



# County of Monterey

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

## Board Report

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**File #:** 13-1284, **Version:** 1

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- a. Amend the Personnel Policies and Practices Resolution (PPPR) No. 98-394 to add the classification of Digital Forensic Investigator (43G05) and establish the salary range as indicated in the attached resolution;
- b. Authorize the Human Resources Department to implement the change in the Advantage HRM system;
- c. Amend the District Attorney's Office Budget Unit 2240-8063, to reallocate one (1) To Be Determined (TBD) FTE to one (1) Digital Forensic Investigator (43G05) FTE; and
- d. Authorize the County Administrative Office and the Auditor/Controller to incorporate the changes into the FY 2013-14 2240-8063 adopted budget to reflect the change in position counts as indicated in attachment A.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Amend the Personnel Policies and Practices Resolution (PPPR) No. 98-394 to add the classification of Digital Forensic Investigator (43G05) and establish the salary range as indicated in the attached resolution;
- b. Authorize the Human Resources Department to implement the change in the Advantage HRM system;
- c. Amend the District Attorney's Office Budget Unit 2240-8063, to reallocate one (1) To Be Determined (TBD) FTE to one (1) Digital Forensic Investigator (43G05) FTE; and
- d. Authorize the County Administrative Office and the Auditor/Controller to incorporate the changes into the FY 2013-14 2240-8063 adopted budget to reflect the change in position counts as indicated in attachment A.

### SUMMARY/DISCUSSION:

Both the District Attorney and Sheriff maintain investigative units that gather and organize evidence related to crimes committed in Monterey County. In earlier times, it was reasonable to staff investigative functions for these departments with civilian employees and sworn peace officers. Digital technologies constitute a distinct and significant body of knowledge that commonly affects daily life. These may play an important role in criminal activities. For these reasons the District Attorney and Sheriff find it appropriate to establish a specialty that distinguishes the incumbent from other civilian employees while not also carrying the training and certification requirements associated with law enforcement officers.

A classification study was conducted based on the need to establish a classification with the capacity to conduct digital forensic investigations. The recommendation of the study was to establish the classification of Digital Forensic Investigator with the salary range as reflected in the attached resolution. This classification will greatly enhance the District Attorney's and Sheriff's investigations and prosecutions on all types of criminal and civil cases. Digital evidence is present in nearly every case; however, the ability to identify, gather, evaluate and make use of such evidence requires highly technical methods of investigation. The Digital Forensic Investigator will perform forensic examinations of computer hardware, software, electronically stored data, cell phones and other evidentiary digital materials in direct assistance to investigations of criminal activity.

### OTHER AGENCY INVOLVEMENT:

The Human Resources has reviewed and approved the classification study and concurs with the

recommendation.

FINANCING:

This action will have no impact on the Sheriff's Office budget until said department decides to allocate the Digital Forensic Investigator classification in their departmental budget.

The District Attorney has already budgeted for this new position in the FY 2013-14 budget and this action will have no adverse impact on their budget.

Prepared by: Ariana Viveros, Personnel Analyst, 5638

Approved by: James May, Director, 5129

Attachments:

Digital Forensic Investigator Board Resolution

Attachment A