

County of Humboldt Job Specification
UNDERSHERIFF
Classification 0400
FLSA: Exempt



DEFINITION

Under administrative direction, assists in planning, organizing, managing, and providing direction and oversight for all functions and activities of the Sheriff's Office, including law enforcement and corrections programs; provides expert professional assistance to County management in areas of responsibility; develops and implements goals, objectives, policies, procedures, work standards, and internal controls for subordinates; motivates and provides for training and development of subordinate staff; and performs related duties as assigned. This classification is the highest position in the Sheriff's Office, except for the Sheriff which is an elected position. The position is appointed at the authority of the Sheriff. The classification position serves at the will of the Sheriff and is exempt from the Humboldt County Merit System Rules.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Sheriff. Exercises direct supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Sheriff-Coroner-Public Administrator's Office, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the Sheriff in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, County functions and activities, including the role of the Board of Supervisors, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering County goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Provides responsible assistance and support to the Sheriff with a variety of administrative and management functions as assigned.
- Assists in managing and participates in the development and administration of the Sheriff's Office budget; directs the forecast of additional funds needed for staffing, equipment, and

supplies; directs the monitoring of and approves expenditures; directs the preparation and implementation of budgetary adjustments.

- Plans, schedules, supervises, reviews, and direct through sworn and non-sworn management, assigned law enforcement, corrections, civil, and public administrator functions.
- Selects, trains, motivates, and evaluates the work of Sheriff's Office personnel, provides direction or coordinates staff training, works with employees to correct deficiencies and implements discipline and termination procedures as required.
- Works closely with the Sheriff, other County departments, and a variety of public and private organizations in developing programs and implementing projects to solve law enforcement and related problems.
- Interprets County regulations and various ordinances, codes, and applicable laws to staff.
- Develops cooperative working relationships and mutual aid agreements with partnering County departments, community agencies, law enforcement, and other agencies.
- Coordinates the preparation of and personally prepares a variety of reports or presentations for the County Administrative Officer, Board of Supervisors, County management, or outside agencies.
- Contributes to the overall quality of the Sheriff's Office service by developing, reviewing, and implementing policies and procedures to meet legal and regulatory requirements and County needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Directs the development of management systems, procedures, and standards for program evaluation; monitors developments related to law enforcement matters, evaluates their impact on County operations, and implements policy and procedure improvements.
- Confers with the Sheriff and subordinate staff on matters relating to departmental operations and policies
- Acts on behalf of the Sheriff on a relief basis and whenever requested
- Performs related duties as assigned.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

The requirements listed below are representative of the knowledge and ability required.

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation, and evaluation, policy and procedure development, quality control, and work standards.

- Principles and practices of law enforcement, investigation, patrol, coroner/public administrator, civil, community services, and related law enforcement services.
- Principles and practices of correctional facility operation, including legal rights of inmates, and laws, codes, and regulations governing inmate detention and release.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of budget development and administration.
- Modern principles, practices, procedures, and terminology used in law enforcement and crime prevention, including patrol, courthouse operations and security, criminal investigation, pursuit and apprehension of suspects, arrest and custody, and related peace officer and detective duties.
- Functions, authorities, and organization of other departments and agencies involved in identification, investigation, and prosecution of criminal cases.
- Proper and effective methods of deploying law enforcement personnel.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Sherriff's Office.
- Assist in preparing and administering budgets; allocate limited resources in a cost-effective manner.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Administer special projects with contractual agreements, ensuring compliance with stipulations and a variety of County programs and administrative activities.
- Respond to and investigate inquires, complaints and prepare an appropriate response.
- Effectively represent the Sheriff's Office and the County in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, legal, and procedural guidelines.

- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

90 College or Training units, recognized by the California State Commission on Peace Officer Standards and Training (P.O.S.T.)

and

Twelve years of law enforcement experience as a peace officer (as defined by 830.1(a) PC) with two (2) years in a supervisory capacity and two (2) years in a administrative or management capacity.

Licenses and Certifications:

- Must possess a valid US driver's license upon date of application. Must obtain California class C driver's license following hire date per California DMV regulations.
- Must pass the Executive Development Course through the California State Commission on Peace Officer Standards and Training (P.O.S.T.), within 36 months of appointment
- Must possess Emergency Management Certifications from the Federal Emergency Management Agency: ICS 100, 200, 300, 700, 800 within 12 months of appointment.
- Must possess and maintain firearms qualification.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; to occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; primarily a sedentary office classification although standing and walking between work areas; periodic fieldwork requiring walking or running or standing on uneven terrain, and climbing and descending structures to access crime scenes and to identify problems or hazards.
- Strength and stamina to frequently lift, carry, push, and pull materials and objects up to 10 pounds; to occasionally apprehend, lift, carry, push, and pull victims, suspects and equipment as determined within P.O.S.T physical standards, which may include the use of proper equipment.
- Vision to maintain firearms qualifications and to read printed materials and a computer screen; vision and manual dexterity to operate an emergency response vehicle at high rates of speed in emergency situations.

- Hearing and speech to communicate in person, before groups, and over the telephone.
- Finger and manual dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; to operate police services equipment and firearms.

ENVIRONMENTAL CONDITIONS

- Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- As situations demand, incumbents may serve as an Incident Commander in the field.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

- Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).