

CLASS SPECIFICATION



CLASS: Sheriff's Lieutenant – Operations
ALLOCATION: Sheriff
FLSA STATUS: Exempt
UNION AFFILIATION: MSA

ESTABLISHED: Prior to 1990
REVISED: January 2016 / July 2016

JOB SUMMARY:

Plans, organizes, coordinates, supervises, reviews and evaluates the work of a division to provide for the protection of life and property, the enforcement of laws and ordinances, crime prevention and investigation; directs and performs specified staff assignments; performs related work as assigned.

This is the first management level in the sworn series, responsible for directing the work of sworn and non-sworn, either directly or through subordinate supervisors.

CLASS CHARACTERISTICS:

This position reports directly to the Sheriff's Captain. This class is distinguished from Sheriff's Captain in that the latter has overall management responsibility for a major functional area of the department.

EXAMPLES OF DUTIES:

Essential:

- Plan, coordinate, schedule, supervise, review and evaluate the staff and activities of a division of the Sheriff's department.
- Provide input into the development and implementation of goals, objectives, policies, procedures and budget for the assigned division.
- Prepare a variety of administrative or operational studies and reports related to the division to which assigned.
- Monitor, oversee and direct staff and activities in such areas as patrol, criminal and administrative investigations, emergency operations, administrative support, coroner's duties, crime prevention, and support functions.
- Plan, organize, assign, supervise, review and evaluate the work of sworn and non-sworn staff.
- Recommend selection of staff; train staff in work procedures and professional development; administer discipline as required.
- Interpret laws, codes, policies, regulations and procedures to staff; ensure legality and consistency of application.
- Direct the preparation and review of correspondence, records and reports; prepare a variety of correspondence, reports and other written materials.
- Conduct Professional Standards Unit Investigations
- Respond to and investigate complaints regarding law enforcement response or activities; investigate the validity of such complaints and effects resolution.
- Work with outside agencies to coordinate response plans, resources and operational issues; assist in the development and implementation of community relations and public education programs.
- Provide counsel and technical advice to staff; personally coordinate the handling of difficult or sensitive cases.
- 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 participate in the work of multi-agency task forces or committees.

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 and program development, implementation and evaluation.
- Principles and practices of budget administration.

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles and practices related to sworn law enforcement activities, including patrol, crime prevention, criminal and administrative investigations, evidence collection and preservation and case preparation.
- Principles and practices of emergency operations.
- Practices and techniques of public safety dispatching.
- Laws, codes and regulations related to the work.
- 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 supervision.
- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Assisting in developing and implementing goals, objectives, policies and procedures for the section.
- Administering the section's budget.
- Analyzing administrative and law enforcement problems; evaluating alternative solutions and making sound recommendations.
- Interpreting, applying and explaining laws, regulations and procedures.
- Investigating complaints and developing effective solutions.
- 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 procedural guidelines.
- First Aid practices and procedures.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, occasionally where relations may be confrontational or strained.

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.
- Work any scheduled shift as assigned.
- 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.
- Speak and write clearly and effectively.
- Apply Federal, State and department rules, policies and regulations to maintain safety.
- Analyze situations accurately and make effective decisions.
- Exercise good judgment and make sound decisions in a variety of conditions, including emergency or crisis situations.

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 V) 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; and the ability to sit or walk for prolonged periods of time.
- Mobility to work in a typical public safety setting and to drive a motor vehicle.
- Stamina to stand and/or walk for an extended period of time, and strength to restrain, arrest and/or eject individuals.
- On an intermittent basis, work with physical skill and/or strength sufficient to handle emergency situations;

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.
- Occasionally lift, carry, push, pull or otherwise move objects weighting up to 50 pounds and without assistance 100 pounds or more.

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.
- Must be willing to work off-hours, weekend and holiday shifts.
- May be called-out in emergency situations.
- 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. Intermediate certificate; possession of an Advanced certificate is desirable.
- Possess and maintain firearm certification.
- Possess and maintain first aid certification.
- 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, and being at least 18 years of age. Must be a US Citizen and Resident of CA at time of appointment (Pursuant to Govt. Code 24103).

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- 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: Equivalent to completion of two years of college with major coursework in major course work in law enforcement, criminology or a field related and four years of experience in sworn law enforcement, which includes at least two years in a lead capacity.

PREFERRED: In addition to the minimum, Bachelor's Degree from an accredited college or university with major course work in law enforcement, criminology or a field related to the work, possess of an Advanced P.O.S.T. Certificate and supervisory experience of sworn personnel.

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: B
WC: 7720

Human Resources Approval: Analyst
Date:

Signature: _____

Signature: _____