic Plan's indicators for a traditional service provider by increasing eBusiness capacity, improving the efficiency of the office and statutory compliance. The Clerk requests:

INTEL DIALOGIC D 41JCT-LS VOICE FAX BOARD MFG PART: D41JCTLSW, CDW PART 392483, UNSPSC: 43201547

The total cost through Dallas County's contract parts vendor CDW is \$1,395.99 before any credits. Installation will be performed by Dallas County I.T. Services and Dallas County telecommunications. The clerk requests an additional 10% inflation charge for a total request of \$1,535.59.

## **Expected Benefits**

Rather than replace the criminal division's unreliable fax machine, the district clerk requests the purchase a fax telephony board for desktop installation. This board will enable deputies to assemble electronic documents for transmission and "print-to-fax" those records so that no paper is produced in the process. In addition, the telephony card is capable of receiving faxed documents as electronic images which may then be quickly converted to pdf's and attached to the electronic case record. The proposed telephony card has four independent interfaces and may be networked for enterprise use by multiple deputies in different areas of the office. In addition, the card can be configured to make automated notification

Department Head Signature:	Priority	3
Department Contact Person: Gary Fitzsimmons	Phone	x6224

Received by Office of Budget and Evaluation Rec'd by Data Services

## **Scoring**

Cost Savings	Improved Management Controls
Cost Avoidance	Multi-Use Systems
Legal Requirements	Cost Recapture
Service to the Public	Critical System Upgrade

**Form H** **FY2016**



# PROGRAM IMPROVEMENT REQUEST COMPUTER HARDWARE AND SOFTWARE

<b>Department</b>	<b>DISTRICT CLERK PASSPORT NORTH</b>	<b>Budget No.</b>	4020
<b>Title of PIR</b>	COMPUTER STATION	<b>Request Type</b>	H
<b>PIR #</b>	_____	<b>Possible Funding Source</b>	

**Description of Need and Justification**

The District Clerk's office manages three passport offices located downtown at GACB, North Dallas Government Center and the East Dallas Government Center. Passport service volume varies greatly by season resulting in long lines and wait times. To meet this challenge, the clerk has designated several employees as "floaters" who are assigned to locations based on immediate need. The clerk is requesting an additional computer station for the North Dallas passport office which will enable the unit to utilize an additional unused service window for the use by a floater assigned during periods of maximum volume. Total cost of the single work station is \$1,025.

**Expected Benefits**

The lines that develop during peak volume at the North Dallas Passport office interfere with the operation of the courts and the constable's office. The opening of a new window during these periods will reduce customer wait time and shorten the lines thus easing the burden on the other offices at the North Dallas Government Center. It will also improve the overall customer service experience.

Department Head Signature: _____	Priority	4
Department Contact Person: Gary Fitzsimmons	Phone	x6224
Received by Office of Budget and Evaluation	Rec'd by Data Services	

**Scoring**

Cost Savings	Improved Management Controls
Cost Avoidance	Multi-Use Systems
Legal Requirements	Cost Recapture
Service to the Public	Critical System Upgrade

**Form H**
**FY2016**





**FY 2016 BUDGET REQUEST  
DISTRICT CLERK  
SUPPLEMENT**

**REQUEST TO RAISE PASSPORT PICTURE FEES**

**BACKGROUND:**

Each of the four passport offices offers customers passport picture sets to include with their applications for a fee of \$10. This fee is typically paid in cash and receipted to Fund 460 Reimbursement for Current Services - General Government, line item 46110.

Demand for passport pictures at our office is high because of the enormous convenience of obtaining them in the same place that the applications are submitted rather than a retail location. Despite that convenience, the passport office is actually undercutting the fees assessed by private retailers. Fed Ex/Kinko's for example charges \$17 per passport photo set.

The clerk is recommending the commissioners court adopt a \$15 passport picture fee effective for the FY 2016 budget.

**FINANCIAL IMPACT:**

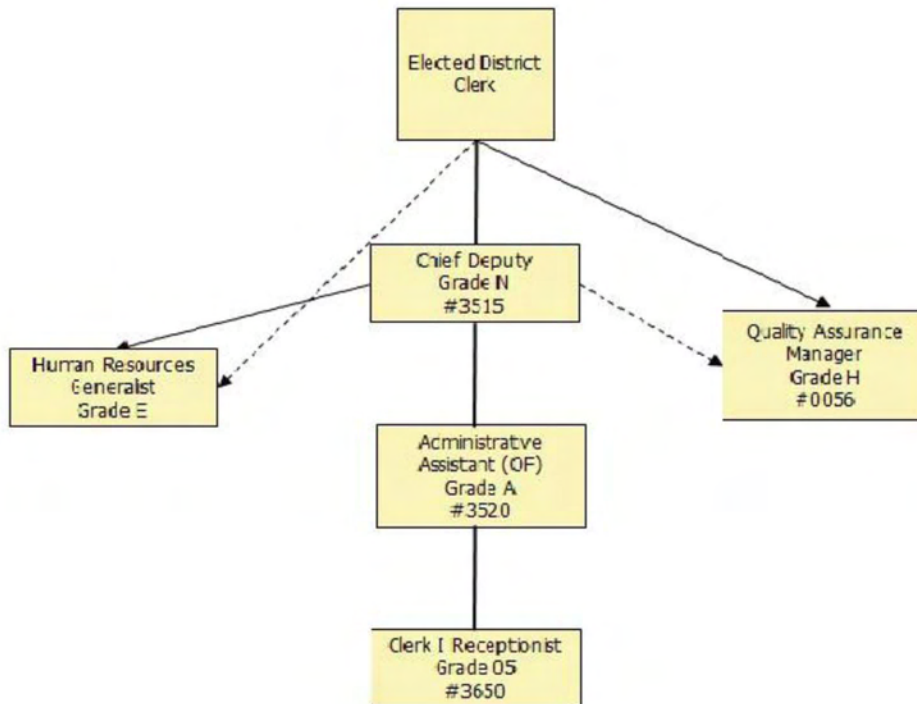
The total revenue for FY 2013 was \$194,852 which was approximately \$15,000 less than projection. The district clerk is requesting that passport picture fees be raised \$5 from \$10 per set to \$15 per set. Based on FY 13' numbers, passport picture fee revenue should rise to at or near \$292,278 representing close to \$100,000 in additional revenue.

The fee increase should not have a significant impact on demand. At \$15 per set it is still less than that charged by private alternatives while still offering the convenience of on-site picture taking.



**FY 2016 BUDGET REQUEST  
DISTRICT CLERK  
SUPPLEMENT**

**DISTRICT CLERK ADMINISTRATION  
ORGANIZATIONAL CHART WITH REQUESTED CHANGES**





**Dallas County**  
Office of Budget and Evaluation

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April 23, 2015

**To:** Commissioners Court

**Through:** Ryan Brown, Budget Officer

**From:** Alejandro Moreno, Budget and Policy Analyst

**Subject:** District Court Administration FY2016 Budget Recommendations

**BACKGROUND**

During the FY2016 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2016 Budget. As such, the District Court Administration submitted the following requests:

1. Microwave
  - a. The DCA submitted a request to replace a microwave that is currently inoperable. The microwave is located in the second floor of the George Allen training room.
2. Refrigerator
  - a. The DCA submitted a request to purchase a refrigerator. The refrigerator is for the second floor of the George Allen training room.
3. Audio/Visual Equipment
  - a. The DCA submitted a request for A/V equipment for use in the second floor of the George Allen training room. Included in the A/V equipment request are the following items: projector, screen, crestron control system, Microphone and speakers, rolling lectern that functions as both lectern and locked equipment rack.

**FINANCIAL IMPACT**

1. The estimated one time cost of replacing one microwave is \$310.
2. The estimated one time cost of one refrigerator is \$700.
3. The estimated one time cost of A/V equipment is \$22,000.

**RECOMMENDATION**

The Office of Budget and Evaluation recommends:

1. Purchasing one Microwave
2. Purchasing one refrigerator
3. Purchasing A/V equipment for use in the second floor of the George Allen training room.

These recommendations from the Budget Office (does not include anything that was sent to another department for review) come with a one-time estimated cost of \$22,000.

# PROGRAM IMPROVEMENT REQUEST

## CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

<b>Department</b>		<b>Budget No</b>	
<b>Brief Title of PIR</b>	A/V Equipment – George Allen Training Room		
<b>Estimated Cost</b>	\$22,000	<b>Department Priority</b>	

**Brief Summary of Request**

Audio/visual equipment for use in the 2<sup>nd</sup> floor George Allen training room to include:

- Projector
- Screen
- Crestron control system
- Microphone and speakers
- Rolling lectern that functions as both lectern and locked equipment rack

**Discussion of Need**

- No audio/visual equipment was installed in the training room at the time the new George Allen tower was constructed.
- The training room is utilized by various County departments, including Family Court Services, Human Resources, Auditor's Office, District and County Clerks, and the courts on a regular basis. The room is also rented to various civic and non-profit groups.
- There is not an efficient process for conducting meetings, training classes, or group presentations without the rental of screens, projectors and an audio system, which can be costly.

**Staff Review and Comment**

**Form G**
**FY2016**



## Lori Bodino

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**From:** Richard Barnett <richard@visionality.com>  
**Sent:** Wednesday, March 25, 2015 3:03 PM  
**To:** Lori Bodino  
**Subject:** FW: Training Room Budget Numbers

### Richard Barnett

Visionality  
1778 N Plano Rd #211B  
Richardson, TX 75081  
Office-214-276-0124  
Direct-972-598-1717  
[www.visionality.com](http://www.visionality.com)

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**From:** Richard Barnett  
**Sent:** Friday, March 20, 2015 4:23 PM  
**To:** [LBODINO@DALLASCOUNTY.ORG](mailto:LBODINO@DALLASCOUNTY.ORG)  
**Cc:** Richard Barnett; Robert O'Hair  
**Subject:** Training Room Budget Numbers

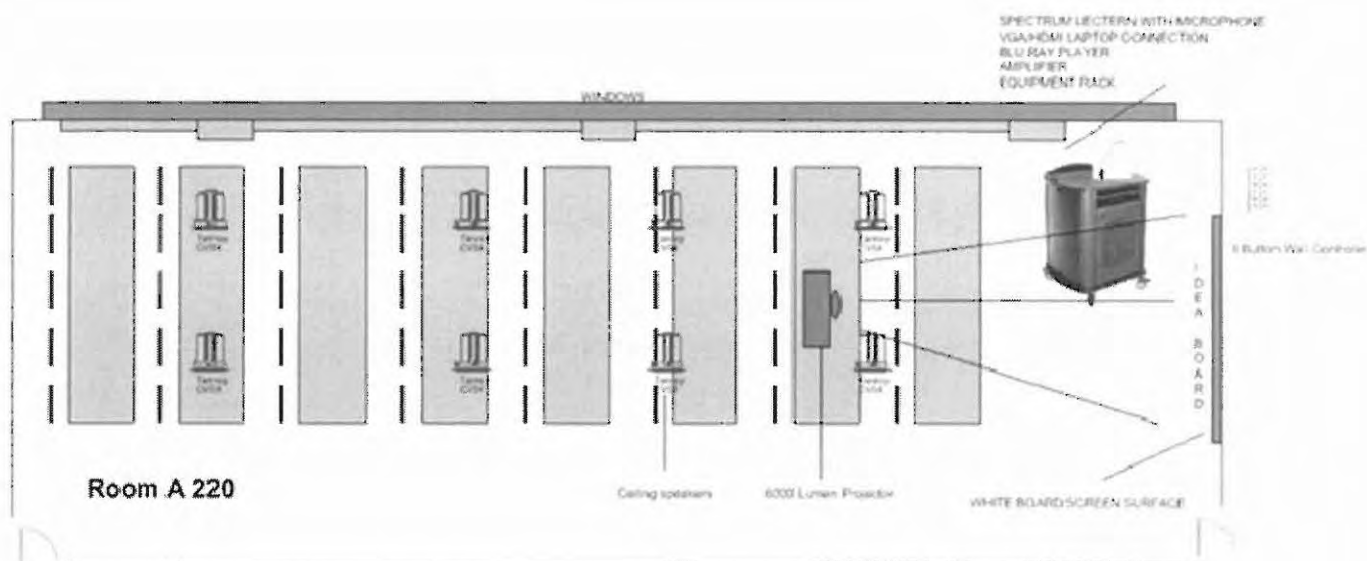
Lori Ann,

I wanted to send you over the budget numbers.

I would go to budget for \$23,000.

Here is some basic information about the design:

- Spectrum Lectern with Microphone, VGA HDMI Connections and Peripheral Equipment.
- Da-Lite Idea Screen
  - This is a screen that doubles as a white board (killing 2 birds with one stone).
- 8 Button Controller will be mounted next to the Idea Screen
  - This will allow you to turn on the Projector, change the sources, and turn up and down the volume
- Speakers through the room
- 6000 Lumen Projector
  - This is needed due to all of the windows



Let me know what you think. This is my recommendation for what to do. I can follow up Monday with a more detailed proposal with a better brake down of the expenses, that way we can modify things as you see fit.

Richard

**Richard Barnett**

Visionality

1778 N Plano Rd #211B

Richardson, TX 75081

Office-214-276-0124

Direct-972-598-1717

[www.visionality.com](http://www.visionality.com)



**VISIONALITY**  
DESIGNS THAT COMPUTE

# Dallas County Courts Training Room A Room 220

3/25/2015

**Prepared for:** Dallas County  
Ryan Piper

**Prepared by:** Richard Barnett  
Operations Manager  
richard@visionality.com  
(214) 276-0124  
Visionality  
1778 N. Plano Rd. #211b  
Richardson, TX 75081

DIR Contract DIR-SDD-2022

Panasonic Equipment to be purchased off DIR-TSO-2520

### ***Statement of Confidentiality***

This proposal is the work product of Visionality - Designs That Compute (DTC), and as a result remains the property of Visionality-DTC. This proposal has been given to Dallas County for the express interest of offering products and services to Dallas County. The particulars of this proposal must remain confidential between the personnel of Dallas County and Visionality-DTC. This proposal may not be offered to others without the express written consent of Visionality-DTC.

### ***Corporate Mission***

Visionality partners with its customers. Our goal is to enable a communication between the customer and DTC to enhance the relationship and produce a result which meets or exceeds the needs of our customers.

Visionality was founded in 1985 and has been at the forefront of technological development. We are an Audio Visual integrator with an emphasis on video communications. Visionality has aligned with the leading manufacturers in the industry, enabling us to provide our customers the latest advancements in the industry at competitive prices. Visionality primarily focuses on its customer's needs. We work closely with our customers to examine the particular need of each customer and then design the best possible solution for their application.

### ***Visionality-DTC Value Proposition***

Visionality offers Dallas County a unique mix of skill, experience and value:

- **Longevity**--Visionality was incorporated in 1985. We are seasoned providers and integrators of audiovisual technology with hundreds of customers.
- **Diversity of products**--We offer numerous products that can provide unique value to our customers. We have a great understanding of the needs of Dallas County. This allows us to contribute in a meaningful way to the overall design in this proposal.
- **Convergence of Audiovisual Technology and IT** —Visionality knows that the converged AV/IT world is here to stay. We understand network philosophies, infrastructure, and enterprise-based IT. We know how to intelligently discuss IT AV requirements, concerns, and deployment with your IT staff.
- **Integration Capabilities**--We are an Infocomm certified provider, which means our personnel have passed certification tests in audio visual systems. Further, our personnel hold certifications in many videoconferencing manufacturers' equipment.
- **Historically Underutilized Business** – We are a women-owned business in the state of Texas.
- **Service**--We excel at customer service and have programs in place to service our customers at all levels. We have many customers, some in the fortune 500 which use our tech support resources to assure that they have support for their existing equipment.
-

## Pricing

Qty	Manufacturer Part Number	Description	Unit List	Discount Price	Total Price
Qty	Manf. Part #	Description	Unit List	Discount Price	Total Price
		Dallas County Courts Training Room A Room 220			
1		Video Components: -Panasonic 5,400 Lumen Projector -Blu-ray Player -112" Da-Lite Idea Screen 16:10 Format (59.5"x95.25")	\$9,015.99	\$5,626.80	\$5,626.80
1		Crestron Control System and Hardware: -Crestron DMP5 Control and Switching System -Crestron 8 Button Control Keypad	\$6,660.00	\$3,996.00	\$3,996.00
1		Audio Components: -Crestron Amplifier -Shure 18" Gooseneck Microphone -8 Tannoy Speakers	\$2,591.00	\$1,879.85	\$1,879.85
1		Lectern and Hardware: -Spectrum Rolling Cart Lectern (This will function as both Lectern and Rack) -Misc Hardware for Rack Equipment -Misc Hardware for Install	\$3,998.20	\$2,866.09	\$2,866.09
1		Install - Time	\$5,320.00	\$3,458.00	\$3,458.00

Visionality  
1778 N. Plano Rd #211b

RAB03202015R-03  
Richardson, TX 75081

(214) 276-0124



1		Professional Services (Programming, Commissioning, Training)	\$2,400.00	\$1,560.00	\$1,560.00
1		Installation - Materials: - Bulk Cables - Premade Cables - Content Adaptor Ring (adds ability to plug in DisplayPort, DVI, mini-HDMI, micro-HDMI, mini-DisplayPort, Apple 30 pin, Apple Lightning, DVI-D)	\$1,727.14	\$1,086.02	\$1,086.02
1	SLS-1	Silver level provides the coverage needed to fulfill a customer's basic service requirement. This limited service plan affords the customer 1 Yr	\$1,237.00	\$1,175.15	\$1,175.15

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<b>TOTAL LIST</b>	\$32,949.33
<b>TOTAL DISCOUNT PRICE</b>	\$21,647.91
<b>SHIPPING</b>	\$0.00
<b>SALES TAX</b>	\$0.00
<b>TOTAL</b>	\$21,647.91

**Responsibilities:** *(Unless otherwise specified above)*

**Standard Customer Obligations:**

The following items shall be the provided by the Customer and are not part of this scope or proposal:

- All 120V Electrical provisions (Specifications and call-outs will be provided by Visionality after acceptance of the proposal).
- All conduit and raceway as required by local code.
- Conveyance (pathway) for AV cabling- includes any core drilling or structural modifications.
- "Hard Points" for mounting of equipment. WOC shall provide equipment specific mounting hardware to be attached to structural support provided by the Owner. When in doubt the Owner should contact a certified Structural Engineer for safety factors.
- Custom Millwork, construction, or trim. Includes ceiling, floor and structural amendments or repairs.
- Required Local Permits and/or plan approvals.
- Required local inspection and compliance procedures.
- Hazardous Material discovery and/or abatement.
- Provide and commission all Telephony and Network demarcations as required prior to Visionality onsite deployment.
- Ready access to room
- A minimum of 8 A.M – 5 P.M. daily. Monday through Friday.
- Security
  - Prior to installation, if equipment is to be shipped in advance, the customer is responsible for receiving and storing this equipment in a safe location.
  - During installation, customer is responsible for making sure rooms can be secured and equipment is safe.
- Rooms are clean and ready for installation. No equipment, furniture, debris, or other objects need to be removed from the room for access or safety, prior to onset of installation.
- Sufficient on-site support, persons readily available to answer questions
- Network connectivity. Computer or other Network connections are to be installed and tested prior to DTC personnel arriving on site. Necessary firewall ports will be opened prior to the installation time, and IT staff will be available during the installation process if there is a connectivity issue. Adequate bandwidth will be provided for the equipment chosen.
- Computer Network jacks are to be tested with information for connection readily available
- Customer will assure that any customer furnished equipment is in working order.
- Customer is responsible, for firewall or router configuration, unless expressly stated as a term of this proposal.
- For maintenance purposes, customer will work with Visionality to create a mutually acceptable method that will allow remote access to installed equipment.

## Project Management Procedures

Each entity will appoint one designee for as the prime project manager. These two people will be responsible for the proper installation of the equipment. Any problems need to be funneled through these persons. For example, if there is a change in the room layout, this should be discussed between the two project managers and a change order written.

**Status Reviews.** All ongoing projects are reviewed weekly by Visionality management. Visionality Project Management will be available via telephone for weekly status meeting (via telephone) prior to the onset of installation. During the installation process, Visionality Project management will be available daily to discuss the status and needs of the installation with the customer designated representative.

**Payments.** Payment for the good delivered is due when goods are shipped to site. Payment for installation is due when the installation is substantially complete. That is all work has been done and the equipment is operational. However there may be some tasks remaining (e.g. bug list).

**Change Orders.** All change orders must be submitted in writing from the customer designee to the Visionality project manager. If such a change is a fundamental change of scope either in parts or labor, the project manager will provide an estimate of the change in price. Visionality will proceed with this change when the change order has been completed and the approved by both parties.

## Terms and Conditions

### Disclaimers

Visionality - Designs That Compute (DTC) is a reseller of videoconferencing products. Warranty and liability for use of any product sold is limited to what is stated by the manufacturer of these products. DTC creates no warranties express or implied beyond the manufacturer's warranty.

### Limitations

The express obligation stated above is in lieu of all liabilities or obligations of DTC for damages, including but not limited to any liability due to or associated with infringement of a third party's intellectual property rights or any loss, damage, or injury, direct or consequential (including any loss of profits, use, business or the like, even if DTC has been advised of the possibility of same), arising out of or in connection with the delivery, use or performance of products resold by DTC, and it is agreed that repair or replacement, in accordance with the foregoing warranty, is DTC's sole liability and buyer's sole remedy for such liability, loss, damage, or injury. This limitation of DTC's liability will apply regardless of the form of action, whether in contract or tort (including negligence) or based on a warranty. Any action against DTC must be brought within 12 months after the cause of action arises. The parties expressly agree that the products are not consumer goods.

To the extent any limitation of liability contained herein is construed by a court of competent jurisdiction to be a limitation of liability in violation of state law, such limitation of liability shall be void, however the validity of the remaining parts, terms or provisions shall not be affected thereby, and said illegal or invalid part, term or provision shall be deemed not to be a part of this limitation of liability.

### Statement of Confidentiality

This proposal is the work product of DTC and as a result remains the property of DTC. This proposal has been submitted for the express interest of offering products and services. The particulars of this proposal must remain confidential between the receiving agency and DTC. This proposal may not be offered to others without the express written consent of DTC. Where applicable, confidentiality is to be consistent with freedom of information act. If there is a request for this document the customer will take all necessary steps to defend the confidentiality of this document including an appeal the disclosure to the attorney general.

### Installation (if applicable)

Installation prices are estimated based on the customers stated requirements. Unless otherwise noted, the customer is responsible for standard installation preparation and assistance; this include but is not limited to: Site security before and during the installation; fee access to perform installation during business hours while scheduled on site; customer furnished installation or

materials are ready prior to Visionality installation; and resources are available quickly to resolve issues. A full list of these requirements is in the proposal above. If these conditions are not met, additional charges may apply.

### Product Returns

DTC does not accept product returns unless defective and only for replacement.

### Payment Terms

Prepayment may be required. If terms are extended, payment is due immediately upon receipt of goods. Any objections to delivery or installation by the customer that many delay payment must be submitted to DTC in writing with 15 day of delivery of invoice to purchasing. When DTC resolves the problem they will resubmit invoice to purchasing. At that time customer must respond within 15 days if there is a further problem. DTC fully expects any invoice to be paid within 30 days of submittal. Failure to pay in a timely manner will constitute charges at the rate of 2% per month from date of invoice submittal.

Products delivered for an installation, are billed and due at the time of delivery. Installation will be billed and due when substantial completion has occurred. DTC will work with the customer to assure the highest quality products and services are delivered and installed. At the customer's request a payment schedule can be designed that withholds a percentage of the invoice based upon successful installation.

Some equipment has service or warranty that starts at the time of delivery. If installation is delayed this may affect the time coverage of those products is in effect after installation.

At times, the goods and services in this proposal may be purchased by a government entity or under a specific purchasing contract. In the cases where be a law or contract has conflicts with the above terms, the terms of a purchasing contract or law will take precedence.

### Non-Taxable Entities

Please include a copy of your Sales Tax Exemption Form along with any Purchase Order sent to Designs That Compute dba Visionality

*Thank you*

*Richard Barnett*

Customer Acceptance Signature

Designs That Compute is a Texas HUB  
This Quote Valid for 30 days from date above  
All Prices Subject to Shipping Charges and Sales Tax – Where Applicable

## Warranty and Service

### Warranty

Visionality warrants that its installation of the products and systems shall conform to all general industry and manufacturer standards and shall be done in a safe and workmanlike manner and be free from defects for 90 days following completion of the work. Warranty repairs shall be performed without charge to the Customer unless it is determined that the repair is not the result of installation defect in which case the customer will be charged \$95/hour for such travel and repair work. Standard manufacturers' warranties will apply for all equipment installed. Extended service agreements can be provided by Visionality beyond the installation warranty period at the customer's request.

### Service Agreements

Visionality offers multiple levels of service for its clients. The following options are available for our clients:

- **Silver Service Level** features telephone support for all products purchased as well as extended service for listed products.
- **Gold Service Level** adds onsite support to the silver level. The onsite support may be limited in scope or unlimited based on the customers' needs.
- **Platinum Service Level:** provides all the support of the Gold Service Level and increases the level of product support.

### Visionality – Silver lever with options<sup>1</sup>

Purchaser of DTC products are entitled to

- Next Day Parts Replacement – Next day parts can be delivered for Cisco equipment and PDU<sup>2</sup>
- Phone Support Policy on all products purchased
- Unlimited technical support during the hours of 8am – 5pm Central Time Zone, Monday –Friday excluding national holidays.
- Answers to frequently asked questions and simple product workarounds will be provided on the phone with you.
- Responses to questions that require research will be returned by email or phone within 24 hours.
- If your request/question requires extensive research and/or a custom solution, we will provide you with a completion date.
- Feature requests and bug reports will be logged and prioritized by DTC's Engineering team for future consideration.
- Questions received after our close of business will be answered within six business hours after start of next business day.

1) The limited service does not cover any damage, deterioration or malfunction resulting from any alteration, modification, improper or unreasonable use or maintenance, misuse, abuse, accident, neglect, exposure to excess heat or moisture, fire, improper packing and shipping (such claims must be presented to the carrier), lightning, power surges, or other acts of nature. This limited warranty does not cover any unauthorized tampering with this product, any repairs attempted by anyone unauthorized by Visionality to make such repairs, or any other cause which does not relate directly to a defect in materials and/or workmanship of this product. This limited warranty does not cover cartons, equipment enclosures, cables or accessories used in conjunction with this product. Parts that are considered consumables such as bulbs are not covered under this warranty.

2) Next day parts subject to time problem diagnosed and parts availability.

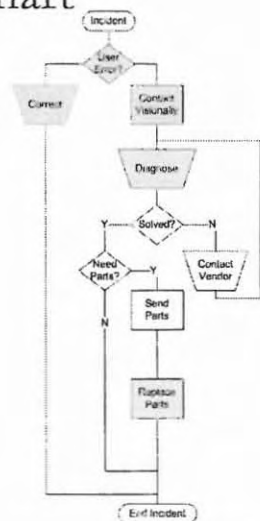


## Service Procedure

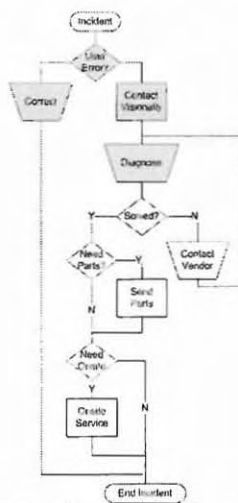
- Customers can contact Visionality concerning an issue related to service by telephone.
  - 214-276-0125 (main Visionality tech support number)
  - 800-377-9938
  - After hours items will be attended to within 6 hrs of the next business day (M-F from 8-5 CST on normal business hours for Visionality excluding national and Visionality holidays)
- A case is opened for the issue and is tracked using a ticket number. All transactions for that case are added to the case information.
- Visionality will collect the information and respond to the problem as quickly as possible. Many times a service technician is available immediately to resolve the issue. If a service technician is not available, Visionality will respond within 4 business hours. At that time a technician will work with the customer to diagnose and resolve the situation.
- In the case of a failure, replacement items will be processed according to the specific service contract. Items that require replacement will be delivered based on the specific service contract. See Below.
- A technician can be dispatched at an additional charge to repair and replace parts. The service level chosen will have more specific details on this dispatch.

## Service Flow Chart

### Service Flow Chart



### On Site Service Flow



# REPLACEMENT EQUIPMENT REQUEST

Department _____			Budget No. _____		
Priority	Item to be Replaced	Age (years)	Property Number	Estimated Cost of Replacement	Comments/Justification
1	2.2 cu ft Microwave (1250 watts)	7	NA	\$310.00	George Allen Training Room – 2 <sup>nd</sup> floor Existing microwave inoperable.
2	Refrigerator (18-20 cu ft)	NEW	NA	\$700.00	George Allen Training Room – 2 <sup>nd</sup> floor New equipment. No refrigerator in room. Room used by county departments and various groups.
3					
4					
5					
6					
7					
8					
9					
10					

**Form D**



**Dallas County**  
Office of Budget and Evaluation

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June 15, 2015

**To:** Commissioners Court

**Through:** Ryan Brown, Budget Officer

**From:** Ronica L. Watkins, Assistant Budget Officer

**Subject:** Domestic Relations Office Budget Request Recommendation

**BACKGROUND**

During the FY2016 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2016 Budget. As such, the Domestic Relations Office submitted the following new requests:

- Replacement of four broken high back chairs

**FINANCIAL IMPACT**

- The estimated one time cost for replacement of the four chairs is 1,140 (\$285 each).

**RECOMMENDATION**

*The Office of Budget and Evaluation recommend the replacement of the four high back chairs in the amount of \$1,140 for a one-time cost to the Domestic Relations Office FY2016 Budget.*



## DALLAS COUNTY OFFICE OF BUDGET AND EVALUATION

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*June 11, 2015*

TO: Commissioners Court

THROUGH: Ryan Brown, Budget Officer

FROM: Erica Terrazas, Budget and Policy Analyst

SUBJECT: Elections PIR Analysis – FY2016

### **BACKGROUND**

During the FY2015 Budget Process, Dallas County departments submitted requests to the Office of Budget and Evaluation for consideration in the FY2015 Budget. The Elections Department has submitted the following staffing requests for consideration by the Commissioners Court:

1. Addition of one (1) Training Coordinator, Grade A - \$56,853 (salary and benefits) and \$2,250 (computer and printer)
2. Reclassification of eight (8) Clerk I, Grade 5 to Clerk II, Grade 6 - \$21,608
3. One (1) new forklift - \$30,000
4. One (1) replacement industrial-grade burster with accessories and maintenance - \$22,000
5. One (1) replacement industrial shredder - \$2,000
6. Four (4) Risograph printers - \$115,420
7. Eight (8) Replacement Laptops for Administrative @ \$2,500 - \$20,000

### **OPERATIONAL IMPACT/CONSIDERATIONS**

The Elections Department is requesting one (1) Training Coordinator due to several staff members taking on the functions proposed for the position. The Elections Administrator, the Assistant Elections Administrator, Administrative Assistant to the Elections Administrator, three (3) Clerks, and one (1) Courier as well as several temporary workers coordinate and execute the tasks related to this function. These tasks include coordinating, preparing and implementing training of Election Judges and Clerks, Deputy Voter Registrars, and volunteers. The Training Coordinator would conduct training presentations and instruct groups of Elections Officials in all phases of Early Voting, Election Day, and post-election procedural, equipment and computer training. The Training Coordinator would also be versed in Federal, State, and Local laws and policies to determine best practices for poll location management and election administration.

The request for the reclassification of eight (8) Clerk I, Grade 5 positions to Clerk II, Grade 6 positions is made due to state and federal laws revamping the duties and responsibilities of voter registration clerks. Clerks are required to make judgment calls in regards to voter registration forms, which requires fact checking and critical thinking skills.

The forklift is requested for the new Elections warehouse, as the current forklift will not reach the height in the new warehouse and the current forklifts are not reliable.



The industrial grade burster is requested to increase efficiency in the Elections voter registration processes.

The industrial shredder is requested to replace the current industrial shredder that has slowed down while Elections has an increased number of information that must be shredded due to items having private and confidential information. The industrial shredder request will be forwarded to Records Management for further review and recommendation.

The risograph printers are requested to print voter registration certificates and other large-quantity, high speed color printing jobs. Currently, many of these printing jobs are done through contractors.

The laptop requests have been submitted to IT for review.

### **FINANCIAL IMPACT/CONSIDERATIONS**

The addition of one (1) Training Coordinator, Grade A would be an approximate total impact of \$59,103. The Elections Department anticipates charging much of the expense back to contracting election entities.

### **RECOMMENDATION**

The Office of Budget and Evaluation recommends authorizing the addition of one (1) Training Coordinator, Grade A - \$56,853 (salary and benefits) and \$2,250 (computer and printer). OBE also recommends the review for reclassification of eight (8) voter registration clerks, Clerk I, Grade 5 positions to Clerk II, Grade 6.

The Office of Budget and Evaluation will further review and assess the equipment needs upon the Elections department's move into the new warehouse.

# PROGRAM IMPROVEMENT REQUEST ADDITIONAL STAFF

<b>Department</b>	<u>Elections</u>	<b>Budget No</b>	<u>1210</u>
<b>Brief Title of PIR</b>	<u>TRAINING COORDINATOR (Exempt)</u>		
<b>Approx. Net Cost</b>	<u>Grade A, \$41,082.00</u>	<b>Department Priority</b>	<u>1</u>

**Brief Summary of Request**

Elections Department needs a full-time Training Coordinator.

**Discussion of Need**

See Attached Addendum to Performance Improvement Request for Training Coordinator.

**Discussion of Related Performance Measure**

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.

**Staff Review and Comment**

This position would be paid from the 1210 budget. Much of this expense would charged back to contracting election entities.

# Form E1 - Program Improvement Request - Cost Worksheet

## *Purpose*

To estimate staff, equipment, and supply costs associated with "Additional Staff" form.

**Note: All "Additional Staff" requests must be accompanied by this form.**

## *Instructions*

- **Staff Cost** - list the requested grade, salary and benefit information. To estimate the total personnel cost, use the salaries shown in Appendix A-1 and the fringe benefits as follows:
  - (1) Group Health Insurance \$8,500 per position per year
  - (2) FICA Expense 7.65% of salary expense
  - (3) Retirement Contribution 11.5% of salary expense
- **Related Equipment** - the purpose of this section is to estimate the cost of equipment required for the new program, including desks, chairs, computers, vehicles, etc. Appendix A-3 on page 34 details the Standard Furniture Guidelines for positions.
- **Other Costs** - include any training, consultant fees, or renovation/space needs in this section.
- **Additional Revenue Source (if any)** - if the additional staff request is being submitted as a "self-liquidating" PIR, a description of the new revenue should be included here.

# PROGRAM IMPROVEMENT REQUEST COST WORK SHEET

Brief Title of PIR	Training Coordinator	
<b>Staff Cost</b>		
Grade	A	
Salary	\$40,582.00	
FICA @ 7.65%	\$3,104.52	
Retirement @ 11.5%	4,666.93	
Insurance @ \$8,500	\$8,500.00	
Total		\$56,853.45
<b>Related Equipment</b>		
	\$ Amount	
Number		
Desk	1	
Furniture	n/a	
Computer	2,000.00	
Printer	\$250.00	
Network Cabling	n/a	
Software	n/a	
Vehicle	n/a	
Travel	Not yet known	
Pager	n/a	
Cell Phone	n/a	
Other	n/a	
Total		\$2,250.00
<b>Other Costs (describe)</b>		
Special Training	n/a	
Consultant Fees	n/a	
Renovation/Space	n/a	
Total		- \$0 -
Less Additional Revenue Source		
Grand Total		\$59,353.45

Form E1

FY2015



**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

**New Position Description Request Form**

**General Instructions:** Please complete this electronic form to the best of your ability and email when completed to Dallas County Human Resources/Civil Service.

**(For position reclassifications use the "Position Reclassification Summary Form")**

**A. Identification / General Information**

Proposed Position Title:	Elections Training Coordinator
Proposed Position Grade:	Exempt, Grade A
Department Name:	Dallas County Elections Department
Position Number:	N/A
Supervisor Name & Position Title ("Reports To"):	Toni Pippins-Poole, Elections Administrator
Supervisor Phone:	(214) 819-6335
Supervisor Email:	toni.pippins-poole@dallascounty.org
Court Order # and Date:	N/A

**B. Brief Description of the New Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to coordinate, prepare, and implement training of Election Judges and Clerks, Deputy Voter Registrars and volunteers related to various Departmental functions.
This is accomplished by See attached, Addendum to Performance Improvement Request for Training Coordinator.
Other duties include See attached, Addendum to Performance Improvement Request for Training Coordinator.

**C. Essential Functions of the New Position**

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.



<b>EXAMPLE ↓</b>		Time	E or NE
Function: Maintains exterior of facilities			
Tasks performed to accomplish this function:		30%	E
By picking up and removing litter and debris from grounds, sweeping and edging			
Sidewalks, mowing lawns, trimming shrubs and raking leaves.			
1. Function: Conducts training presentations and instructs large groups of Elections Officials in all phases of Early Voting, Election Day, and post-election procedural, equipment, and computer training.		Time	E or NE
Tasks performed to accomplish this function:			
Conducts training presentation to large and small groups. Position must be capable of learning the contents of all Election Department training materials. Must be able to comfortably and competently present training material to poll workers and volunteers. Must also train other individuals tasked to teach Election Department training material. Must be proficient with the use of teaching and presentation software and equipment tools such as Power-Point, Microsoft Word, Adobe Acrobat, projectors, etc., as well as delegate this work to others.		25	E
2. Function: Assist with development, implementation, and presentation of Elections training curriculum.		Time	E or NE
Tasks performed to accomplish this function:			
Must be able to communicate well orally, and in writing. Proofs and submits edit recommendations for all specific Elections Training Manuals. Proofs and submits edits for all written procedural communications distributed to Elections Officials and poll workers during the conduct of the election. On an ongoing basis continues to update and improve training material. During elections, assembles, formats and manages the production of all poll worker training material. Manages the production of all training material. Must be able to assess needs, estimate quantities of training material, and be able to assist with procurement of services and material to print and bind training materials.		25	E
3. Function: Ensures compliance with current Federal, Texas Election Code laws and Dallas County policies through independent research.		Time	E or NE
Tasks performed to accomplish this function:			
Performs research and analysis of Federal, State, and local laws and policies to determine best practices for poll location management and election administration. Manages Training Class Data. Tracks, records, and analyzes class attendance and performance data.		25	E
4. Function: Oversees the Online Poll Worker Training		Time	E or NE
Tasks performed to accomplish this function:			
Creates and uploads videos, photos, files and documents to online training module. Offers technical support by phone to poll workers needing assistance navigating the online training. Coordinates with Department's vendors to develop, maintain, and manage the online website and content.		20	E
5. Function: Other related duties as assigned		Time	E or NE
Tasks performed to accomplish this function:			
Assists with development and administration of curriculum for training Elections Division temporary staff. Assists with development and implementation of elections administration procedures. Makes recommendations and suggestions for improvements or changes to existing procedures, technology, and software.		5	NE


### D. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### E. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

N/A

3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

Microsoft Office (Power Point, Word, EXCEL), Adobe Acrobat. Personal computer, copiers, color scanners and printers. Scheduling software.

4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			<i>Frequency of Time</i>			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input checked="" type="radio"/>	1.	Driving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	<b>Office Environment</b>	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.

N/A

## F. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input checked="" type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:
<input type="radio"/>	6.	Graduate or professional work or advanced degree in:

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	<i>No previous experience required</i>
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input checked="" type="radio"/>	5.	Minimum of three years experience in/as:
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.	N/A
2.	
3.	
4.	
5.	Valid Drivers License Required? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, what type?

## G. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input checked="" type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? ☒ Yes ☐ No  
If yes, describe the planning or project management activities associated with this position.



Must plan and arrange for training requirement for Election Judges and Clerks (Regular, Student, Bilingual) to fit the Election cycles. Must coordinate with Department leadership to determine courses, curriculum, content, and schedules of all training.

3. Budgetary Responsibility: Does this position involve working with the annual budget? ☒ Yes ☐ No  
If yes, please indicate the types of budgetary activities required.

<input checked="" type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$ 100,000.00	Total grant amount \$
Additional comments:	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

☒ Yes ☐ No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>
Clerk II	2
Temporary Employees	2-4



6. Management and Supervisory Responsibility: If you answered “Yes” to the management and supervisory question previously, indicate the management and supervisory direction provided by the position (check one).

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input checked="" type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position’s level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available, and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an “as needed” basis.
<input checked="" type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

## H. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general

public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## I. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. None known
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1. None known
	2.

## J. Signature/Approval

*To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.*

Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	

## **Dallas County Elections Department (DCED) FY-2016 Budget**

### **Addendum to Performance Improvement Request for Election Staff Training Coordinator – Grade A (Exempt)**

#### **DISCUSSION OF NEED:**

The Training Coordinator would be tasked to perform or assist with the following:

- Assists with development and administration of curriculum for training Elections Officials.
- Proofs and submits edit recommendations for various Elections Training Manuals for Early Voting and Election Day.
- Proofs and submits edits for all written procedural communications distributed to Elections Officials during the conduct of the election.
- Conducts training presentations and instructs large groups of Elections Officials in all phases of Early Voting, Election Day, and post-election procedural, equipment, and computer training.
- Management of training class records and data. Tracks, records, and analyzes class attendance and performance data.
- Assists with development and administration of curriculum for training Elections Division temporary staff. Updates DCED's Election Form Manual.
- Assists with development and implementation of elections administration procedures. Makes recommendations and suggestions for improvements or changes to existing procedures, technology, and software. Assist with ordering supplies related to preparing training materials.
- Assists with testing of all new or revised procedures, technology, and software. Ensures compliance with current Texas Election Code laws and DCED policies through independent research.
- Assists with management of Online Poll Worker Training Program. Creates and uploads videos, photos, files and documents to online training module. Offers technical support by phone to poll workers needing assistance navigating the online training
- Assists the Elections Administrator (EA) and other Department staff with training needs. Oversees work of 2 to 4 part-time and/or temporary employees. Consults with EA and other Department managers and assigns tasks on a day-to-day basis. Consults with management to coordinate and oversee the production of Early Voting, Election Day, and Laptop precinct supply boxes and Emergency ballot packets.
- Miscellaneous. Other Duties as Assigned.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

The Training Coordinator must have knowledge of:

- Federal and State election law
- Computer functions to include word processing, spreadsheet, presentation, database, and desktop publishing software
- Office equipment to include high-speed copier, laminator, and shrink wrapper

**Skill in:**

- Conducting presentations to large groups
- Problem-solving and decision-making
- Time-management and organization
- Both verbal and written communication
- Translating moderately complex concepts and technical issues for peers and customers

**Ability to:**

- Identify and prioritize time-sensitive, critical functions
- Manage time well, perform multiple tasks, and meet deadlines
- Organize diverse activities
- Work independently and efficiently
- Establish and maintain effective working relationships with DCED employees, County officials, a large temporary workforce, and the general public

## Form F - Program Improvement Request –

### Reclassification

#### *Purpose*

To request consideration for reclassification of staff within your department if certain conditions apply (see below).

Reclassification - (or “job study”) results whenever a job being performed no longer matches the job description which was used to originally classify the job. Furthermore, such mismatch between *actual work* and *job description* must be the result of external factors and not a result of internal reorganization. That is, reassigning tasks within a department (unless approved in advance by Commissioners Court) does NOT constitute grounds for reclassification.

#### *Instructions*

- Submit one Form F for each position category for which a job study is requested.
- Attach a current approved job description.
- Attach a completed Position Description Reclassification Request Form located in Appendix C page 49.
- Attach an organizational chart outlining the reporting relationship of the position(s) up to the director/elected official level (see example on Appendix C).
- Contact the Human Resources/Civil Service Department (ext. 6067) for assistance, if needed, on the above.
- **Description of Changes in Work Being Performed** - detail the specific job duties the position is performing as compared to the position’s actual job description.
- **Reason/Authority for Change** - a reclassification is typically related to mandated changes in complexity, rather than change in volume. For example, a supervisor whose staff has increased in size would not normally qualify for a reclassification solely as a result of the change in the number of individuals supervised.

To complete the PIR-Reclassification, in addition to a description of the changes, the department must carefully describe the reason that a job description has changed.



# PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

<b>Department</b>	<u>Elections - Voter Registration</u>	<b>Budget No.</b>	
<b>Position Title</b>	<u>Clerk I</u>	<b>Position No.</b>	<u>Various</u>
<b>Current Grade</b>	<u>05</u>	<b>Job Code</b>	<u>600070</u>
		<b>Department Priority</b>	<u>High</u>

**Description of Changes in Work Being Performed**

Over recent years, state and federal laws have revamped the duties and responsibilities for voter registration clerks. Changes in state-mandated legislation have impacted how clerks must now conduct their day-to-day operations. As opposed to normal data entry clerks, voter registration clerks now have a higher degree of difficulty when it comes to the filtering process of voter registration records because of the impact of the voting process. These clerks must now use critical assessment and fact checking when processing voter records. They must now be able to make judgment calls when assessing these records. Attached are a few of the laws passed that have initiated the dramatic changes for the responsibilities of a voter registration clerk.

**Reason/Authority for Change (see Budget Manual)**

See the attached voter registration clerk duties and responsibilities (Attachment A).

**Departmental Cost Worksheet**

Current Grade	5	Proposed Grade	6
Salary	±\$28,538.00	Salary	±\$30,805.00
FICA (7.65%)	\$2,183.15	FICA (7.65%)	\$2,356.58
Retirement (11.5%)	\$3,281.87	Retirement (11.5%)	\$3,542.58
Total	\$34,003.03	Total	\$36,704.16
		Total Annual Impact \$2,701.13 x 8 Clerks	

**Staff Review and Comment**



**DALLAS COUNTY**  
**HUMAN RESOURCES/CIVIL SERVICE**

**Position Description Reclassification Request Form**

**General Instructions:** Please complete this form and attach the current and proposed position descriptions, the current and proposed organization charts and any comparative position descriptions that can be identified.

**A. Identification / General Information**

Current Position Title:	Clerk One
Proposed Position Title:	Clerk Two
Current Position Grade:	05
Department Name:	Elections
Position Number:	6
Supervisor Name:	Rivelino Lopez
Supervisor Phone:	214-819-6357
Supervisor Email:	rlopez@dallascounty.org

**B. Brief Description of the Position**

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to keep an accurate account of all records pertaining to the voter registration files for the citizens of Dallas County. Fulfill and process public requests of voter/election records.
This is accomplished by upholding the laws, policies and court decisions of federal, state and local governmental jurisdictions.
Other duties include assist at polling locations, conduct state prescribed trainings, distribute election supplies/equipment, attend voter registration events and process payroll for election workers.

**C. Rationale for Reclassification**

Explain what caused the changes in job duties. Be specific as to how those changes occurred and in what timeframe (i.e., last month, two years ago, etc.). Include such things as: changes in organizational structure, changes in department procedures; changes in grant or program scope; new programs/functions; introduction of new equipment/systems; reassignment of job duties/termination of other employees in the work unit, etc.

Loss of Clerk I (Grade 5) position in 2010 that has not been replaced. Introduction of new equipment (VoteSafe & VEMACS) in the summer of 2011. New volunteer deputy training program implemented by the Secretary of State March of 2012. Implementation of Senate Bill 14 (photo ID bill) in 2013.

Provide an explanation on the differences between the old and new job duties/responsibilities. Describe how the job has grown and changed since its creation. Include changes in the level of judgment, independence, problem solving and/or management (i.e., position was previously responsible for \$1,000,000 and is now responsible for \$10,000,000; position was previously responsible for supervising two employees and is now responsible for supervising fifteen employees, etc.). Please clearly outline the specific new job duties/responsibilities.

Old job duties consisted of data entry, answering phone calls and filing.
New job duties are attached (Attachment A). In 1991, there were 823,000 registered voters in Dallas County. In less than thirty years, the number of registered voters has grown to over 1.2 million registered voters. There are now 50% more records to maintain and keep track of. There are 50% more citizen requests. The position was previously responsible for handling common citizen customer service and is now responsible for handling more complex task and requests from the citizens of Dallas County.
Are the new duties/responsibilities additional or have they been allocated from another position(s)? Please specify. If the duties have been reassigned, please provide the name, job title, and an explanation of why the duties are being reassigned. Please explain the impact on the position losing the job duties/responsibilities.
New duties and responsibilities have been added due to change in legislation and higher demand of raising voter registration and voter education. Losing the Clerk I (Grade 5) position left the department to reassign duties to help maintain a positive workflow.
What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?
No duties/responsibilities have been removed from the position. Duties/responsibilities have been increased to this position.
Outline the changes in the level of authority of the position (i.e., position now has authority to sign off on expenditures for goods/services). Have any reporting relationships to or from this position been altered?
This position now has two immediate supervisors to report to. This position now has the authority to sign off on payments and receipts for goods and services.
<del>What specific tasks or activities make the job duties/responsibilities more complex?</del>
When signing off on payments and receipts, clerk must now know and understand the county policy. When conducting a state prescribed training class, clerks must now know and understand the state laws and stay updated each year the law changes.
Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.
Clerk II (Grade 6) is comparable because of the new duties/responsibilities that are now required from a Clerk I (Grade 5).
What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?
Performance expectations are at a minimum 3.0. Phone efficiency expectation is a minimum 90%. Transaction error rate no greater than 1%. Plan includes HR training class to be attended by each clerk. Plan also includes a rotation of duties to gain extensive knowledge of department processes and procedures.

## D. Essential Functions

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

EXAMPLE ↓ Function: Maintains exterior of facilities		Time	E or NE
<b>Tasks performed to accomplish this function:</b>		30%	E
By picking up and removing litter and debris from grounds, sweeping and edging			
Sidewalks, mowing lawns, trimming shrubs and raking leaves.			
<b>1. Function:</b> Input data to complete complex correspondence, forms, reports and documents.		Time	E or NE
Maintain active and inactive application files of registered voters and determine voter eligibility by verifying records including, but not limited to, Department of Motor Vehicles, Secretary of State, and county and state felony abstract records thru the voter registration system. Input all Dallas County volunteer deputy registrars into the voter registration system.		40	E
<b>2. Function:</b> Receive, prepare, verify and process a variety of documents, instruments, records, bills, payments and receipts.		Time	E or NE
Receive voter and election record requests by mail, email, fax, or in person. Receive daily correspondence via mail, in person, email and fax. Prepare the early voting list for the Election Day judges. Clerks prepare packets for the State prescribed volunteer deputy training classes. Verify and process a variety of documents including voter registration applications, felony abstracts, citizenship status and non-residence status from jury services, mapping streets, address confirmation, and confidential voters. Utilize voter registration system, Dallas Central Appraisal District, Google maps, interactive map with Bing Geocoder, and other office equipment to record, store and retrieve information. Prepare bills, payments and receipts. Receive payments for products sold in the Dallas County Elections Department.		20	E
<b>3. Function:</b> Research, locate, pull and prepare a variety of documents, records and other assigned data.		Time	E or NE
Research jury summons, felony abstracts, and death abstracts. Locate, pull and prepare a variety of documents for public information act (PIA) requests.		15	E
<b>4. Function:</b> Effectively answer inquiries and resolve basic and complex customer service issues.		Time	E or NE
Routinely answers customer questions via telephone, letter, email, and/or in person. Clerks provide phone support for all election needs. Assist the early voting workers and election officials on Election Day. During early voting, research the eligibility of voters by phone and instant message from the electronic poll book module. Assist customers with step-by-step instructions on the Dallas County Elections website. Distribute equipment and supplies to elections day workers. Coordinate and manage a regional site location on election night to account for equipment, votes, ballots and election paperwork. Process payroll of all election workers.		10	E



5. Function: Training and Education.	Time	E or NE
Conduct State prescribed Volunteer Deputy Registrar training for eligible citizens in the State of Texas who are registering people to vote. Attend voter registration drives at civic events. Attend annual Secretary of State training to learn new laws, policies and court decisions of federal, state and local jurisdictions.	15	E

## E. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## F. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input checked="" type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

Mail sorter and cutter. Paper slicer and cutter.

3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

VEMACS, VoteSafe, Firefox, Internet Explorer, Asked Tracking and Help Desk, Adobe, Oracle



4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i><b>Environmental Condition</b></i>			<b>Frequency of Time</b>			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input checked="" type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i><b>Health and Safety Conditions</b></i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input checked="" type="radio"/>	1.	Driving	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	7.	Physical danger or abuse (specify):	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input checked="" type="radio"/>	1.	Office Environment	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.

None

## G. Position Minimum Requirements

2. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input checked="" type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:

<input type="radio"/>	6.	Graduate or professional work or advanced degree in:
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2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	No previous experience required
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input checked="" type="radio"/>	4.	Minimum of two years experience in/as: Job related
<input type="radio"/>	5.	Minimum of three years experience in/as:
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.
2.
3.
4.
5. Valid Drivers License Required? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, what type? Class C

## H. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input checked="" type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects?

☐ Yes ☒ No

If yes, describe the planning or project management activities associated with this position.


3. Budgetary Responsibility: Does this position involve working with the annual budget? ☐ Yes ☒ No  
If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

5. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
Additional comments:	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

☐ Yes ☒ No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>

6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position. (Choose one)

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
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<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (Choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input checked="" type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

## I. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those

in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1. Clerk I
	2. Grade 5
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1. Tax Assessor Clerk II – Grade 6
	2. County Clerk II – Grade 6

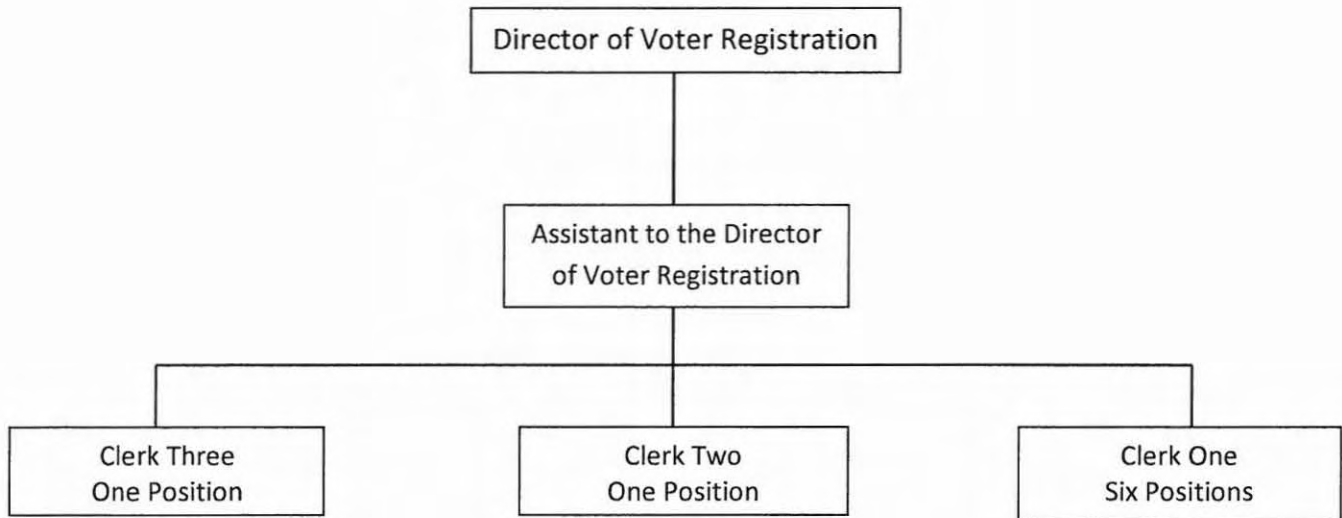
## K. Signature/Approval

*To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.*

Rivelino Lopez	4/2/15
Employee Signature	Date
Immediate Supervisor Signature	Date
Comments:	
Department Head/Elected Official Signature	Date
Comments:	



## Voter Registration Division Organization Chart



## **Voter Registration Clerk I Duties and Responsibilities**

### **(Attachment A)**

- Perform complex clerical duties such as classifying, consolidating, summarizing, sorting, filing and distributing documents and information.
- Utilize computer, calculator, and other standard office equipment to record, store, and retrieve information.
- Compile complex reports and correspondence, drawing from a variety of sources within and outside the department.
- Routinely answer customer questions via letter, e-mail, telephone and/or in person.
- Determine voter eligibility by checking records including DPS, State, and felony records and the Voter Registration System.
- Provide correct and concise information to voters.
- Conduct voter registration drives at civic events.
- Input data into database for new deputy registrars via mail or in person, prepare supply kits and instruct volunteer deputy registrars.
- Assist in verifying petitions.
- Execute reports and CDs for Voter registration sale orders of registered voters, voting history and counts.
- Post and verify voting history for all elections including General, Primaries, Run-offs, City/ISD and Special elections.
- Bind and verify Election Day books for all elections. Verify labels and certification sheets prior to binding.
- Assist with distribution of election supplies.
- Resolve Task Summary as assigned on the state wide database including Cancelled Application Maintenance, Possible Deceased, Possible Duplicate, Possible Felons, DPS Applications, Web Application, Address Confirmation, Duplicate Application Status, and Correspondence.
- Resolve street issues through research in Dallas Central Appraisal District, Interactive map, Google maps Bing maps.
- Set up and print voter registration certificates in-house.
- Prepare special correspondence and confirmation notices on PC using mail merge process.
- Maintain postage accounts and deposits. Sort and distribute mail.
- Provide phone support for early voting clerks and election officials on Election Day and during early voting in researching eligibility of voters.
- Maintain active and inactive application file of registered voters.

## Form F - Program Improvement Request –

### Reclassification

#### *Purpose*

To request consideration for reclassification of staff within your department if certain conditions apply (see below).

Reclassification - (or “job study”) results whenever a job being performed no longer matches the job description which was used to originally classify the job. Furthermore, such mismatch between *actual work* and *job description* must be the result of external factors and not a result of internal reorganization. That is, reassigning tasks within a department (unless approved in advance by Commissioners Court) does NOT constitute grounds for reclassification.

#### *Instructions*

- Submit one Form F for each position category for which a job study is requested.
- Attach a current approved job description.
- Attach a completed Position Description Reclassification Request Form located in Appendix C page 49.
- Attach an organizational chart outlining the reporting relationship of the position(s) up to the director/elected official level (see example on Appendix C).
- Contact the Human Resources/Civil Service Department (ext. 6067) for assistance, if needed, on the above.
- **Description of Changes in Work Being Performed** - detail the specific job duties the position is performing as compared to the position’s actual job description.
- **Reason/Authority for Change** - a reclassification is typically related to mandated changes in complexity, rather than change in volume. For example, a supervisor whose staff has increased in size would not normally qualify for a reclassification solely as a result of the change in the number of individuals supervised.

To complete the PIR-Reclassification, in addition to a description of the changes, the department must carefully describe the reason that a job description has changed.

# **Voter Registration Clerk Duties and Responsibilities**

## **(Attachment A)**

Over recent years, state and federal laws have revamped the duties and responsibilities for voter registration clerks. Changes in state-mandated legislation have impacted how clerks must now conduct their day-to-day operations. As opposed to normal data entry clerks, voter registration clerks now have a higher degree of difficulty when it comes to the filtering process of voter registration records because of the impact of the voting process. These clerks must now use critical assessment and fact checking when processing voter records. They must now be able to make judgment calls when assessing these records. Below are a few of the laws passed that have initiated the dramatic changes for the responsibilities of a voter registration clerk:

### **Help America Vote Act of 2002 (HAVA)**

*HAVA mandates that all states and localities upgrade many aspects of their election procedures, including their voting machines, registration processes and poll worker training.*

- Each election, clerks are now required to attend training on voting machines and the registration process to be able to effectively train the poll workers.

*HAVA requires states develop a single, uniform, official, centralized, interactive computerized statewide voter registration list defined, maintained, and administered at the State level. (Previously, voter registration lists could be maintained solely by local officials.) HAVA requires the statewide list be coordinated with other agency databases within the state. HAVA also requires regular "maintenance" of the statewide list including removing ineligible voters and duplicate names are eliminated in accordance with the National Voter Registration Act of 1993 (NVRA).*

- Throughout the year, clerks are now required to critically assess and conduct extensive research to verify voter records across the state as well as state-to-state verification.

*HAVA requires voters identified as ineligible (such as voters not found on the registered list), but who believe themselves to be eligible, to be able to cast a provisional ballot. After the election, the appropriate local election entity will determine if the voter was eligible, if so counting the vote and notify the voter of the outcome.*

- After each election, clerks are now required do some fact checking and be able to make judgment calls based on state prescribed affidavits completed by voters.

### **Senate Bill 14 of 2011 (SB14 – Photo ID Bill)**

*SB 14 amends provisions establishing the regular procedure for accepting a voter including adding the requirement that the voter present an acceptable form of photo identification.*

- Due to SB14, clerks are now required to provide voters advance notice of the identification requirements, voter education, enhanced training for poll workers, and provisional ballots for voters who lacked the necessary identification.



*Another provision to SB14 is a voter's name must be substantially similar. If the name does not match exactly but is "substantially similar" to the name on the official list of registered voters (OLRV), the voter will be permitted to vote as long as the voter signs an affidavit stating that the voter is the same person on the list of registered voters.*

- Throughout the year, clerks are now required to critically assess and conduct extensive research to verify the accuracy of voter records on voter applications, forms and other related voter documents.

### **House Bill 174 of 2011 (HB174)**

*HB174 relates to the cancellation of the voter registration and to the eligibility to vote of persons who are deceased or not citizens of the United States.*

- Due to HB174, clerks are now given an additional layer of checks and balances regarding notification of deceased voters and voters that have been excused or disqualified from jury service because the voter is not a citizen. This verification process now requires clerks to compare this information against the statewide computerized voter registration list.

#### **Along with the above responsibilities, below are the normal daily functions performed by the voter registration clerk:**

- Perform complex clerical duties such as classifying, consolidating, summarizing, sorting, filing and distributing documents and information.
- Utilize computer, calculator, and other standard office equipment to record, store, and retrieve information.
- Compile complex reports and correspondence, drawing from a variety of sources within and outside the department.
- Routinely answer customer questions via letter, e-mail, telephone and/or in person.
- Determine voter eligibility by checking records including DPS, State, and felony records and the Voter Registration System.
- Provide correct and concise information to voters.
- Conduct voter registration drives at civic events.
- Input data into database for new deputy registrars via mail or in person, prepare supply kits and instruct volunteer deputy registrars.
- Assist in verifying petitions.
- Execute reports and CDs for Voter registration sale orders of registered voters, voting history and counts.
- Post and verify voting history for all elections including General, Primaries, Run-offs, City/ISD and Special elections.
- Bind and verify Election Day books for all elections. Verify labels and certification sheets prior to binding.
- Assist with distribution of election supplies.
- Examine and resolve task summary as assigned on the state wide database including cancelled application maintenance, possible deceased voters, possible duplicate voters, possible felons, DPS applications, web applications, address confirmation, duplicate application status, and correspondence.
- Examine and resolve street issues through research in Dallas Central Appraisal District, Interactive map, Google maps Bing maps.
- Set up and print voter registration certificates in-house.
- Prepare special correspondence and confirmation notices on PC using mail merge process.
- Maintain postage accounts and deposits. Sort and distribute mail.
- Provide phone support for early voting clerks and election officials on Election Day and during early voting in researching eligibility of voters.
- Maintain active and inactive application file of registered voters.



# PROGRAM IMPROVEMENT REQUEST

## CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

<b>Department</b>	<u>Elections Department – Warehouse</u>	<b>Budget No</b> <u>1210</u>
<b>Brief Title of PIR</b>	<u>Request for Forklift</u>	
<b>Estimated Cost</b>	<u>\$30,000.00</u>	<b>Department Priority</b> <u>1</u>
<b>Brief Summary of Request:</b> Elections Department Warehouse is in need of a heavy-duty forklift vehicle.		
<b>Discussion of Need:</b> Elections Department Warehouse is in need of a heavy-duty forklift vehicle. A vehicle must be required to lift over 10,000 pounds, up to 30 feet. The Warehouses current vehicle is at its end of efficient use, and is in constant need of repair. The current vehicle does not have the weight capacity and lift capacity required for the Warehouse. A new vehicle is needed immediately. With the impending move to another warehouse facility, this vehicle will be required to move from one location to another.		
<b>Staff Review and Comment</b>		

# PROGRAM IMPROVEMENT REQUEST

## CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

<b>Department</b>	Elections – Voter Registration	<b>Budget No</b> _____
<b>Brief Title of PIR</b>	Request for Industrial-Grade Burster with Accessories, and Maintenance	
<b>Estimated Cost</b>	\$22,000.00	<b>Department Priority</b> 2

**Brief Summary of Request:**  
 High Volume Industrial Burster with Imprinter, Accessories, and Maintenance Services. The elections department is requesting a high volume industrial printer to assist with outdated printing equipment that delays delivery time of important election documents and uses unnecessary resources to manually process these documents.

**Discussion of Need:**  
 Needed to update the 15 year old voter registration certificate card printers. A Burster is the perfect solution for bursting and cutting documents for the elections department. The burster will process perforated, multiple-item-per-page forms such as voter registration certificates. With a burster, pre-perforated forms can be fed directly from a laser printer into the burster, where they will be automatically burst and stacked sequentially at speeds of up to 500 sheets per minute. This gives us the efficiency needed within the department to process and mail high priority documents to the citizens of Dallas County in a timely manner.

**Staff Review and Comment**

# **PROGRAM IMPROVEMENT CAPITAL, EQUIPMENT, RENOVATION**

Items to look at

- 1- Forklift - \$30,000
- 2- Industrial Card Reader \$22,000
- 3- Industrial Shredder -  
Dome  
fu

Department	Elections – Voter Registration
Brief Title of PIR	Industrial Shredder
Estimated Cost	\$2000.00

**Brief Summary of Request:**  
Cross Cut Paper Shredder. The elections department is requesting an industrial shredder to assist with the proper destruction of sensitive documents.

**Discussion of Need:**  
The cross cut shredder requested is needed to replace a single-cut outdated shredder. This new shredder will better shred sensitive and confidential election documents. The old shredder is aging and working slower. The Election Department, Voter Registration also has a higher volume of documents to shred.

**Staff Review and Comment**

# PROGRAM IMPROVEMENT REQUEST CAPITAL, EQUIPMENT, RENOVATION, MISCELLANEOUS

<b>Department</b>	<u>Elections Voter Registration</u>	<b>Budget No</b>	<u>1210</u>
<b>Brief Title of PIR</b>			
<b>Estimated Cost</b>	<u>4 (ea) Risograph Printers @ \$28,855 ea. total \$115,420.00</u>	<b>Department Priority</b>	<u>1</u>
<b>Brief Summary of Request:</b>			
<b>High-speed, high-volume risograph (RISO) printers for voter registration</b>			
<b>Discussion of Need</b>			
To replace the out of date Printronix printers Voter Registration uses to print voter certificates for the citizens of Dallas County. The new RISO printers will print the certificates faster and have them ready to mail out. The printers are capable of printing mass mail outs for small entities so Dallas County will not have to go out for a bid from a vendor for those projects.			
<b>Staff Review and Comment</b>			