

**ISIDRO R. ALANIZ**  
**DISTRICT ATTORNEY**  
**49TH JUDICIAL DISTRICT**

COUNTIES OF

WEBB



ZAPATA

The District Attorney maintains a classification plan (Tier Plan) for the Criminal Investigators, which assigns each level of positions to pay based on the principle of equity among positions requiring similar levels of responsibility. Classification of jobs is done for the position and not for the person currently filing or being considered for a job. For purposes of classification/pay administration, the definitions are as follows:

1. A job description is a written description of the duties, responsibilities, reporting relationships and requirements for a position that has been approved by the Governing Body.
2. A pay plan is a document that assigns dollar values to each Criminal Investigator job class, group the classes into levels on a pay schedule showing the salary and wag steps and ranges for each level.

The compensation plan develop for the District Attorney Criminal Investigators is based on a salary survey of comparable organizations to help assure an eternally equitable and competitive pay system.

The District Attorney Criminal Investigator compensation plan consist of 5 levels and 20 steps for each level. The range is deliberately broad so that problems associated with employees reaching the top of their pay will be minimized. Each step increments in value of 1.25%.

Entry Step and Discretionary Steps: The District Attorney will have the discretion to hire in accordance with the job description and place the new employee within the limits of **Figure 1**.

**Figure 1**

INVESTIGATOR LEVEL	EXPERIENCE	STEPS
CRIMINAL INVESTIGATOR LEVEL I	0 – 5 Years	A – E
CRIMINAL INVESTIGATOR LEVEL II	6 – 8 Years	A – C
CRIMINAL INVESTIGATOR LEVEL II	9 – 11 Years	D – F
CRIMINAL INVESTIGATOR LEVEL II	12 – 14 Years	G – I
SENIOR CRIMINAL INVESTIGATOR	15 – 17 Years	A – C
SENIOR CRIMINAL INVESTIGATOR	18 – 19 Years	D – F
SENIOR CRIMINAL INVESTIGATOR	20 Years or more	G
ASSISTANT CHIEF CRIMINAL INVESTIGATOR	15 – 20 Years	A – F
CHIEF CRIMINAL INVESTIGATOR	15 – 20 Years	A - K

**WEBB COUNTY DISTRICT ATTORNEY  
ISIDRO R. ALANIZ  
PROPOSAL - FY2019 INVESTIGATOR TIER PLAN**

FISCAL YEAR 2019 - INVESTIGATOR TIER PLAN DATA												
Employee Name	General Fund Salary	General Fund Incentives	General Fund Stipend	Total Annual	Years of Experience	Proficiency Certification	Investigator Level	Step	Tier Plan Amount	Current G/F (Salary)	Impact	Fringe Benefits
Tovar, Marta	\$ 52,341.00			\$ 52,341.00	8	P.O. License	Level I	A	\$ 48,000.00	\$ 52,341.00	\$ -	\$ -
Padilla, Alejandro	\$ 44,535.00			\$ 44,535.00	1	P.O. License	Level I	A	\$ 48,000.00	\$ 44,535.00	\$ 3,465.00	\$ 796.95
Pedraza, Arturo JR	\$ 47,389.00			\$ 47,389.00	7	Basic	Level II	B	\$ 55,890.00	\$ 47,389.00	\$ 8,501.00	\$ 1,955.23
Camarillo, Ricardo	\$ 47,981.00			\$ 47,981.00	13	Basic	Level II	D	\$ 57,296.00	\$ 47,981.00	\$ 9,315.00	\$ 2,142.45
Hernandez, Robert	\$ 55,007.00			\$ 55,007.00	12	Advanced	Level II	G	\$ 59,472.00	\$ 55,007.00	\$ 4,465.00	\$ 1,026.95
Mancha, Ezequiel JR	\$ 45,656.00		5,000.00	\$ 50,656.00	24	Master	Senior	C	\$ 65,077.00	\$ 50,656.00	\$ 14,421.00	\$ 3,316.83
Cuellar, Martin Arturo	\$ 55,007.00			\$ 55,007.00	33	Master	Senior	C	\$ 65,077.00	\$ 55,007.00	\$ 10,070.00	\$ 2,316.10
Vela, Jacinda Katherine	\$ 57,096.00	1,500.00	2,000.00	\$ 60,596.00	17	Master	Senior	C	\$ 65,077.00	\$ 60,596.00	\$ 4,481.00	\$ 1,030.63
Casarez, Roberto	\$ 56,391.00	4,968.00	2,000.00	\$ 63,359.00	25	Master	Senior	C	\$ 65,077.00	\$ 63,359.00	\$ 1,718.00	\$ 395.14
Gutierrez, Federico	\$ 65,456.00	5,700.00		\$ 71,156.00	18	Master	Senior	C	\$ 65,077.00	\$ 71,156.00	\$ -	\$ -
Wu Micheal	\$ 44,535.00			\$ 44,535.00	31	Master	Senior	C	\$ 65,077.00	\$ 44,535.00	\$ 20,542.00	\$ 4,724.66
Camarillo, Clemente	\$ 63,061.00			\$ 63,061.00	21	Master	Senior	C	\$ 65,077.00	\$ 63,061.00	\$ 2,016.00	\$ 463.68
Mendez, Ricardo	\$ 79,539.00	3,600.00		\$ 83,139.00	17	Advanced	Assistant Chief	C	\$ 74,838.00	\$ 83,139.00	\$ -	\$ -
Hale, Oscar J	\$ 94,678.00	6,900.00		\$ 101,578.00	50	Master	Chief	K	\$ 95,056.00	\$ 101,578.00	\$ -	\$ -

<b>\$ 78,994.00</b>	<b>\$ 18,168.62</b>
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<b>Total</b>	<b>\$ 97,162.62</b>
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**WEBB COUNTY DISTRICT ATTORNEY  
ISIDRO R. ALANIZ  
PROPOSAL – FY2019 INVESTIGATOR TIER PLAN**

- The District Attorney’s Criminal Investigator Tier Plan consist of 3 tier levels for the investigators, 1 tier level for an assistant chief criminal investigator and 1 tier for a chief criminal investigator. The Tier plan is based on the Job Description for each investigator level.

INVESTIGATOR LEVEL	EXPERIENCE	STEPS
CRIMINAL INVESTIGATOR LEVEL I	0 – 5 Years	A – E
CRIMINAL INVESTIGATOR LEVEL II	6 – 8 Years	A – C
CRIMINAL INVESTIGATOR LEVEL II	9 – 11 Years	D – F
CRIMINAL INVESTIGATOR LEVEL II	12 – 14 Years	G – I
SENIOR CRIMINAL INVESTIGATOR	15 –17 Years	A – C
SENIOR CRIMINAL INVESTIGATOR	18 – 19 Years	D – F
SENIOR CRIMINAL INVESTIGATOR	20 Years or more	G
ASSISTANT CHIEF CRIMINAL INVESTIGATOR	15 – 20 Years	A – F
CHIEF CRIMINAL INVESTIGATOR	15 – 20 Years	A - K

Criminal Investigator Level	A	B	C	D	E	F	G	H	I
Criminal Investigator Level I	48,000	48,600	49,208	49,823	50,445	51,076	51,714	52,361	53,015
Criminal Investigator Level II	55,200	55,890	56,589	57,296	58,012	58,737	59,472	60,215	60,968
Senior Criminal Investigator	63,480	64,274	65,077	65,890	66,714	67,548	68,392	69,247	70,113
Assistant Chief Criminal Investigator	73,002	73,915	74,838	75,774	76,721	77,680	78,651	79,634	80,630
Chief Criminal Investigator	83,952	85,001	86,064	87,140	88,229	89,332	90,448	91,579	92,724

Criminal Investigator Level	J	K	L	M	N	O	P	Q	R
Criminal Investigator Level I	53,678	54,349	55,028	55,716	56,413	57,118	57,832	58,555	59,287
Criminal Investigator Level II	61,730	62,501	63,283	64,074	64,875	65,686	66,507	67,338	68,180
Senior Criminal Investigator	70,989	71,877	72,775	73,685	74,606	75,538	76,483	77,439	78,407
Assistant Chief Criminal Investigator	81,638	82,658	83,691	84,737	85,797	86,869	87,955	89,054	90,168
Chief Criminal Investigator	93,883	95,056	96,245	97,448	98,666	99,899	101,148	102,412	103,692

Criminal Investigator Level	S	T
Criminal Investigator Level I	60,028	60,778
Criminal Investigator Level II	69,032	69,895
Senior Criminal Investigator	79,387	80,379
Assistant Chief Criminal Investigator	91,295	92,436
Chief Criminal Investigator	104,988	106,301



## Criminal Investigator I

**DESCRIPTION:** Under general supervision, Criminal Investigator I conducts misdemeanor investigations under the jurisdiction of the District Attorney's Office, and performs a variety of work activities related to investigative assignments.

**DISTINGUISHING CHARACTERISTICS:** The Criminal Investigator I is the entry-level classification.

### **EXAMPLES OF LEVEL I DUTIES:**

1. Performs pre-trial investigations and assists other investigators and prosecuting attorneys in the evaluation and preparation of cases for prosecution including conducting interviews, obtaining statements, documents and related evidence for use in court.
2. Serves subpoenas, executes arrest and search warrants; assists in locating and making arrangements for the appearance of witnesses to present evidence.
3. Testifies in court concerning evidence gathered in pre-trial investigations.
4. Acts as a liaison and coordinates investigative activities with law enforcement officers from various agencies.
5. May participate in meetings with community groups and other organizations relative to law enforcement functions and activities.

### **EMPLOYMENT STANDARDS FOR LEVEL I:**

Possession of a valid **TCOLE Basic Certificate**; and:

1. **Zero to five years** of sworn criminal investigation experience in a law enforcement agency; or,
2. a combination of training, education, and experience that is equivalent to the employment standard listed above and that provides the required knowledge and abilities.

#### **Knowledge of the following:**

- the substantive and procedural laws of the Texas Code of Criminal Procedure, the Texas Penal Code and pertinent laws;
- Investigation techniques and procedures;
- Interviewing techniques and procedures;
- Search and arrest warrant preparation and service procedures;
- the use and care of firearms;
- Proper English construction and language usage.

#### **Ability to conduct the following:**

- gather, analyze, correlate, and evaluate observed facts and evidence;
- interview or interrogate witnesses and suspects effectively;
- accurately prepare investigative reports;
- read and comprehend legal material;

- communicate effectively orally and in writing;
- work effectively with a variety of individuals and with various levels of government, law enforcement, and judicial agencies;
- work occasional long hours including evenings and/or weekends;
- prepare a variety of written documents such as affidavits, search and arrest warrants, and investigative reports; and
- Effectively deal with hostile persons and effect arrests if necessary.

**Desirable Qualifications:** Supplemental college-level coursework in the field of law enforcement and the techniques of investigation; and the ability to speak fluently in Spanish.

## Criminal Investigator II

**DESCRIPTION:** Under general supervision, Criminal Investigator II conducts misdemeanor and felony investigations under the jurisdiction of the District Attorney's Office and performs a variety of work related to investigative duties.

**DISTINGUISHING CHARACTERISTICS:** The Criminal Investigator II is an intermediate classification and has greater responsibility for conducting investigations independently and for exercising greater independent judgment.

### **EXAMPLES OF LEVEL II DUTIES:**

1. Performs pre-trial investigations and assists other investigators and prosecuting attorneys in the evaluation and preparation of cases for prosecution including conducting interviews, obtaining statements, documents and related evidence for use in court.
2. Examines court, police, public and governmental records needed for investigation; assists prosecuting attorneys in the preparation of evidence for trial by taking photographs, preparing diagrams, charts and other visual aids.
3. Prepares and serves subpoenas, prepares and executes arrests and search warrants; assists in locating and making arrangements for the appearance of witnesses to present evidence.
4. Testifies in court concerning evidence gathered in pre-trial investigations.
5. Acts as a liaison and coordinates investigative activities with law enforcement officers from various agencies.
6. May participate in meetings with community groups and other organizations relative to law enforcement functions and activities.
7. Conducts investigations of a wide variety of felony and misdemeanor criminal cases.

### **EMPLOYMENT STANDARDS FOR LEVEL II:**

Possession of a valid TCOLE Intermediate Certificate; and:

1. **Six to fourteen years** of sworn criminal investigation experience in a law enforcement agency; or,
2. a combination of training, education, and experience that is equivalent to the employment standard listed above and that provides the required knowledge and abilities.

### **Knowledge of Criminal Investigator Level I and:**

- Local Courtroom procedures & rules
- Techniques of securing, evaluating, and preparing evidence and exhibits for trial;
- Techniques, methods, skills, and procedures used in criminal investigations.

### **Ability to conduct Criminal Investigator level I and:**

- Obtain information through interviews, depositions, observations and utilization of latest technological law enforcement tools.

- Review, interpret and summarize evidence to develop case presentation theories.

**Desirable Qualifications:** Supplemental college-level coursework in the field of law enforcement and the techniques of investigation; and the ability to speak fluently in Spanish.



## Senior Criminal Investigator

**DESCRIPTION:** Under general supervision, the Senior Criminal Investigator conducts misdemeanor and felony investigations under the jurisdiction of the District Attorney's Office and performs a variety of activities related to investigative assignments.

**DISTINGUISHING CHARACTERISTICS:** The Senior Criminal Investigator is an intermediate classification and has greater responsibility for conducting investigations independently and for exercising greater independent judgment including conducting investigations initiated within the District Attorney's Office.

### **EXAMPLES OF SENIOR LEVEL DUTIES:**

1. Performs pre-trial investigations and assists other investigators and prosecuting attorneys in the evaluation and preparation of cases for prosecution including conducting interviews, obtaining statements, documents and related evidence for use in court and preparing reports.
2. Examines court, police, public and governmental records needed for investigation; assists prosecuting attorneys in the preparation of evidence for trial by taking photographs, preparing diagrams, charts and other visual aids.
3. Prepares and serves subpoenas, prepares and executes arrests and search warrants; assists in locating and making arrangements for the appearance of witnesses to present evidence.
4. Testifies in court concerning evidence gathered in pre-trial investigations.
5. Acts as a liaison and coordinates investigative activities with law enforcement officers from various agencies.
6. May participate in meetings with community groups and other organizations relative to law enforcement functions and activities.
7. Plans, directs and conducts investigations of a wide variety of felony and misdemeanor criminal cases initiated within the District Attorney's Office and prepares offense reports.
8. Establishes and maintains contact with informants and gathers intelligence information concerning criminal activities.
9. Assists in the investigation of complicated criminal law violations that come within the province of the Grand Jury.
10. Cooperates with all law enforcement agencies of the county, state and federal governments, and assists local agencies in the investigation of crimes when requested to do so by the heads of those departments by strategizing with the ADA's and implementing available law enforcement tools.

### **EMPLOYMENT STANDARDS FOR SENIOR LEVEL:**

Possession of a valid TCOLE Advanced Certificate and:

1. **Over 15 years** of sworn criminal investigation experience in a law enforcement agency; or,
2. a combination of training, education, and experience that is equivalent to the employment standard listed above and that provides the required knowledge and abilities.

Knowledge of Criminal Investigator Level I & II and:



- Knowledge and/or certificate of investigative tools including Cellbrite, Oxygen, Secure View, cell phone analysis, and Snap Trends.

**Ability to conduct Criminal Investigator I & II and:**

- Conduct forensic analysis of evidence.

**Desirable Qualifications:** Supplemental college-level coursework in the field of law enforcement and the techniques of investigation; and the ability to speak fluently in Spanish.

## Assistant Chief Criminal Investigator

**DESCRIPTION:** Supervises and performs investigations of complaints that are handled through the District Attorney's Office. Under general supervision, the Assistant Chief Criminal Investigator assists in the supervision of criminal investigators in assembling evidence in order to contribute to gaining a conviction in a Court of Law or to warrant a Grand Jury hearing preparatory to a possible indictment; and performs related duties as required.

**DISTINGUISHING CHARACTERISTICS:** The Assistant Chief Criminal Investigator is an intermediate classification and has greater responsibility for supervising and performing investigations while exercising greatest independent judgment.

### EXAMPLES OF ASSISTANT CHIEF DUTIES:

1. Reviews and coordinates operations and is responsible for the discipline and efficiency of all assigned personnel;
2. Performs the duties and responsibilities of the Chief Criminal Investigator in his absence;
3. Assists in the allocation of investigative personnel to investigations being conducted by the District Attorney's Office;
4. Exercises general supervisory responsibilities over senior criminal investigators in the performance of their duties related to criminal cases;
5. Assists in evaluations and applies job performance criteria to the work of subordinate members of the Investigative Unit;
6. Develops intelligence, procedural and tactical plans for use as operating guidelines by assigned personnel; directs raids and supervises police activities during investigations and raids;
7. Participates in liaison conferences with representatives of other law enforcement agencies;
8. Assists Federal, State and Local enforcement agencies with investigations and maintains a good working relationship with the above agencies;
9. Receives information and prepares reports of findings of investigations and/or other significant matters within area of operations;
10. Supervises and assists with administrative details pertaining to departmental reports, operations, maintenance, files, equipment and personnel including conducting background investigations of new staff;
11. Oversees preparation and submission of reports, making a daily review of such reports and bringing all exceptional matters to the attention of the Chief Criminal Investigator;

### EMPLOYMENT STANDARDS FOR ASSISTANT CHIEF:

Possession of a valid TCOLE Master Certificate; and:

1. **Over 15 years** of sworn criminal investigation experience in a law enforcement agency;
2. **Prior supervisory experience** or,
3. a combination of training, education, and experience that is equivalent to the employment standard listed above and that provides the required knowledge and abilities.

**Knowledge of Criminal Investigators Level I, II & Senior and:** Texas Penal Code and sections of other Texas codes commonly used in investigations; courtroom procedures; techniques of securing, evaluating, and preparing evidence and exhibits for trial; techniques, methods, skills, and procedures used in criminal investigations. Knowledge and/or certificate of investigative tools including cellbrite, oxygen, secure view, cell phone analysis, snap trends and to be able to conduct forensic analysis of evidence. Knowledge of the general organization and operation of the District Attorney's Office.

**Ability to conduct Criminal Investigators Level I, II & Senior and:** to plan, supervise and carry out criminal investigations; to deal with people; to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; tact; thoroughness; resourcefulness; good judgment; integrity; physical condition commensurate with the demands of the position.

**Desirable Qualifications:** Supplemental college-level coursework in the field of law enforcement and the techniques of investigation; and the ability to speak fluently in Spanish.



## Chief Criminal Investigator

**DESCRIPTION:** Under general direction, manages the activities of the Investigators Division of the District Attorney's Office. Plans, organizes, coordinates, and manages activities of criminal investigators; performs administrative duties such as managing case workloads; conducts complex investigations; and performs related duties as required.

**DISTINGUISHING CHARACTERISTICS:** This single-position class is distinguished by the Chief's overall responsibility for managing the Investigations Division of the District Attorney's Office and exercises considerable independent judgment within policy guidelines and laws relating to program areas and reports directly to the Elected District Attorney.

### EXAMPLES OF CHIEF INVESTIGATOR DUTIES:

1. Plans, organizes, and directs the investigative activities of the District Attorney's Office; directs and evaluates the work of subordinate staff and provides training and other assistance when needed; coordinates bureau activities with other divisions within the District Attorney's office and with federal, state, and local law enforcement agencies; develops rapport and intra-agency cooperation on investigative matters.
2. Establishes and maintains effective reporting systems to ensure internal controls and compliance with legal requirements for criminal investigations; compiles, reviews, and interprets data to evaluate performance of investigative units.
3. Calculates and documents time and costs for investigative activities; exercises budgetary control over investigative expenditures such as travel, training, materials, and consultants; confers with the District Attorney regarding budget items and monthly investigative unit expenses.
4. May conduct internal investigations and investigate complex or sensitive criminal cases; appears as a witness in court; confers with attorneys and other law enforcement officials on special case filings, legal processes, and procedures and resolves problems; maintains control over investigative equipment to ensure reliability and availability.
5. Assists the District Attorney in formulating, implementing, and monitoring departmental policies, procedures, goals, and objectives; confers with the Elected District Attorney regarding work priorities for the Investigations Division; reviews and writes reports regarding the division's investigative activities; assumes responsibility for office security.

### EMPLOYMENT STANDARDS FOR CHIEF INVESTIGATOR:

Possession of valid **TCOLE Master** Certificates; and

1. a **bachelor's degree** in justice administration, criminology, police science, law or a related field from an accredited college or university; and,
2. **Over 15 years** of sworn criminal investigation experience in a law enforcement agency, including **Five years of experience supervising** and directing the work of subordinate investigators; or,
3. Five years of experience performing duties equivalent to the class of Criminal Investigator Sr. with the Webb County District Attorney; or,

4. a combination of training, education, and experience that is equivalent to the employment standards listed above and that provides the required knowledge and abilities.

**Knowledge of Criminal Investigators I, II, Senior and Assistant Chief and:** investigative resources available in public and private criminal laboratories; investigative equipment and techniques, including evidence tracking methods, link analysis, visual charting, financial reconstruction, and forensic computer investigation; criminal identification techniques such as fingerprinting, DNA, and ballistics; computer applications used in general office settings.

**Ability to conduct Criminal Investigator I, II, Senior and Assistant Chief and:** work evenings, weekends, and holidays while conducting major crime investigations or to assist other law enforcement agencies in major emergencies; may be required to assist on civil or criminal cases being tried in other counties due to changes in venue; may be exposed to hostile witnesses and hazardous or stressful situations while completing assignments.

**Desirable Qualifications:** Supplemental college-level coursework in the field of law enforcement and the techniques of investigation; and the ability to speak fluently in Spanish.