

CLASS SPECIFICATION



CLASS:	Undersheriff	ESTABLISHED:	Prior 1990
ALLOCATION:	Sheriff's Department	REVISED:	January 2016
FLSA STATUS:	Exempt		
UNION AFFILIATION:	Management - Unrepresented		

JOB SUMMARY:

Under long-range managerial direction plan, organize, supervise through subordinate management and review the work of the department on a day-to-day basis, including patrol deputies, correctional deputies, communications dispatchers, animal care services, support staff and members of multi-agency task forces; assist the Sheriff in a variety of administrative areas, which may include policy development, program planning, fiscal and personnel management; provide expert professional and administrative assistance to the Sheriff and staff of other law enforcement agencies; and perform related work as assigned.

This is the executive management level in the sworn peace officer series.

CLASS CHARACTERISTICS:

This is an "at-will" position that is appointed by and reports directly to Sheriff-Coroner. This class is distinguished from Sheriff-Coroner in that the latter is an elected official with full accountability for all law enforcement and corrections programs and activities.

EXAMPLES OF DUTIES:

Essential:

- Plan, organize, coordinate, supervise through subordinate managers and supervisors; review and evaluate the work of sworn patrol officer and/or corrections staff, communications dispatchers, animal care services and support staff.
- Develop and implement goals, objectives, policies, procedures and work standards for the department, under the Sheriff's direction.
- Prepare and recommend long-and short-range plans for County law enforcement and correctional programs; develop specific proposals for action.
- Work closely with the Sheriff, other County departments, other law enforcement agencies and public and private organizations in developing such plans and programs; represent the Sheriff and County in meetings with individuals and groups.
- Interpret law, codes, policies, regulations and procedures to staff; ensure legality and consistency of application.
- Oversee the preparation and the implementation of the annual budget.
- Provide daily human resource management for the department including, selection, training, personnel record keeping and discipline.
- Provide leadership, direction and coaching to subordinate managers in the areas of performance management, program management, supervision, problem resolution, planning and work assignments.
- Direct the preparation and personally prepares a variety of reports for presentation to the County Administrator, the Board of Supervisors and other agencies.
- Provide for the training and professional development of department staff.
- Monitor developments in the field of law enforcement, including changes in the law and court decisions; evaluate their effect upon County operations; solicit input from County departments and/or external agencies; and recommend and implement policy and procedure improvements.
- Serve as Chair of the Yuba County Parole Commission.
- Work closely with legal staff in the preparation of cases; may direct special investigations and testify in court as required.
- May respond to emergency situations and fill a command role; may oversee and coordinate the work of multi-agency task forces or committees.
- Act for the Sheriff on a relief or as assigned basis.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use radio equipment, various computers and standard office equipment in the course of the work; use a variety of law enforcement specific equipment, including a motor vehicle.

EMPLOYMENT STANDARDS:**Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the supervision of employees.
- Principles and practices of employee supervision, including selection, work planning and organization, performance review and evaluation and employee training and discipline.
- Principles and practices of budget development and administration.
- Laws, codes, and regulations related to the work including, criminal law, codes, ordinances and court interpretations pertaining to the rights of citizens, apprehension, arrest, search and seizure, and rules of evidence.
- Principles and practices related to sworn law enforcement activities, including traffic enforcement, civil process, patrol, crime, prevention and investigation, evidence collection and preservation and case preparation.
- Principles and practices of jail operations and security.
- Practices and techniques of public safety dispatching.
- Principles and practices of court security.
- Principles and practices of civil procedures.
- Practices and techniques of animal care services.
- Computer operations related to the work.
- Record keeping and report preparation practices.
- Safety principles, practices and equipment related to the work.
- Techniques for understanding and effectively communicating with individuals of various cultures and socio-economic status, occasionally in hostile or confrontational situations.

Skill in:

- Administering programs and staff through subordinate management and supervision.
- Selecting, motivating and evaluating staff and providing for training and professional development.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Developing and administering the department budget.
- Analyzing complex administrative and law enforcement and correctional problems.
- Evaluating alternative solutions and making sound recommendations.
- Interpreting, applying and explaining complex laws, regulations and procedures.
- Investigating incidents and developing cases in an effective manner.
- Directing the preparation of or preparing accurate and effective reports, correspondence and other written materials.
- Directing the maintenance of and maintaining accurate records, logs and files.
- Exercising sound independent judgment within general policy guidelines.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, occasionally where relations may be confrontational or strained.
- Representing the department and County effectively in meetings with representatives of other agencies and organizations.

Ability to:

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Read, understand, interpret, follow, apply and communicate departmental policies, procedures, rules and regulations; Enforce departmental rules, policies and procedures.
- Enforce laws firmly, tactfully, and with respect for the rights of others.
- Instruct and manage supervisors and staff engaged in public safety, correctional work, animal care services and/or support work.
- Analyze situations accurately and make effective decisions.
- Exercise good judgment and make sound decisions in a variety of conditions, including emergency or crisis situations.

- Restrain individuals without causing physical harm.
- Remain alert at all times and react quickly and calmly in emergency situations, and deal with situations requiring diplomacy, understanding, fairness and sound judgment.
- Interact effectively and maintain relationships with clients, the general public and representatives of other agencies in a variety of situations which may be emotional, dangerous and/or difficult; work in a typical public safety or detention setting.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group I) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write.
- Mobility to work in a typical public safety setting, including stamina to stand and/or walk for an extended period of time; strength to restrain, arrest and/or eject individuals; use standard office equipment and drive a motor vehicle.
- On an intermittent basis, work with physical skill and/or strength sufficient to handle emergency situations such as medical emergencies (carry, lift and/or drag heavy objects/equipment or injured or unconscious individuals); defend oneself, and pursue, disarm, subdue and/or restrain individuals which may include chasing fleeing subjects, running, climbing, jumping, crouching or crawling.
- Physical and psychological characteristics to meet and maintain appropriate State standards.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- A typical public safety setting, this may include an adult detention facility.
- Involves the potential for high stress levels and exposure to loud noises and hostile situations.
- Must work with a highly manipulative and psychologically challenging client population; must be able to maintain professional composure and effectiveness.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.
- Possess a P.O.S.T Advanced Certificate; possession of a Management or Executive certification is desirable.
- Possess and maintain firearm certification.
- Possess and maintain first aid certification.

Special Requirements:

- Must meet the State of California requirements for peace officer status (830.1 CA Penal Code), including: passing a detailed background investigation with a fingerprint check, having no felony convictions, passing a medical and psychological exam, being at least 18 years of age, being a US citizen or a permanent resident alien who is eligible for and has applied for citizenship.
- May be called to work in emergency situations.
- Must be willing to work off-hours, weekend and holiday shifts.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Bachelor's Degree from an accredited college or university with major coursework in law enforcement, criminology or a field related to the work and four years of management or administrative experience in sworn law enforcement at least equivalent to the County's class of Sheriff's Lieutenant. *Candidates with strong experience who lack the degree and can demonstrate they possess the required knowledge, skills and abilities are encouraged to apply.*

PREFERRED: In addition to the minimum, possession of a P.O.S.T. Management or P.O.S.T. Executive certificate and years of experience equivalent to the County's classification of Sheriff's Captain, which includes experience overseeing a correctional facility.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept. Approval:
Date:

EEOC: A
WC: 7720

Human Resources Approval: Analyst
Date:

Signature: _____

Signature: _____