



County of Humboldt
Human Resources/Risk Management
825 5th Street, Room 100
Eureka, CA 95501

Date: January 25, 2019

To: William Honsal, Sheriff

From: Human Resources Department

Subject: Classification Review Request - Deallocating the Sheriff's Compliance Officer position and allocation of a Supervising Correctional Deputy position in budget unit 243

Based on the information provided in your request and Human Resources discussion with the Sheriff's Department, Human Resources recommends the proposed allocation of a Supervising Correctional Officer position would appropriately meet the needs outlined in the Classification Review Request dated January 3, 2019. You will need to prepare a report to the Board of Supervisors with the following specific recommendation:

- "That the Board of Supervisors approve the allocation of one full-time (1.0 FTE) Supervising Correctional Deputy position (salary range 430, class 0420) in budget unit 243 effective (either immediately, beginning of the bi-weekly pay period following approval or specific date). (4/5 vote required)
- "Approve the deallocation of the Sheriff's Compliance Officer position (salary range 420, class 0422 in budget unit 243. (4/5 vote required)

If you have any questions, please feel free to contact Human Resources at 707/476-2349.

Attachment: Classification Review Request from the Sheriff's Department – dated January 3, 2019
Job specification for Sheriff's Compliance Officer
Job specification for Supervising Correctional Officer

cc: Regina Fuller, Deputy Director Sheriff's Administration
Katie Collender, Administrative Services Officer

CLASSIFICATION REVIEW REQUEST

This form is intended for use in routine audits such as requests for additional allocated positions to existing job classifications. Please send the completed form and an organizational chart showing new positions to Human Resources prior to the effective date of the new allocation.

NOTE: This form should not be used for audits of existing positions or new job classifications.

Department: Humboldt County Sheriff's Office Date: January 3, 2019

Division/Unit/Location of new position: Custody Services Division/Sheriff's Compliance Officer

Name of contact person: Captain Christian

Position status (check one) Regular Grant Other

If position is in a new grant or program, explain the general purpose or function of the program:

Anticipated Start date: March 2019 Duration of grant: _____

FTE of new position: 1.0 Budget unit: 243

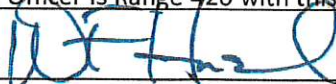
Name and title of person supervising this position:
Lieutenant Jason Bengé

Name and title of anyone currently in your department performing the same or similar duties:
Lieutenant Jason Bengé (

Please list the primary duties of this position:

The Sheriff's Compliance Officer monitors compliance of Correctional Facility with Title 15 and other state/federal regulations. Maintains statistics, cost information, inmate data and prepares reports to provide several agencies. Represents the Sheriff's Office in local and federal court, responds to writs, works with County Counsel on ensuring all department policies meet state and federal guidelines. Coordinates compliance activities with the Board of Supervisors, the Sheriff, the Grand Jury, facility staff and other county departments. Oversees the facility training program for all newly hired Correctional Deputies.

Add any additional information, which might be useful for this review: Currently this position is not a Supervising Correctional Deputy position although it has always held that pay scale and been filled by a Supervising Correctional Deputy. This position should be reclassified as a Supervising Correctional Deputy position with a salary scale equivalent to that of a Supervising Correctional Deputy. The current salary range for Compliance Officer is Range 420 with this reclassification it should be Range 430.

Department head signature  Date 1/9/19

SHERIFF'S COMPLIANCE OFFICER

DEFINITION

Under direction, monitors compliance with codes, ordinances and guidelines pertaining to correctional facility operations; monitors progress on identified remedial actions; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for developing and recommending policies and procedures to ensure that County Correctional Facility operations are in compliance with all state and federal laws and guidelines; for inspecting the facilities to identify and monitor conditions requiring remedial action; managing grant and reimbursement programs. It is distinguished from other classes in the Sheriff's Office by the independence of action required in assessing and evaluating conditions necessary to such ensure compliance.

EXAMPLES OF DUTIES (Illustrative Only)

- Monitors compliance of correctional facility operations with Title 15 and other applicable regulations, state and federal laws, guidelines and relevant court orders related to the conditions of confinement.
- Defines and documents applicable standards, legal mandates, and compliance related to confinement.
- Formulates, recommends and implements policy and operational improvements and modifications to ensure compliance or improved health and safety standards.
- Develops and implements record keeping and records maintenance procedures for the correctional facility.
- Monitors and reports on developments and practices in the detention field.
- Performs health and safety inspections, prepares report on findings and monitors corrective actions.
- Maintains statistics, cost information, inmate data and prepares a variety of routine and specialized statistical and narrative reports.
- Reviews incident reports, inmate grievances, disciplinary actions and related operational reports, identifies problem areas and develops corrective action plan.

- Reviews, monitors and updates policies and procedures related to compliance; trains and monitors staff to implement necessary policy and procedural changes.
- Analyses risk issues in the correctional facility.
- Conducts investigations on inmate claims for damages; inmate death prepares report of findings and recommended actions.
- Performs special projects and studies as assigned.
- Coordinates compliance activities with the Board of Supervisors, the Sheriff, the Court, facility staff and staff of other County departments to ensure goals are achieved.
- Serves as Fire-Life Safety Officer for the correctional facility; orders inspections and monitors facility safety equipment; coordinates staff safety training.
- Reviews legislation and litigation and recommends appropriate actions.
- Attends meetings with concerned parties regarding compliance matters.
- Provides input into the budget preparation for the correctional facility.

QUALIFICATIONS

Knowledge of:

Principles and practices of management and operation of correctional facilities.

Laws, regulations, codes and guidelines pertaining to correctional facility operations including Title 15.

Principles and practices of internal auditing and monitoring procedures related to correctional facilities.

Principles of corrections management necessary to recommend, draft and evaluate compliance efforts.

Operations evaluation and policy development methods.

Recordkeeping and records maintenance requirements for correctional facility operations.

Business computer applications.

Office administrative principles and practices.

Basic supervisory principles and practices.

Basic budgetary principles and practices.

Skill in:

Analyzing and interpreting complex codes, ordinances and guidelines pertaining to correctional facility operations.

Developing and recommending policies and procedures in compliance with regulatory guidelines.

Coordinating compliance activities with the Courts, state and federal agencies and the County departments.

Inspecting and monitoring compliance activities.

Preparing and maintaining a wide variety of clear, accurate and concise reports and records.

Evaluating compliance problems and preparing effective, logical recommendations.

Communicating effectively orally and in writing.

Making sound independent judgments within established policy guidelines.

Establishing and maintaining effective working relationships with those encountered in the course of the work.

Other Requirements:

Must possess a valid California driver's license.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Equivalent to graduation from a four year college or university with major coursework in criminal justice, public administration or a related field and five years of progressively responsible experience in corrections or related fields, at least two years of which were in a supervisory capacity.

SUPERVISING CORRECTIONAL DEPUTY

DEFINITION

Under direction, plans, schedules, coordinates and participates in a major correctional functional area and/or assumes command of a watch shift at the County Correctional Facility; performs related work as assigned. Authority for Supervising Correctional Deputy designation is granted by statute in accordance with Penal Code section 830.1(c).

DISTINGUISHING CHARACTERISTICS

This class is the first full supervisory level in the Correctional Deputy series. Incumbents plan, organize, schedule, assign and direct the work of Correctional Deputies, support staff and inmate trustees. When serving as Watch Commander for the County Correctional Facility, the incumbent has full responsibility for jail operations and inmate security and welfare during an assigned shift. This class is distinguished from Correctional Lieutenant in that the latter has overall management responsibility for correctional facility operations and staff.

EXAMPLES OF DUTIES (Illustrative Only)

- Supervises and directs correctional staff and activities.
- Plans, schedules and assigns daily shift work; oversees specific programs related to County-wide correctional functions.
- Participates in the hiring of assigned staff, recommending selection for management approval.
- Trains staff in correctional and County procedures and policies; interprets policies and procedures and regulations to staff.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action and other personnel decisions.
- Determines work schedules and authorizes leaves, ensuring necessary coverage for jail shifts and completion of program assignments.
- Directs and reviews proper classification of inmates into appropriate housing and programs.
- Coordinates and supervises specific programs, such as the work furlough program, the work alternative program, the County farm, etc.
- Coordinates, supervises and participates in training programs for new correctional deputies as well as for existing staff; recommends provision of additional or specialty training.

- Maintains and reviews daily logs and records; prepares periodic and special reports as required.
Directs staff action in emergency or unusual situations; develops and implements emergency action plans.
- Investigates and responds to inmate complaints.
- Testifies in court as subpoenaed; may provide information to other organizational units and governmental agencies.
- Confers with staff from other County departments regarding assigned work; may make presentations to public groups.
- Conducts shift change briefings, ensuring the flow of information from shift to shift and the orderly change of command.

QUALIFICATIONS

Knowledge of:

Supervisory principles and practices, including work planning, scheduling, and evaluation and employee training and discipline.

Principles, practices and terminology related to the operation of a correctional facility and the oversight of inmates.

Laws, codes and regulations governing inmate detention, release and legal rights of inmates.

Techniques for dealing with individuals from various socio-economic backgrounds in hostile and/or confrontational situations.

Basic first aid practices and procedures.

Basic office administrative practices, including filing.

Business arithmetic.

Standard office equipment including the use of personal or online computers.

Skill in:

Planning, assigning, supervising, reviewing and evaluating the work of others.

Training staff in County policies and specific work procedures.

Interpreting, applying and explaining applicable laws, codes, rules and regulations.

Responding calmly, quickly and decisively to emergency or stressful situations.

Exercising sound independent judgment within legal and procedural guidelines.

Maintaining facility security and inmate welfare in varied circumstances.

Overseeing and directing the work of inmates in structured situations.

Preparing clear and accurate reports and other written materials.
Maintaining accurate records, logs and files.
Establishing and maintaining effective working relationships with those contacted in the course of the work.
Operating standard office equipment, including word processing software and computer system.

Other Requirements:

Must possess a valid California driver's license. Must be a citizen of the United States. Must be at least eighteen years of age at the time of appointment. Must be a high school graduate, have passed the GED Test or have attained a two year or four year degree from an accredited college or university. Must be able to meet physical and psychological standards and pass a detailed background investigation. Must be willing to work evenings, nights, weekends and holiday shifts. Must possess and maintain firearms certification and have successfully completed the Board of State and Community Corrections, Adult Corrections Officer Core Course, required under Title 15 of the California Code of Regulations and required State Penal Code section 832 coursework. Must complete certified STC or POST Supervisory course within one year of appointment.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Three years of experience in jail operations and inmate oversight, at least one year of which was at lead level equivalent to the County's class of Senior Correctional Deputy.