

CANYON COUNTY PROSECUTING ATTORNEY'S OFFICE

1115 Albany Street • Caldwell, Idaho 83605

Internal Classification Framework (Approved Starting FY26)

Approved Career Advancement Framework — Reference Cover Sheet

Last year, as part of the FY26 budget cycle, the Board of County Commissioners approved CCPA's Internal Classifications, which set forth our internal structure for promotions and advancement. This document establishes defined tiers within each professional role in the office — attorneys, victim-witness coordinators, and legal assistants — each with its own duties, responsibilities, and salary range. The framework gives employees a transparent path for career growth within the office and gives the office a consistent, defensible basis for promotion decisions.

The Internal Classification document covers the following position tracks:

- Civil Attorneys — Associate Counsel (I), Staff Counsel (II), and Senior Counsel (III), tracking against comparable State Public Defender experience levels III through V.
- Criminal Attorneys — Magistrate Attorney (I), Senior Magistrate Attorney (II), Felony Attorney (III), Senior Felony Attorney (IV), and Mentoring Felony Attorney (V).
- Victim/Witness Coordinators — Coordinator (I) and Coordinator (II).
- Legal Assistants — Legal Assistant (I), (II), and (III).
- Paralegals — Paralegal (I) and Paralegal (II).
- Investigators — a single classification reflecting the office's expectation that CCPA investigators perform at a level comparable to senior law enforcement investigators.

Each classification level within the document includes a written description of the role, a list of representative duties and responsibilities, an approved salary range based on a market analysis and tied to the corresponding pay grade. This structure allows the office to evaluate and advance employees consistently, using defined criteria rather than ad hoc determinations.

As referenced throughout the attached FY2027 budget materials, several of the pay adjustments and reclassification recommendations in this binder are grounded directly in the classification levels and salary ranges set forth in this approved document. Where an employee's grade or title has been corrected in the proposed pay adjustments, that correction reflects alignment with the classification structure the Board approved last year — not a new or expanded request.