

30. Receive a presentation from the District Attorney's Office regarding the proposed personnel requests. Adopt a Personnel Resolutions to add, delete, and reclass positions, and approve and amend the required job specifications, class designations, and salary adjustments. Changes will be effective beginning pay period 5 on February 12, 2023.



# District Attorney

## COUNTY OF TULARE AGENDA ITEM

### BOARD OF SUPERVISORS

LARRY MICARI  
District One

PETE VANDER POEL  
District Two

AMY SHUKLIAN  
District Three

EDDIE VALERO  
District Four

DENNIS TOWNSEND  
District Five

**AGENDA DATE:** February 7, 2023

Public Hearing Required	N/A
Scheduled Public Hearing w/Clerk	N/A
Published Notice Required	N/A
Advertised Published Notice	N/A
Meet & Confer Required	N/A
Budget Transfer (Aud 308) attached	N/A
Personnel Resolution attached	Yes
Agreement(s) attached	N/A

CONTACT PERSON: Lori Summers PHONE: 559-636-5463

**SUBJECT:** Approve a Personnel Resolution

### **REQUEST(S):**

That the Board of Supervisors:

1. Receive a presentation regarding the proposed personnel requests of the Office of the District Attorney.
2. Adopt the attached Personnel Resolutions to add, delete, and reclass positions, and approve and amend the required job specifications, class designations, and salary adjustments. Changes will be effective beginning pay period 5 on February 12, 2023.

### **SUMMARY:**

The District Attorney is the public prosecutor and the chief law enforcement officer for the County, prosecuting all criminal cases – adult and juvenile. No one may institute criminal proceedings without the District Attorney's concurrence, approval, or authorization. The District Attorney also advises and assists the Grand Jury in crime investigations. The jurisdiction of the District Attorney extends to all places and locations within the county, including within the boundaries of incorporated cities. In enforcing the law and exercising the powers for which he is elected, the District Attorney acts as both a county officer and a state officer.

Currently, four Supervising Deputy District Attorneys are no longer performing supervisorial duties while handling a large number of critical cases. Currently, 45% of the department's Deputy District Attorneys have two years or less experience prosecuting cases. The Department intends to add eight (8) Assistant District Attorneys and two (2) Chief Deputy District Attorneys to take on increased supervision of caseloads and responsibilities in addition to the existing caseloads. The Department's supervising attorneys and senior prosecutors prosecute the most time-intensive cases, such as homicides, child molestation, rape, gang cases, and major fraud. These additions will help the department focus more supervision on training and adhering to the policies and

**SUBJECT:** Approve a Personnel Resolution

**DATE:** February 07, 2023

implementation of new laws being written by the legislature. The requested added staff of the prosecutors will ensure added supervision for training, complex cases, and providing more support for attorneys in the courtroom. The Department estimates an increased salary and benefits cost of \$759,162 for the remaining ten pay periods in Fiscal Year 2022/23. However, the Department will utilize departmental savings to cover the increased cost and, therefore, will not increase the net County cost to the General Fund.

Currently, the department is utilizing a forensic accountant to oversee the evidence management system. The department requests to add one (1) Field Evidence Technician II position to maintain the multiple evidence sites, manage the department's evidence system and gather and book evidence at criminal scenes investigated by the Bureau of Investigations. The cost of this position will be offset by the deletion of one (1) Media Specialist I position. In the same vein, the department wishes to enhance its communications and outreach with the citizens of Tulare County by reclassifying its Media Specialist II position to a Communications Manager. The department has outgrown its ad hoc method of communicating with the public. This reclassification will allow the department to centralize and consolidate its messaging under one management-level individual. The increased cost of this position will be partially offset by deleting the Media Specialist I position. The Department estimates a net increase to salary and benefits cost of \$2,241 for the remaining ten pay periods in Fiscal Year 2022/23. However, the Department will utilize departmental savings to cover the increased cost and, therefore, will not increase the net County cost to the General Fund.

The Department requests a salary grade adjustment for Chief Investigator-District Attorney to coincide with the Sheriff's Captain salary grade. The Chief Investigator serves as one of two Assistant Department Heads overseeing the Bureau of Investigations (70 FTEs). This adjustment will better place the position's salary grade with the position's duties. The current Chief Investigator- District Attorney, will receive a salary increase of 4.98%. The Department estimates an increased salary and benefits cost of \$3,232 for the remaining ten pay periods in Fiscal Year 2022/23. However, the Department will utilize departmental savings to cover the increased cost and, therefore, will not increase the net County cost to the General Fund.

The County Administrative Offer was notified by the California Governor's Office of Emergency Services of the non-selection of the Department's Request for Proposal for the Unserved/Underserved Victim Advocacy Program on December 29, 2022. As a result, the Department requests to delete one (1) Victim Witness Worker III and (1) Legal Office Assistant. These deletions will not generate General Fund savings since the deceased revenue and expense is net neutral.

**FISCAL IMPACT/FINANCING:**

The requested position changes will cost approximately \$764,635 for the remaining ten pay periods in Fiscal Year 2022/23. The Department will utilize departmental savings to cover the increased cost. Therefore, there will be no additional net County cost to the General Fund for Fiscal Year 2022/23.

**SUBJECT:** Approve a Personnel Resolution

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**LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:**

Tulare County's Strategic Plan included the initiative of Organizational Performance to provide for a qualified, productive, and competitively compensated County workforce.

**ADMINISTRATIVE SIGN-OFF:**

/s/ Dan Underwood \_\_\_\_\_

Name: Dan Underwood

Title: Chief Deputy District Attorney

Cc: County Administrative Office  
Human Resources & Development

Attachments:

- (1) Personnel Resolution
- (2) Class Designation
- (3) Communication Manager\_Final
- (4) Field Evidence Technician I\_Final
- (5) Field Evidence Technician II\_Final
- (6) TCDA Staffing PowerPoint

# BEFORE THE BOARD OF SUPERVISORS COUNTY OF TULARE, STATE OF CALIFORNIA

IN THE MATTER OF Approve a Personnel Resolution )  
 ) Resolution No.  
 ) Agreement No.  
 )  
 )

UPON MOTION OF SUPERVISOR \_\_\_\_\_, SECONDED BY  
SUPERVISOR \_\_\_\_\_, THE FOLLOWING WAS ADOPTED BY THE  
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD \_\_\_\_\_  
\_\_\_\_\_, BY THE FOLLOWING VOTE:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST: JASON T. BRITT  
COUNTY ADMINISTRATIVE OFFICER/  
CLERK, BOARD OF SUPERVISORS

BY: \_\_\_\_\_  
Deputy Clerk

\* \* \* \* \*

1. Receive a presentation regarding the proposed personnel requests of the Office of the District Attorney.
2. Adopt the attached Personnel Resolutions to add, delete, and reclass positions, and approve and amend the required job specifications, class designations, and salary adjustments. Changes will be effective beginning pay period 5 on February 12, 2023.

# BEFORE THE BOARD OF SUPERVISORS COUNTY OF TULARE, STATE OF CALIFORNIA

IN THE MATTER OF APPROVING A  
PERSONNEL RESOLUTION

)

)

Resolution No. 2023-

Upon Motion of Supervisor (Name), Seconded by Supervisor (Name), the following was adopted by the Board of Supervisors, at an official meeting held February 7, 2023 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest:

Jason T. Britt  
County Administrative Officer/  
Clerk, Board of Supervisors

By:

\_\_\_\_\_  
Deputy Clerk

## Allocation Position Changes

Add, Delete, Reclassify or Amend	Effective Date	Previous Job Code	Previous Class Title	New Job Code	New Class Title	No. Of Pos	FTE	Grade	Position Number(s)	Dept ID	Job Cost Dist. No.
Add	2/12/23			033402	Chief Deputy District Attorney	1	1	B02	*****	100-101	100-3200
Add	2/12/23			033402	Chief Deputy District Attorney	1	1	B02	*****	100-101	100-3200
Add	2/12/23			003402	Assist District Attorney	1	1	B02	*****	100-101	100-3200
Add	2/12/23			003402	Assist District Attorney	1	1	B02	*****	100-101	100-3200
Add	2/12/23			003402	Assist District Attorney	1	1	B02	*****	100-101	100-3200
Add	2/12/23			003402	Assist District Attorney	1	1	B02	*****	100-101	100-3200
Add	2/12/23			003402	Assist District Attorney	1	1	B02	*****	100-101	100-3200
Add	2/12/23			003402	Assist District Attorney	1	1	B02	*****	100-101	100-3200
Add	2/12/23			003402	Assist District Attorney	1	1	B02	*****	100-101	100-3200
Add	2/12/23			003402	Assist District Attorney	1	1	B02	*****	100-101	100-3200
Add	2/12/23			003402	Assist District Attorney	1	1	B02	*****	100-101	100-3200
Add	2/12/23			096020	Field Evidence Technician II	1	1	797	*****	100-101	100-3200
Amend/Reclass	1/29/23	071820	Media Specialist II	023400	Communications Manager	1	1	775	10639	100-101	100-3200
Delete	1/29/23	071800	Media Specialist I			1	0	680	10026	100-101	100-3200
Delete	1/29/23	027830	Legal Office Assistant			1	0	829	09870	100-101	100-3194
Delete	1/29/23	049430	Victim Witness Worker III			1	0	131	10378	100-101	100-3600

# Compensation Changes

Action	Effective Date	Job Code	Class Title	Percentage Increase	Increase Annual Amount	No. Of Pos	FTE	Grade	Position Number(s)	Dept ID	Job Cost Dist. No.
Sal Increase	1/29/23	007800	Chief Investigator-Dist Atty	4.98%	\$157,290	1	1	259	00461	100-101	100-3200

## Explanation:

Add two (2) Chief Deputy District Attorney positions, add eight (8) Assistant District Attorney positions, add one (1) Field Evidence Technician II position; Delete one (1) Media Specialist I position, delete one (1) Legal Office Assistant, delete one (1) Victim Witness Worker III position; Amend allocated position and reclass incumbent of position number 10639 from a Media Specialist II to a Communications Manager, with compensation to follow normal promotional placement procedure.

Salary increase to the Chief Investigator-District Attorney of 4.98% with incumbent to be placed at Step 4 of the amended pay grade at annual salary of \$157,290.

**BEFORE THE BOARD OF SUPERVISORS  
COUNTY OF TULARE, STATE OF CALIFORNIA**

<b>IN THE MATTER OF NEW OR AMENDED</b>	)	<b>Resolution No. 2023-</b>
<b>CLASS SPECIFICATIONS, CLASS</b>	)	<b>Agreement No.</b>
<b>DESIGNATIONS AND COMPENSATION</b>	)	

Upon Motion of Supervisor (Name), seconded by Supervisor (Name), the following was adopted by the Board of Supervisors, at an official meeting held February 7, 2023 by the following vote:

Ayes:  
Noes:  
Abstain:  
Absent:

Attest:        Jason T. Britt  
                 County Administrative Officer/  
                 Clerk, Board of Supervisors

By:                \_\_\_\_\_  
                 Deputy Clerk

\* \* \* \* \*

**Adopt the following amended job class specifications and compensation effective: February 12, 2023.**

**Chief Investigator-DA**, Item No. 007800, Salary Grade: 259 (\$165,264 annual Step 5), Bargaining Unit 19, Competitive Service, Probation Period: 13 Pay Periods.

**Communications Manager**, Item No. 023400, Salary Grade: 775 (\$105,149 annual Step 5), Bargaining Unit 19, Competitive Service, Probation Period: 13 Pay Periods.

**Field Evidence Technician I**, Item No. 096010, Salary Grade: 418 (\$59,843 annual Step 5), Bargaining Unit 03, Competitive Service, Probation Period: 13 Pay Periods.

**Field Evidence Technician II**, Item No. 096020, Salary Grade: 797 (\$66,458 annual Step 5), Bargaining Unit 03, Competitive Service, Probation Period: 13 Pay Periods.



## **COMMUNICATIONS MANAGER**

### **County of Tulare**

#### **DEFINITION**

Coordinate a variety of outreach programs, processes and methods, and public relations/media coordination for the assigned County Department.

#### **SUPERVISION RECEIVED AND EXERCISED**

General direction is provided by a Department Director and/or the Agency Director. Responsibilities include the direct and indirect supervision of professional and support staff.

#### **DUTIES**

Plan, develop, coordinate and implement strategies to disseminate information and promote Department or Agency programs and services.

Develop methods and materials to be presented on Department or Agency services.

Develop time frames and budget requirements for publications and events; solicit bids and recommend vendors; recommend design, color, graphics and appropriate media in accordance with budget restraints.

Establish and maintain cooperative working relationships with County and other governmental agencies, community interest groups and news media.

Serve as departmental liaison to County and other governmental agencies and various community interest groups.

Prepare and edit newsletters, brochures and other publicity material for internal and external purposes.

Assist with market analysis, promotional development and evaluation of communications strategies for Agency programs and services.

Recommend budget needs to successfully implement marketing, public relations and outreach programs.

Assist in the design and coordinate production of publications and brochures as designated.

Supervise, train and evaluate staff.

**Essential job duties may be assigned that are not listed above but are relative to this job classification.** (Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

#### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the education, training, experience, special skills and/or license which are required and equivalent to the following.

**Knowledge of:**

- Principles and practices of supervision, management, employee development and public relations.

**Skill/Ability to:**

- Work in a multi-task environment.
- Represent the Agency to the media in a professional manner.
- Interpret rules and regulations.
- Establish goals and objectives.
- Communicate effectively, both orally and in writing.
- Establish cooperative working relationships with coworkers, organizations and the general public.

**Education:**

- Graduation from an accredited college or university with a bachelor's degree in journalism, marketing, public relations or a related field

**Experience:**

- Two years of increasingly responsible experience in written aspects of public relations or marketing.

**License or Certificate:**

- Possession of, or ability to obtain an appropriate, valid California driver's license

**DESIRABLE QUALIFICATIONS**

**Experience:**

- Copywriting, journalism or desktop publishing experience.

[Community Outreach Manager] Job Code: 023400, Res:11-0709, Update: 11/6/2011  
[Communications Manager] Job Code: 023400, Retitle/Job Spec Update, Res. 23-XXXX, Update: 1/24/23

**Supplemental Information**

Overtime Status: Exempt

Probation: Six (6) Months

BU: 19

# **FIELD EVIDENCE TECHNICIAN I**

## **County of Tulare**

### **DEFINITION**

The Field Evidence Technician I (FET) works under close supervision to process crime scenes, lift and examine latent prints, performs latent print comparisons, prepare reports and provides testimony in court.

### **DISTINGUISHING CHARACTERISTICS**

The FET I is the entry level of the FET series and is a non-sworn position that works a 40-hour work week, both in the field or in a lab, and drives an assigned work vehicle. FET's work with Detectives and Deputies at crime scenes and are trained in methods of extracting, preserving, and analyzing evidence by using methods such as taking photographs, obtaining fingerprints, collecting items of evidence, and preparing diagrams. Writing detailed reports, testifying in court, and being on-call are all requirements of the position. Incumbents may be subjected to physical threats, verbal abuse, and other stressful situations. During the first year of employment, incumbents are expected to progress in acquiring skills, knowledge, and abilities to be able to perform work independent of direct oversight and supervision.

### **SUPERVISION RECEIVED AND EXERCISED**

General supervision provided by a Sergeant or higher level management staff personnel. This classification exercises no supervision.

### **DUTIES**

Report to crime scenes within Tulare County and other counties as required.

Assists in investigations of crimes including residential and commercial robberies; petty and grand thefts; residential, commercial and vehicle burglaries; stolen and recovered vehicles/property; domestic violence, homicides, suicides, and other death investigations; sexual assaults; industrial accidents and other crimes.

May be subjected to physical threats, verbal abuse, and other stressful situations.

Prepare detailed reports related to crime scene investigation activities and complete required documents.

Process crime scenes for physical evidence, including but not limited to: Locate and collect physical evidence; photograph and document crime scenes and evidence, and proper preservation of evidence.

Maintain proper chain of custody of evidence.

Manage evidence rooms.

Process evidence and compare fingerprints for identification purposes.

Process people for identification or evidentiary purposes.

Process, document and collect evidence from humane remains.

Uses specialized equipment and procedures to determine the presence of blood, body fluid, gunshot residue and to collect body fluids, hair fibers, gunshot residue and other trace evidence and materials.

Assume responsibility for the integrity of a crime scene in the absence of a supervisor.

Process evidence to collect latent prints, DNA, or other physical evidence, using a variety of currently approved techniques, such as the use of powders, light and/or chemicals.

Test and analyze evidence to determine the nature of substances.

Perform comparisons of latent print impressions with known finger and/or palm prints.

Collect and analyze digital data; operate photography and video equipment to collect/preserve photographs and video documents.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Testify in court regarding crime scene processing, fingerprint comparisons, and any other evidence analysis.

Provides training in evidence processing for department personnel.

Assists other law enforcement agencies with crime scenes and evidence as directed.

Document crime scenes with sketches/diagrams via, by hand or computer.

Stays abreast of new trends and innovations in the field of crime scene technology.

Reports to work as scheduled; may work a variety of schedules including evenings, weekends, and holidays as required, and may be subject to call-out and will be on a rotating stand-by schedule.

This position requires handling of contraband, contaminated items, and biological samples.

**Essential job duties may be assigned that are not listed above but are relative to this job classification.** (Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the education, training, experience, special skills and/or license which are required and equivalent to the following.

#### **Knowledge of:**

- Rules of evidence regarding chain of custody and methods to preserve and safeguard evidence including fingerprint development/lifting and classification techniques; basic principles of photography and video camera operation.
- Principles and procedures of record keeping.
- English usage, spelling, grammar and punctuation.
- Perform routine mathematical calculations.
- Federal, State and local policies, procedures, laws and regulations.
- Basic safety practices and procedures.
- Modern cleaning and disinfection methods and practices for cleaning of persons, floors, walls, fixtures and equipment.

**Skill/Ability to:**

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment and software.
- Compose, write clear and accurate reports for evaluation and criminal prosecution.
- Establish and maintain effective working relationships with, other agencies, and the general public.
- Use current safety equipment and take safety precautions in carrying out duties.
- Work with human bodies associated with traumatic deaths and those infested with insects and vermin.
- Tolerate unpleasant odors such as chemicals used to preserve and process evidence from decomposed bodies.
- Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities.
- Duties may require walking on uneven and slippery surfaces, climbing ladders, working outdoors in all weather conditions, around loud noise and moving vehicles.
- The ability to lift, drag and push files, documents and other heavy objects up to 50 pounds is also required.
- Work around or in contact with hazardous materials and other potentially toxic substances.
- Work in confined spaces.
- Complete a structured on the job training course.
- Communicate in a clear and concise manner in all forms of communications.

**Education:**

- Associates degree or completion of 60 college units in criminal justice/criminology or closely related field from an accredited college or university.

**Education Equivalency:**

- Two (2) years progressively more responsible experience related to forensics and evidence collection within a law enforcement agency may be used in lieu of education.

**License or Certificate:**

- Possession of, or ability to obtain, an appropriate, valid California driver's license by the time of hire.

[Field Evidence Technician I] Job Code: 096010, Res: 2014-0647; Adopted: 09/16/14, Revised: 07/22/16

[Field Evidence Technician I] Job Code: 096010, Res: 2021-0629, Updated: 08/10/21

[Field Evidence Technician I] Job Code: 096010, Res: 2023-XXX, Updated 02/07/23

**Supplemental Information:**

Overtime: Eligible

Probation: Six (6) Months

BU: 03

## **FIELD EVIDENCE TECHNICIAN II**

### **County of Tulare**

#### **DEFINITION**

Under direction from higher level supervisory or management staff, performs a variety of technical duties and responsibilities involved in identifying, collecting and processing crime scene evidence; prepares reports and documents crime scene investigation activities; and provides technical assistance to sworn police personnel as needed.

#### **DISTINGUISHING CHARACTERISTICS**

The Field Evidence Technician (FET) is the journey level position within the FET series. This classification is a non-sworn position that works a 40-hour work week, both in the field or in a lab and will drive an assigned work vehicle. FET's will work with Detectives and Deputies at crime scenes and are trained in methods of extracting, preserving, and analyzing evidence by using methods such as taking photographs, obtaining fingerprints, collecting items of evidence, and preparing diagrams. Writing detailed reports, testifying in court, and being on-call are all requirements of the position. Incumbents may be subjected to physical threats, verbal abuse, and other stressful situations. During the first year of employment, incumbents are expected to progress in acquiring skills, knowledge and abilities to be able to perform work independent of direct oversight and supervision.

#### **SUPERVISION RECEIVED AND EXERCISED**

General supervision provided by a Sergeant or higher level management staff personnel. This classification exercises no supervision.

#### **DUTIES**

Report to crime scenes within Tulare County and/or other counties as required.

Assist in investigations of crimes including residential and commercial robberies; petty and grand thefts; residential, commercial and vehicle burglaries; stolen and recovered vehicles/property; domestic violence, homicides, suicides, and other death investigations; sexual assaults; industrial accidents and other crimes.

Prepare detailed reports related to crime scene investigation activities and complete required documents.

Process crime scenes for physical evidence, including but not limited to locate and collect physical evidence, photograph and document crime scenes and evidence, and proper preservation of evidence.

Maintain proper chain of custody of evidence.

Manage multiple evidence rooms.

Process evidence and compare fingerprints for identification purposes.

Process people for identification or evidentiary purposes.

Process, document and collect evidence from humane remains.

Use specialized equipment and procedures to determine the presence of blood, body fluid, gunshot residue and to collect body fluids, hair fibers, gunshot residue and other trace evidence and materials.

Assumes responsibility for the integrity of a crime scene in the absence of a supervisor.

Process evidence to collect latent prints, DNA, or other physical evidence, using a variety of currently approved techniques, such as the use of powders, light and/or chemicals.

Test and analyze evidence to determine the nature of substances.

Perform comparisons of latent print impressions with known finger and/or palm prints.

Collect and analyze digital data; operate photography and video equipment to collect/preserve photographs and video documents.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Testify in court regarding crime scene processing, fingerprint comparisons, and any other evidence analysis.

Provides training in evidence processing for department Personnel.

Assists other law enforcement agencies with crime scenes and evidence as directed.

Document crime scenes with sketches/diagrams via, by hand or computer.

Stay abreast of new trends and innovations in the field of crime scene technology.

Reports to work as scheduled and may work a variety of schedules including evenings, weekends, and holidays as required, and may be subject to call-out and will be on a rotating stand-by schedule.

**Essential job duties may be assigned that are not listed above but are relative to this job classification.** (Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the education, training, experience, special skills and/or license which are required and equivalent to the following.

#### **Knowledge of:**

- Rules of evidence regarding chain of custody and methods to preserve and safeguard evidence including fingerprint development/lifting and classification techniques, and basic principles of photography and video camera operation. pertinent Federal, State, and local laws, codes and regulations.
- Principles and procedures of record keeping.
- English usage, spelling, grammar and punctuation.
- Perform routine mathematical calculations.
- Federal, State and local policies, procedures, laws and regulations.
- Basic safety practices and procedures.
- Modern cleaning and disinfection methods and practices for cleaning of persons, floors, walls, fixtures and equipment.

**Skill/Ability to:**

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment and software.
- Establish and maintain effective working relationships with co-workers, other agencies, and the general public.
- Use current safety equipment and take safety precautions in carrying out duties.
- Work with human bodies associated with traumatic deaths and those infested with insects and vermin.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Tolerate unpleasant odors such as chemicals used to preserve and process evidence and of decomposed bodies.
- Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities.
- Duties may require walking on uneven and slippery surfaces, climbing ladders, working outdoors in all weather conditions, around loud noise and moving vehicles.
- The ability to lift, drag and push files, documents and other heavy objects up to 50 pounds is also required.
- Handle contraband, contaminated items, and biological samples.
- Work around or in contact with hazardous materials and other potentially toxic substances.
- Work in confined spaces.
- Prioritize work assignments, handle multiple projects simultaneously, and when necessary work in absence of supervision.
- Use and care for specialized Sheriff's/forensic equipment.
- Work extended hours when required.
- Complete a structured on the job training course.
- Communicate in a clear and concise manner in all forms of communications.

**Education:**

- Associate's degree or completion of 60 college units in criminal justice/criminology or closely related field from an accredited college or university.

**Experience:**

- Three (3) years responsible experience related to forensics which includes one (1) year working directly in crime scene investigations, within a law enforcement agency.

**License or Certificate:**

- Possession of, or ability to obtain, an appropriate, valid California driver's license by the time of hire.



County of Tulare  
FIELD EVIDENCE TECHNICIAN II

[Field Evidence Technician II] Job Code: 096020. Res:14-0647, Approved: 09/16/2014 Updated: 11/13/19  
[Field Evidence Technician II] Job Code: 096020, Res: 2021-0629, Updated: 08/10/21  
[Field Evidence Technician II] Job Code 096020, Res. 2023-XXXX, Updated: 02/07/23

**Supplemental Information:**

Overtime: Eligible  
Probation: Six (6) Months  
BU: 03



OFFICE OF THE  
DISTRICT ATTORNEY  
COUNTY OF TULARE

Tim Ward, *District Attorney*





