



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-16

For the meeting of: May 12, 2015

Date: April 16, 2015, 2015
To: Board of Supervisors
From: Michael T. Downey, Sheriff
Subject: Correction to Classification Revisions for Senior Correction Officer Approved on January 20, 2015 Agenda Item C-12

RECOMMENDATION(S):

That the Board of Supervisors:

Approve the revised job description and name change for Senior Correctional Officer (class 0421, salary range 363, unit 04) to Senior Correctional Deputy mislabeled in agenda item C-12 on January 20, 2015.

SOURCE OF FUNDING:

Sheriff Trust-Seized Funds trust 3642

DISCUSSION:

On January 20, 2015 your Board approved revisions to job descriptions and classification name changes for Correctional Officer, Senior Correctional Officer, Correctional Supervisor, Correctional Lieutenant, and Correctional Captain.

Prepared by Norma S. Lorenzo
Norma S. Lorenzo, Deputy Director Sheriff Admin

CAO Approval Chef Dillingham

REVIEW:

Auditor _____ County Counsel _____ Human Resources df Other _____

TYPE OF ITEM:

Consent
 Departmental
 Public Hearing
 Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. C-12

Meeting of: 1/20/15

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor Sundberg
Seconded by Supervisor Bass

Ayes Sundberg, Lovelace, Fennell, Bohn, Bass
Nays _____

Abstain _____

Absent _____

And carried by those members present, the Board hereby approves the recommended action contained in this report.

Dated: May 12, 2015

By: Kathy Hayes
Kathy Hayes, Clerk of the Board

The changes reflected in the Classification Review completed by the Human Resources Department November 6, 2014 (Attachment 1) focused primarily on amendments that would be consistent with the definition and intent of California Penal Code Section 830.1:

- Job classes in the Correctional Officer series be renamed as Correctional Deputy, as appropriate
- Job description language for the affected job classes be amended to accurately reflect the name changes
- Job class descriptions for Correctional Lieutenant and Correctional Captain be revised to appropriately reflect revision of the subordinate job classes.

The modification in Recommendation 2 of the January 20, 2015 approved agenda item contained an error in the position name. "Correctional Supervisor (class 0421, salary range 363 Unit 04) changed to Supervising Correction Deputy" should have read:

Approve the revised job description and name change for Senior Correctional Officer (class 0421, salary range 363, unit 04) to Senior Correctional Deputy.

Therefore, based on the correction described above, it is recommended that the Board support this request to correct Recommendation 2 of the January 20, 2015 agenda item to be consistent with the finding of the Human Resources Department revised classification and job description in their November 6, 2014 review (Attachment 2).

FINANCIAL IMPACT:

The Sheriff Trust-Seized Funds trust 3642 is covering costs associated with the revisions made to name changes for the Correctional Deputy series. There are no additional charges to make this correction.

The change to job titles and descriptions for Correctional Deputies meets the Board's Framework Plan by investing in County employees to better comply with laws and regulations that protect residents.

OTHER AGENCY INVOLVEMENT:

Human Resources Department

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny this request for correction of the Senior Correctional Officer job title and descriptions, however, this is not recommended as it would leave the County's correctional classifications inconsistent with the other recommended changes and the relevant California Penal Code.

ATTACHMENTS:


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| Attachment 1 | Human Resources classification review November 6, 2014 |
| Attachment 2 | Revised job descriptions for Senior Correctional Deputy |

Attachment 1

Human Resources Classification Review
November 6, 2014



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

DATE: November 6, 2014
TO: Mike Downey, Sheriff
FROM: Ron Halverson, Assistant Director of Human Resources 
SUBJECT: Classification review for purposes of changing job titles for the Correctional Officer job class series to Correctional Deputy

At your request, the Human Resources Department (HR) conducted a review of the Correctional Officer job class series to determine the appropriateness of renaming the affected job classes to Correctional Deputy.

The review consisted of several discussions between yourself and Human Resources (Dan and I), as well as a review of the relevant California Penal Code.

As a result of our review HR has determined that the name change to Correctional Deputy is consistent with the definition and intent of Penal Code 830.1. In addition, HR agrees with your assessment that the name change does more correctly reflect the status of the individuals performing their duties while working in a correctional setting. As such, HR is recommending that the job classes within the Correctional Officer job class series be renamed as appropriate to Correctional Deputy.

Also, HR is recommending that we revise the language in the job class descriptions for the affected job classes to more appropriately identify the correctional facility as the County Correctional Facility (as opposed to jail). Additionally, we are recommending that language in the job description be revised to accurately reflect the name change of the agency currently responsible for providing the required certifications for incumbents in the affected job classes (i.e. Board of State and Community Corrections).

The above recommended revisions will also necessitate that the job class descriptions for Correctional Lieutenant and Correctional Captain be revised to appropriately incorporate the revisions made to the subordinate job classes.

The revisions to the above identified job class descriptions do not affect the essential duties or requirements of the job classes. Therefore, there are no recommendations concerning revisions for currently assigned salary ranges.

The bargaining unit (AFSCME) which represents the affected non-management job classes was consulted in this matter and does not oppose the recommended job class revisions.

If you are in agreement with HR's review and recommendations you will need to prepare a report to the Board of Supervisors with the following recommendations:

"That the Board of Supervisors:

- 1) Approve the revised job description and name change for Correctional Officer I/II (class 0424, salary range 328/348, unit 04) to Correctional Deputy I/II; and
- 2) Approve the revised job description and name change for Senior Correctional Officer (class 0421, salary range 363, unit 04) to Senior Correctional Deputy; and
- 3) Approve the revised job description and name change for Correctional Supervisor (class 0420, salary range 403, unit 04) to Supervising Correctional Deputy; and
- 4) Approve the revised job description for Correctional Lieutenant (class 0419, salary range 461, unit 08); and
- 5) Approve the revised job description for Correctional Captain (class 0437, salary range 475, unit 08),

effective immediately."

For informational purposes please include a copy of this report, as well as the attached revised job class specifications for Correctional Deputy I/II, Senior Correctional Deputy, Supervising Correctional Deputy, Correctional Lieutenant, and Correctional Captain with your report to the Board of Supervisors.

Please let me know if you have any questions.

Attachment 2

Revised Job Description
For Senior Correctional Deputy

SENIOR CORRECTIONAL DEPUTY

DEFINITION

Under general supervision, assigns, directs and reviews the work of Correctional Deputies and others on an assigned shift in the County Correctional Facility; performs both the specialized and routine activities of correctional deputies; performs related work as assigned. Authority for Senior Correctional Deputy designation is granted by statute in accordance with Penal Code section 830.1(c).

DISTINGUISHING CHARACTERISTICS

This is the working lead level in the Correctional Deputy series with responsibility for providing direction and training to a group of Correctional Deputies and overseeing facility operations and activities on an assigned shift. In addition, incumbents may perform specialized, technical assignments, such as inmate classification officer. This is not considered a supervisory class in that the selection, evaluation and discipline of employees is not assigned to this level. This class is distinguished from Supervising Correctional Deputy in that the latter is the first full supervisory level of the class series.

EXAMPLES OF DUTIES (Illustrative Only)

- Provides lead direction, training and work review to correctional deputies on an assigned shift; organizes and assigns work, sets priorities and follows up to ensure timely completion of assigned work.
- Provides input into selection decisions, performance evaluations and disciplinary matters.
- Prepares a variety of documents requested for inmate court appearances and/or release.
- Performs special projects/assignments such as investigating grievances and problems.
- Maintains centralized correctional facility or substation security and ensures inmate welfare in accordance with laws, regulations and institutional philosophy.
- Obtains necessary information and books prisoners, completing necessary forms, taking photographs and fingerprints and performing other processing activities such as preparing reports and maintaining files.
- Searches, examines, instructs and logs inmates; inventories and secures property and valuables.

- Oversees and monitors inmates and inmate trustees assisting with housekeeping, meal preparation and distribution, laundry and similar activities.
- Oversees inmate exercise, recreation, visiting and similar privileges.
- Assists medical staff in the distribution of medications; screens and refers requests for medical attention; administers emergency first aid as required.
- Prepares reports and other written materials; maintains accurate records, logs and files.
- Testifies in court as subpoenaed.

QUALIFICATIONS

Knowledge of:

- Basic supervisory principles and practices.
- 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 the 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, directing and reviewing the work of others.
- Training others 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 evening, night, weekend 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.

Desirable Education and Experience:

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

One year of journey level experience in jail operations and inmate oversight, at a level equivalent to the County's class of Correctional Deputy II. Completion of a certified STC or POST Supervisory course within one year of appointment is highly desirable.