



**COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:**

Law Enforcement Auditor

An Equal Opportunity Employer

SALARY

\$60.30 - \$73.30 Hourly \$4,840.51 - \$5,884.07 Biweekly \$10,487.78 - \$12,748.82 Monthly
\$125,853.34 - \$152,985.90 Annually

OPENING DATE: 11/18/20

CLOSING DATE: 12/09/20

THE POSITION

The County of Sonoma Independent Office of Law Enforcement Review and Outreach seeks two dynamic and experienced attorneys to become Law Enforcement Auditors.

Starting salary up to \$73.30/hour (\$152,985/year), a cash allowance of \$600/month, and a competitive total compensation package!*

Applicants with bilingual (English/Spanish) skills are encouraged to apply.

When you join our challenging and rewarding work environment, you become a valuable team member and gain the satisfaction of knowing that we're working together to better our communities. You can also look forward to excellent benefits* including:

- An annual Staff Development/Wellness Benefit allowance up to \$1,700 and ongoing education/training opportunities
- Competitive vacation and sick leave accruals, 12 paid holidays, and an additional 8 floating holiday hours per year
- Significant portion of health care premiums paid by the County and access to several health plan options
- County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits
- Retirement fully integrated with Social Security
- May be eligible for up to 8 weeks (320 hours) of Paid Parental Leave after 12 months of County employment
- Eligibility for a salary increase after 1,040 hours (6 months when working full-time) for good work performance; eligibility for a salary increase for good performance every year thereafter, until reaching the top of the salary range
- Premium pay of \$1.15/hour, in addition to the hourly pay rate, for bilingual assignments

[Independent Office of Law Enforcement Review and Outreach \(IOLERO\)](#)

IOLERO works tirelessly to strengthen the relationship between law enforcement and the communities they serve. Established in 2015 as an independent, non-police County agency, IOLERO is responsible for conducting community outreach, making policy recommendations to the Sonoma County Sheriff's Office, and reviewing complaints against the Sheriff's Office. With IOLERO's high-profile focus on promoting greater transparency of law enforcement operations, these Law Enforcement Auditor positions will play a key role in assessing and auditing public complaints and investigations related to law enforcement personnel misconduct.

The ideal attorneys for these positions will have multiple years of experience in the practice areas

of civil rights and/or criminal law cases, which included working with individuals of diverse ethnic, cultural, and socio-economic backgrounds. Additionally, highly qualified candidates will have the ability to:

- Perform complex and sensitive inquiries into disciplinary situations and other operational issues in order to ensure compliance with related Federal and State law, County Ordinance, law enforcement policies, and IOLERO's internal protocols
- Conduct legal research and independent investigations, and assess and submit recommendations regarding policies, practices, procedures, strategies, and trainings intended to reduce incidents or allegations of law enforcement misconduct
- Interview witnesses, perform depositions, and appear in court to litigate subpoenas and issues related to law enforcement administrative investigations
- Stay in front of issues and legislation as they develop, track law enforcement audit trends, and advise the Director of IOLERO on factors that may impact the functions of the Office
- Work collaboratively with community groups and law enforcement to provide education on law enforcement challenges, incident trends, practices, policies, and strategies
- Assist in the preparation of the Office's annual, and periodic, reports to the Board of Supervisors
- Support the Director's outreach goals to collaborate with community members and law enforcement staff, attend Community Advisory Council meetings, and give presentations at other community outreach events

Please note: Due to the nature of the case audit and legal work performed by a Law Enforcement Auditor, the pre-employment requirements of these positions outline that qualified candidates must have:

- Current active membership in the State Bar of California
- A Juris Doctor degree or equivalent from an accredited U.S. law school
- Two years of experience as a licensed attorney, typically in civil rights and/or criminal law, and experience working with individuals of diverse ethnic, cultural, and socio-economic backgrounds
- The ability to successfully complete a thorough background investigation
- Within the last five years, not been a sworn law enforcement officer
- Zero immediate family members (defined as spouse, child, sibling, parent) who are currently employed in sworn law enforcement positions

*Salary is negotiable within the established range. Benefits described herein do not represent a contract and may be changed without notice. Additional information can found in the [Salary Resolution](#) and our [Employee Benefits](#) directory. Bilingual positions require English and Spanish skills at either the basic (conversational) or fluent (reading, writing, and conversational) level. Applicants for bilingual positions must indicate their proficiency level in the required supplemental questionnaire. An examination will be conducted prior to employment to a bilingual designated position to confirm level of skill in this area. Bilingual premium pay of \$1.15 per hour will be applied upon the assignment of bilingual work. This employment list may also be used to fill future full-time, part-time, and extra-help (temporary) positions as they occur during the active status of the list.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Education and Experience: Any combination of education, training, and experience which would likely provide for possession of the stated knowledge and abilities. Normally this would include possession of a Juris Doctor degree or equivalent from an accredited U.S. law school and at least three years of related legal experience, including two years as a licensed attorney, typically in civil

rights and/or criminal law, and experience working with individuals of diverse ethnic, cultural, and socio-economic backgrounds. Prior professional level experience in a law enforcement oversight/audit organization, and bilingual Spanish/English skills are desirable.

Special Requirements: Successful completion of a thorough background investigation; have not been a sworn law enforcement officer within the last five years; and does not have any immediate family members (defined as spouse, child, sibling, parent) who are currently in sworn law enforcement positions. Possession of the Certified Practitioner of Oversight (CPO) Credential is desirable.

License: Current active membership in the State Bar of California is required. Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of: the principles of civil and criminal law and rules of evidence; legal research methods and judicial procedures; the statutory and constitutional laws of the State of California; applicable policies/laws, weighing evidence in accordance with legal standards; the fundamentals of investigations including interviewing and interrogating principles and techniques; legal research principles; written and oral communications including language mechanics, syntax and English composition; legal document formatting and writing.

Working Knowledge of: the responsibilities, functions, policies, and procedures of law enforcement; the fundamentals of investigations including evidence collection; conducting critical evaluations of findings and supporting analysis; current Federal and California case law and statutes in the civil and/or criminal law; techniques of law enforcement training, instruction, and evaluation of work performance; techniques for dealing with persons of various ages and ethnic and socio-economic backgrounds, who may have physical and/or emotional problems.

Knowledge of: limitations and authorities of the Independent Office of Law Enforcement Review and Outreach; local government organization, structure, and administration and its procedures, principles, and concepts; office practices and procedures, including filing and operation of standard office equipment such as a computer.

Ability to: interpret and apply laws, policies, procedures, and regulations; conduct independent research and fact finding assignments, perform statistical analysis, and prepare reports; act independently and remain unbiased, objective, and professional; demonstrate integrity and sensitivity; honor confidentiality and basic constitutional and legislative rights of all affected parties; establish and maintain effective and collaborative working relationships with other employees, public officials, community groups, other governmental agencies, and the general public, particularly those with diverse ethnic, cultural, and socio-economic backgrounds; maintain effective media relations; work effectively under pressure; effectively facilitate and gain cooperation and participation of interested parties to achieve desired results; present recommendations and alternative proposals; prepare and/or edit clear, concise reports and to present them effectively both orally and in writing to a variety of audiences; provide training, and instruction to attorney staff and other related department personnel, as requested.

SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the

- supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
 - Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting-a-Job](#) with the County of Sonoma to review more detailed information about the hiring process, including the application process, examination steps, and department selection process.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Responses to supplemental questions will be scored using position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

ADDITIONAL INFORMATION

It is the policy of law enforcement and legal offices and departments, in the County of Sonoma, that that job candidates complete a thorough background investigation process prior to employment. This policy is imperative in order to keep the department's employees and the public safe, and to maintain high standards in the law enforcement community. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

The background investigation will include a thorough assessment of a candidate's personal, employment, educational, criminal, and credit history. The investigation may include, but is not necessarily limited to: use of prescription and/or other drugs, reports from former employers, friends, family members, educational institutions, law enforcement agencies, credit reports, court reports, public records search, and/or other relevant sources. Candidates must be honest and forthcoming about information that may arise during the background process. Deception during any portion of this process is grounds for disqualification, even after employment.

Additionally, candidates may be required to take a pre-employment psychological and physical abilities examination. The results of these examinations and the background investigation shall be confidential and shall not be available to the candidate for review. Failure to pass the background investigation will eliminate a candidate from the employment process. You may also review the

[Job Classification Screening Schedule](#) to determine the requirements for this position.

Issues that arise during the investigation process will be assessed and judgment and discretion will be used to determine the employability of the candidate. Where there is evidence of a candidate's past use of controlled substances, many factors shall be used to determine the employability of the individual such as pattern of use, kind of drug used, circumstances of the start of the drug use, treatment, behavior and attitude since discontinuance, etc. Please note that a history of using controlled substances does not result in automatic disqualification from the selection process. Prior to disqualifying any candidate whose profile falls within the provisions of the policy, the candidate shall be given the opportunity to present any and all evidence of mitigating facts which the candidate feels should be considered by the hiring authority.

HOW TO APPLY

Applications are accepted on-line at: www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: CG
HR Technician: RR

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #20/11-4605-O
LAW ENFORCEMENT AUDITOR
CG

Law Enforcement Auditor Supplemental Questionnaire

- * 1. Please indicate if you would also be interested in future part-time or extra-help (temporary, intermittent, or seasonal employment) positions should they become available. Check all that apply.
 - I would also like to be considered for future part-time positions
 - I would also like to be considered for future extra-help positions
 - I am only interested in full-time positions
- * 2. This eligible list may be used for future bilingual (English/Spanish) positions. Please indicate if you are interested in bilingual positions, and your level of proficiency.
 - Yes, I have basic (conversational) English/Spanish bilingual skills
 - Yes, I have fluent (reading, writing, and conversational) English/Spanish bilingual skills
 - No, I do not have English/Spanish bilingual skills, and/or I do not wish to be considered for a bilingual position
- * 3. Have you been a sworn law enforcement officer within the last five years?
 - Yes No
- * 4. Do you have any immediate family members (defined as spouse, child, sibling, parent) who are currently in sworn law enforcement positions?
 - Yes No
- * 5. Are you willing to undergo a thorough background investigation, which may include a review of criminal, employment, education, driving, and credit records, and an inquiry into your personal and social history, including any use of drugs and alcohol?
 - Yes No
- * 6. Do you currently possess active membership in the State Bar of California?
 - Yes No
- * 7. Do you possess a Certified Practitioner of Oversight (CPO) Credential?
 - Yes No
- * 8. Please describe your qualifying legal experience which included two years as a licensed attorney, typically in civil rights, criminal law, and/or law enforcement auditing; and involved working with individuals of diverse ethnic, cultural, and socio-economic backgrounds.
- * 9. Please describe the most significant and complex matter you handled as an attorney. Describe the matter, challenges you faced, and end result.
- * 10. Please describe your experience researching and analyzing issues, legislation, laws, and/or trends in order to submit a policy/procedural recommendation and/or develop a training. Provide a specific example and describe your audience, the topic you were addressing, how you presented your ideas, and the outcome.

- * 11. Please describe your experience building collaborative relationships with various stakeholders such as public/private sector agencies, community organizations, and/or committees. Describe your specific role and responsibilities in building and fostering these relationships.
- * 12. If you are offered an interview, you will be required to submit a significant legal document that you personally drafted. Instructions on how to submit the writing sample will be provided by the department. Please confirm you understand?
- Yes No
- * 13. How did you first learn about this opportunity?
- Asian American Bar Association of the Bay Area
 - Association of Bay Area Governments (ABAG)
 - CA Appellate Defense Counsel
 - CA Attorneys for Criminal Justice
 - CA Public Defenders Association
 - California District Attorneys' Association (CDAA)
 - CalJobs
 - CareerBuilder
 - Careers in Government
 - Charles Huston Bar Association
 - College or University
 - Craigslist
 - Employee of Sonoma County
 - Facebook
 - Glassdoor
 - GovernmentJobs.com
 - Hispanic Chamber of Commerce of Sonoma County
 - Indeed
 - Job Fair
 - La Voz
 - Latino Service Providers
 - LinkedIn
 - Los Cien
 - Minority Organization or Group
 - Monster
 - Municipal Management Association of Northern California
 - National Association for Civilian Oversight of Law Enforcement (NACOLE)
 - National Association for Law Placement (Psjd.org)
 - National Association of Criminal Defense Lawyers, Inc.
 - National Conference of Women's Bar Associations
 - National District Attorneys Association
 - National Legal Aid and Defender Association
 - National Native American Bar Association
 - Press Democrat
 - SF La Raza Lawyers Association
 - sonoma-county.org/www.yourpath2sonomacounty.org
 - Sonoma County Human Resources Office
 - Sonoma County Job Line
 - Twitter
 - Veterans Services Office
 - Women's Organization or Group
 - Other Internet Site
 - Other Publication

* Required Question