

RESOLUTION NO. 16- 8144

**RESOLUTION TO AMEND PLUMAS COUNTY POSITION ALLOCATIONS
FOR BUDGET YEAR 2015-2016, 70330 SHERIFF**

WHEREAS, the Board of Supervisors, through adoption of the budget, allocates positions for the various county departments each fiscal year; and

WHEREAS, during the fiscal year the Board of Supervisors may amend the position allocation by resolution; and

WHEREAS, a new organizational structure has been requested by the Sheriff, and requires an amendment to the position allocation.

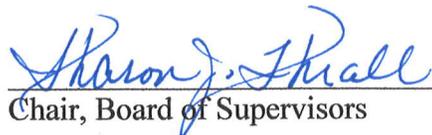
NOW, THEREFORE, BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

Approve the amendments to the Position Allocation for budget year 2015-2016 to reflect the following:

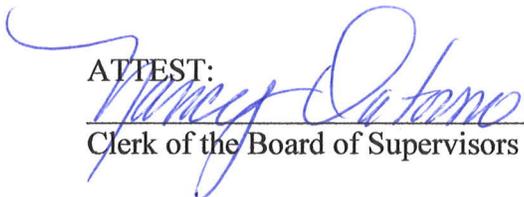
<u>SHERIFF</u>	<u>FROM</u>	<u>TO</u>
Assistant Sheriff	2.0	0
Undersheriff	0	1.0
Patrol Commander	0	1.0
Sheriff Administrative Sergeant	1.0	0
Special Operations Sergeant	0	1.0
Deputy/Training/Policy Advisor	0	1.0
Deputy Sheriff I/II	15.0	14.0

The foregoing Resolution, was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 13TH day of APRIL, 2016 by the following vote:

AYES: Supervisors GOSS, ENGEL, SIMPSON, SWOFFORD, THRALL
 NOES: Supervisors NONE
 ABSENT: Supervisors NONE



 Chair, Board of Supervisors

ATTEST:


 Clerk of the Board of Supervisors

UNDERSHERIFF

DEFINITION

To plan, direct and review the activities and operations of the Sheriff's Office; to coordinate assigned activities with other County departments and outside agencies; and to provide highly responsible and complex administrative support to the Sheriff.

DISTINGUISHING CHARACTERISTICS

This is a top-level management classification, which assists the County Sheriff-Coroner with the general management, planning, coordination, and supervision of Department functions and programs. Incumbent is assigned management responsibility for all areas of Department functions and operations. Incumbent is "on-call" to respond to law enforcement emergencies as necessary.

REPORTS TO

Sheriff-Coroner

CLASSIFICATIONS DIRECTLY SUPERVISED

Patrol Commander, Investigator Sergeant, Fiscal Officer, Victim/Witness Program Director, Jail Commander, Administrative Sergeant, Civil Clerk, Communications/IT manager, O.E.S. director, Search and Rescue Coordinator.

EXAMPLES OF DUTIES

- Assist in the development, planning, and implementation of Department goals and objectives.
- Recommend and administer policies and procedures.
- Coordinate department activities with those of other County departments and divisions and outside agencies and organizations.
- Prepare and present staff reports and other necessary correspondence.
- Direct, oversee and participate in the development of the Department's work plan.
- Assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Participate in the development and administration of the Department budget.
- Direct the forecast of funds needed to staffing, equipment, materials, and supplies.
- Monitor and approve expenditures; select, train, motivate and evaluate personnel.
- Maintain all personnel records.

- Direct and supervise personnel recruitment.
- Provide or coordinate staff training.
- Work with employees to correct deficiencies.
- Implement discipline and termination procedures.
- Participate on a variety of boards and commissions.
- Attend and participate in professional groups and committees.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Conduct investigations.
- Investigate or direct investigations involving internal affairs.
- Respond to District Attorney and judges regarding criminal investigations.
- Maintain records of the Department.
- Oversee the Department purchase and inventory of equipment.
- Negotiate contracts with other Departments and government agencies in mutual assistance tasks and support services.
- Review inmate requests for early releases.
- Process inmate grievances and writs; coordinate medical and dental needs of inmates.
- Serve as Acting Sheriff as required.
- Perform related duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of radio equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office and courtroom environments; contact with staff and the public. Perform general law enforcement duties as needed.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Modern and complex principles and practices of law enforcement program development and administration.
- Procedures, methods and techniques in law enforcement patrol, traffic control, crime prevention, investigations, apprehension, civil process, jail operations, and arrest.
- Principles and practices in processing Coroner's cases, search and seizure, preservation and presentation of evidence in traffic and criminal cases.

- Types of law enforcement equipment, materials, and specialty items.
- Pertinent Federal, State, and local laws, codes and regulations.
- Principles and practices of organization, administration, and personnel management.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Principles and procedures of record keeping and reporting.

Ability to:

- Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Analyze situations and adopt effective course of action, often in stressful and emergency situations.
- Interpret and apply Federal, State, and local policies, procedures, laws and regulations.
- Effectively administer a variety of law enforcement activities.
- Use and care for firearms.
- Select, supervise, train and evaluate assigned staff.
- Prepare and administer budget.
- Oversee maintenance schedules of police equipment and supplies.
- Gain cooperation through discussion and persuasion.
- Respond to requests and inquiries from the general public.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative relationships with those contacted in the course work.

Experience:

Six years of increasingly responsible experience in law enforcement work, including five years of supervisory responsibility.

Training:

College level courses in administration of criminal justice, police science, public administration, business administration or a related field are highly desirable.

Special Requirements:

Possession of a P.O. S.T. Supervisor Certificate.

Possession of a valid and current California Driver's license at that time of appointment.

SHERIFF PATROL COMMANDER

DEFINITION

To manage, as well as supervise the day to day operations of the Patrol Division, Communications Division, Swat, Reserves, Chaplains and Court and Annex Security; coordinates activities with other divisions and departments; provides highly complex staff assistance to the Sheriff and Undersheriff; performs a variety of technical tasks relative to assigned areas of responsibility; and does related work as required or assigned.

DISTINGUISHING CHARACTERISTICS

This is a specialized supervisory level in the professional law enforcement class series. The incumbent will be responsible for providing direction and exercising supervision over sergeants, deputies, and non-sworn supervisors and other staff. In addition, the incumbent will provide specialized administrative support to the Sheriff and Undersheriff.

REPORTS TO

Undersheriff

CLASSIFICATIONS SUPERVISED

Patrol sergeants, Communications Supervisor, Swat Commander, Reserve Coordinator, Chaplains, and Court and Annex Security Supervisor.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Directs, plans, organizes and supervises assigned law enforcement activities.
- Establish schedules for the Sheriff's Office to facilitate operations.
- Assist in the development, planning, and implementation of Department goals and objectives.
- Prepare and present staff reports to the Undersheriff.
- Assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Direct the forecast of funds needed for equipment, materials, supplies, and staffing.
- Monitor and approve expenditures.
- Assist with the selection, motivation and evaluation of personnel.
- Assists in developing, recommending and implementing department/division goals and objectives.
- Implements department/division policies and procedures.
- Coordinate staff training, including ongoing evaluation of staff and recognizing the additional need for training.
- Evaluate operations and activities of assigned responsibilities.
- Recommend improvements and modifications.

- Prepare various reports on operations and activities, both to the Sheriff and the Undersheriff.
- Work with employees to correct deficiencies.
- Participates in budget preparation and administration.
- Prepares cost estimates for budget recommendations.
- Submits justification for budgetary items.
- Monitors and controls expenditures as assigned.
- Attend and participate on a variety of boards and commissions.
- Participates in the selection of staff.
- Implements disciplinary procedures as necessary.
- Answer questions and provide information to the public.
- Investigate complaints and recommends corrective action.
- Contacts and cooperate with other agencies as needed.
- Conducts investigations involving internal affairs.
- Oversee the Department purchase and inventory of equipment.
- Negotiate contracts with other Departments and government agencies in mutual assistance tasks and support services.
- Perform related duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, walk, and climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, or bend to pick up or move objects weighing over 100 pounds with help; crawl through various areas moving on hands and knees; physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, courtroom, and outdoor environments; unusual exposure to life threatening situations; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and practices of law enforcement program development and administration.
- Procedures, methods and techniques in law enforcement patrol, traffic control, crime prevention, investigations, apprehension, civil process, and arrest.
- Types of law enforcement equipment, materials, and specialty items including, but not limited to, training.
- Principles and practices of organization, administration and personnel management pertaining to law enforcement.
- Budgeting procedures and techniques.
- Principles and practices of supervision, training and personnel management.
- Principles and procedures of record keeping and reporting.

Ability to:

- Organize, direct and implement a comprehensive law enforcement program.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply Federal, State, and local policies, procedures, laws and regulations.
- Effectively administer a variety of law enforcement activities.
- Prepare and administer a budget.
- Respond to requests and inquiries from the general public.
- Supervise, train and evaluate assigned staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Gain cooperation through discussion and persuasion.
- Use and care for firearms.

Training and Experience:

Five years of increasingly responsible experience in law enforcement work, including one year in a supervisory capacity.

Equivalent to completion of the twelfth grade, supplemented by college level courses in administration of criminal justice, police science, public administration, business administration, or a related field.

Special Requirements:

Possession of a P.O.S.T. Intermediate and Supervisory Certificate.

Possession of, a valid California Driver License at time of appointment.

SHERIFF'S SPECIAL OPERATIONS SERGEANT

DEFINITION

To manage, plan, organize, and supervise the Training of all Sheriff's Office Personnel (sworn and non-sworn); as well as supervise the day to day operations of the Animal Control Department; Boat Patrol Division; coordinates activities with other divisions and departments; provides highly complex staff assistance to the Sheriff and Undersheriff; performs a variety of technical tasks relative to assigned areas of responsibility; and does related work as required or assigned.

DISTINGUISHING CHARACTERISTICS

This is a specialized supervisory level in the professional law enforcement class series. The incumbent will be responsible for supervising/overseeing the Department's training program for sworn and non-sworn personnel. This will include providing direction and exercising supervision over Sergeants, deputies, correctional officers and non-sworn supervisors and other staff. The incumbent will also be responsible for directing and supervising the Animal Control Division of the Sheriff's Department. In addition, the incumbent will provide specialized administrative support to the Sheriff and Undersheriff.

REPORTS TO

Undersheriff

CLASSIFICATIONS SUPERVISED

Boat Patrol Supervisor, Boat Patrol Officers, Animal Control Supervisor, Animal Control Officer, Office Assistant III, and those outlined in "Distinguishing Characteristics".

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Directs, plans, organizes and supervises assigned law enforcement activities; including the training of Boat Patrol and Animal Control Divisions. Establish schedules for the Sheriff's Office to facilitate the training of personnel.
- Prepare work schedules for the Animal Control Department, Boat Patrol, and Department Trainings.
- Maintains department training equipment, updates current training curriculum, writes new training courses for certification by the Commission on Peace Officer Standards and Training (P.O.S.T.) as necessary.
- Supervise the Field Training Program (FTO) and staff to ensure proper training and performance of the new personnel hired by the Department.

- Prepares all necessary reports and keeps the Field Training Manual current to comply with P.O.S.T. certification.
- Arranges and schedules all necessary department training including the reservation of class space, lodging, meals and preparation of the reports necessary for the expenditures.
- Assists in developing, recommending and implementing department/division goals and objectives.
- Implements department/division policies and procedures.
- Responsible for monitoring and updating the Sheriff's Department Manual, including Animal Control.
- Evaluate operations and activities of assigned responsibilities.
- Recommend improvements and modifications.
- Prepare various reports on operations and activities, both to the Sheriff and the Commission on Peace Officer Standards and Training (P.O.S.T.).
- Participates in budget preparation and administration.
- Prepares cost estimates for budget recommendations.
- Submits justification for budgetary items.
- Monitors and controls expenditures as assigned.
- Serves as the Department liaison with the Commission on Peace Officer Standards and Training (P.O.S.T.) to ensure compliance with legislative mandates and current law enforcement training needs and methods.
- Participates in the selection of staff.
- Works with employees to correct deficiencies.
- Implements disciplinary procedures as necessary.
- Answer questions and provide information to the public.
- Investigate complaints and recommends corrective action.
- Contacts and cooperate with other agencies as needed.
- Conducts investigations involving internal affairs.
- Performs background investigations of prospective employees.
- Participates on a variety of boards and commissions.
- Attends and participates in professional groups and committees.
- Performs related duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, walk, and climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, or bend to pick up or move objects weighing over 100 pounds with help; crawl through various areas moving on hands and knees; physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, courtroom, and outdoor environments; unusual exposure to life threatening situations; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and practices of law enforcement program development and administration.
- Procedures, methods and techniques in law enforcement patrol, traffic control, crime prevention, investigations, apprehension, civil process, and arrest.
- Types of law enforcement equipment, materials, and specialty items including, but not limited to, training.
- Principles and practices of organization, administration and personnel management pertaining to law enforcement.
- Budgeting procedures and techniques.
- Principles and practices of supervision, training and personnel management.
- Principles and procedures of record keeping and reporting.

Ability to:

- Organize, direct and implement a comprehensive law enforcement training program.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply Federal, State, and local policies, procedures, laws and regulations.
- Effectively administer a variety of law enforcement activities.
- Prepare and administer a budget.
- Respond to requests and inquiries from the general public.
- Supervise, train and evaluate assigned staff.
- Communicate clearly and concisely, both orally and in writing.
- Compile and forward necessary training reports to P.O.S.T. and write training courses, as necessary, for certification.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Gain cooperation through discussion and persuasion.
- Use and care for firearms.

Training and Experience:

Four years of increasingly responsible experience in law enforcement work, including one year in a supervisory capacity.

Equivalent to completion of the twelfth grade, supplemented by college level courses in administration of criminal justice, police science, public administration, business administration, or a related field.

Special Requirements:

Possession of a P.O.S.T. Intermediate and Supervisory Certificate.

Possession of, or ability to obtain, an appropriate, valid California Driver License.

SHERIFF DEPUTY/TRAINING/POLICY ADVISOR

DEFINITION

Under general supervision, to perform law enforcement and crime prevention work by patrolling assigned areas and answering calls and complaints; to investigate incidents and perform identification work; to serve as deputy coroner.

To plan, organize, and supervise the Training of Sheriff's Office Personnel (sworn and non-sworn); coordinates activities with other divisions and county departments; performs a variety of technical tasks relative to assigned areas of responsibility; and does related work as required or assigned.

DISTINGUISHING CHARACTERISTICS

This is a fully trained journey level classification for the performance of professional law enforcement work. Incumbents perform a wide range of law enforcement assignments. While an incumbent may be assigned to a specific area of law enforcement, he/she must be capable of performing assignments in other areas.

The incumbent will be responsible for developing, implementing and overseeing the Department's training program for sworn and non-sworn personnel. This will include reviewing and writing the departments policies and procedures to comply with the latest law enforcement methods and court decisions. In addition, the incumbent will provide specialized administrative support to the Sheriff and Undersheriff.

REPORTS TO

Undersheriff/Sheriff

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Patrols assigned areas and answers calls for protection of life and property.
- Conducts preliminary investigations.
- Interrogates witnesses.
- Gathers evidence and takes statements in connection with suspected criminal activities.
- Substantiates findings of fact in court.
- Serves warrants/civil papers and makes arrests.
- Investigates accidents.
- Assists and cooperates with other law enforcement agencies, responding to incidents, conducting investigations and making arrests.
- Dispatches law enforcement personnel.
- May transport mental health clients.
- May be assigned to assist with fingerprinting or fingerprint classification work.
- Takes pictures or makes sketches at crime scenes.
- May lift latent prints and takes plaster casts at crime scenes.
- Searches files for information.
- May develop photographs.

- Keeps firearms and other equipment in good working condition.
- Prepares detailed reports of all activities and incidents.
- Functions as a Deputy Coroner.
- May be assigned to facilitate communications with other law enforcement agencies.
- May perform staff administrative duties such as training, background investigations, crime prevention, public relations, and school liaison work.
- May be assigned to assist with follow-up, in-depth investigations for the preparation of charges in criminal cases.
- May secure search warrants and criminal complaints, preparing detailed reports.
- May make public speaking engagements at schools, fairs, official meetings and service clubs, serving as a Department spokesperson.
- May function as an undercover officer to conduct in-depth investigations for the detection and prevention of the sale of narcotics and the arrest of drug offenders.
- May perform special law enforcement assignments such as Field Training Officer, Search and Rescue, SWAT, Canine, and other areas.
- Directs, plans, organizes assigned law enforcement activities including training of sworn and non-sworn personnel.
- Establish schedules for the Sheriff's Office to facilitate the training of personnel.
- Maintains Department training equipment, updates current training curriculum, writes new training courses for certification by the Commission on Peace Officer Standards and Training (P.O.S.T.) as necessary.
- Assists in developing, recommending and implementing department/division goals and objectives.
- Implements department/division policies and procedures.
- Responsible for monitoring and updating the Sheriff's Office Manual and General Orders.
- Evaluate operations and activities of assigned responsibilities.
- Develop and implement specialized training related to county O.E.S. responsibilities for Sheriff Staff and outside county participants.
- Recommend improvements and modifications.
- Participates in the selection of staff.
- Works with employees to correct deficiencies.
- Answer questions and provide information to the public.
- Contacts and cooperate with other agencies as needed.
- Attends and participates in professional groups and committees.
- Performs related duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, walk, and climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, or bend to pick up or move objects weighing over 100 pounds with help; crawl through various areas moving on hands and knees; physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, courtroom, and outdoor environments; unusual exposure to life threatening situations; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and practices of law enforcement program development and training.
- Procedures, methods and techniques in law enforcement patrol, traffic control, crime prevention, investigations, apprehension, civil process, and arrest.
- Types of law enforcement equipment, materials, and specialty items including, but not limited to, training.
- Principles and practices of training and personnel management.
- Principles and procedures of record keeping and reporting.
- Modern law enforcement methods and procedures, including patrol, crime prevention, traffic control, bailiff, and basic crime scene investigation.
- • Laws of apprehension, arrest, and custody of persons accused of felonies and misdemeanors.
- • Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- • Laws applicable to the apprehension, retention, and treatment of juveniles.
- • Recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
- • The general geography and topography of Plumas County.
- • Use and care of Department authorized fire arms.
- • First aid techniques.
- • Principles of criminal identification and fingerprint classification.

Ability to:

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- Organize, direct and implement a comprehensive law enforcement training program.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply Federal, State, and local policies, procedures, laws and regulations.
- Effectively administer a variety of law enforcement activities.
- Respond to requests and inquiries from the general public.
- Supervise the training and evaluate assigned staff.
- Communicate clearly and concisely, both orally and in writing.
- Compile and forward necessary training reports to P.O.S.T. and write training courses, as necessary, for certification.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Gain cooperation through discussion and persuasion.
- Use and care for firearms.
- Perform a wide variety of professional law enforcement work.
- Understand and interpret laws and regulations relating to arrest, rules of evidence, and the apprehension, retention and treatment of prisoners and juveniles.

- Understand and interpret the Code of Civil Procedures and Civil Processes.
- Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances, and places.
- Secure information from witnesses and suspects.
- Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies.
- Write clear and comprehensive reports.
- Meet standards of adequate physical stature, endurance and agility.
- Operate a motor vehicle under critical and unusual conditions.
- Effectively represent the Sheriff's Department in contacts with the public and other law enforcement agencies.
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Training and Experience:

Five years of increasingly responsible experience in law enforcement work.

Equivalent to completion of the twelfth grade, supplemented by college level courses in administration of criminal justice, police science, public administration, business administration, or a related field.

Special Requirements:

Possession of a P.O.S.T. Advanced Certificate.

Possession of, or ability to obtain, an appropriate, valid California Driver License issued by the California Department of Motor Vehicles.

SHERIFF'S FISCAL OFFICER II

DEFINITION

Under direction, to be responsible for the development, maintenance, and tracking of a Department's fiscal information and data; to perform a variety of administrative, staff, and office management duties for an assigned department; to assign, schedule, coordinate, supervise, and evaluate the work of assigned staff; to perform a variety of difficult, complex, and specialized information gathering, information preparation, and public relations assignments; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialist classification for the positions which have primary responsibility for the development and maintenance of Department fiscal records and information in one of the County's larger departments such as Social Services, Public Works, Mental Health, and Public Health or departments having several complex diversified budget units. Responsibilities also include supervising, overseeing, and performing a variety of administrative, staff, and office management functions. Incumbents report directly to the Department Head. Successful performance of responsibilities requires detailed and specialized knowledge and understanding of the operations and policies of the Department.

REPORTS TO

Sheriff/Coroner

CLASSIFICATIONS DIRECTLY SUPERVISED

Various Office, Fiscal, and Program Support Staff depending upon the department to which a position is allocated.

SHERIFF'S FISCAL OFFICER II – 2

EXAMPLES OF DUTIES

- Serves as primary fiscal and staff support person for a larger County Department.
- Assists with the development, maintenance, and tracking of the Department's budget.
- Develops, analyzes, maintains and tracks a variety of fiscal and budget control journals, documents, and reports.
- Keeps other Department management aware of the budget status, expenditure levels, and the need to adjust expenditures for specific programs and operating areas.
- Has responsibility for the development, control, and maintenance of specials grants and special grant funding.
- Develops reports and information for grant funding agencies.
- Coordinates Department fiscal data and recordkeeping with the Auditor/Controller and other fiscal control agencies, such as the State and Federal government.
- Performs a wide variety of specialized office management, administrative support, and staff support assignments.
- May coordinate Department personnel activities.
- May assist with long term planning and establishing of Department goals.
- Hires, trains, supervise, and evaluate assigned staff.
- Establishes work schedules and priorities.
- Performs public information and relations assignments, receiving office visitors and telephone calls, providing comprehensive information about policies, programs, functions, and procedures.
- Establishes and updates information retrieval systems.
- Oversees the preparation or prepares purchasing documents, facilitating purchasing procedures for the Department.
- Gathers, organizes, and summarizes a variety of data and information.
- Performs special projects and prepares reports.
- Operates computers, maintaining and updating files and databases.
- Generates computer reports; operates office equipment.
- Provides grant program oversight to ensure compliance with grant requirements
- Maintains grant program records
- Compiles a variety of grant statistics and data
- Prepares required grant narrative and statistical reports
- Assists with development, maintenance and tracking of various grants
- Develops reports and information for grant funding agencies
- Prepares and processes department payroll
- Prepares correspondence, memos, documents and Board agenda requests
- Performs financial work related to billing, collection, disbursement and proper allocation of funds

SHERIFF'S FISCAL OFFICER II – 3

DUTIES CONTINUED:

- Explains and provides advice on department budget development procedures
- Reviews expenditure reports, documents budget adjustments and transfers throughout the year
- Maintains trust accounts
- Monitors bank accounts, transfers and balances monthly statements for reporting to county Auditor
- Directs purchasing, collection and/or external claim reimbursement activities
- Represents Sheriff's Office at financial audits for state and federal awarded funds and others as applicable
- Identifies obstacles, evaluates alternative course of action and makes recommendations which may include purchasing, cost analysis, and fiscal reporting modifications
- Performs specialized department fiscal and administrative support
- Serve as technical expert on financial related issues and strategies
- Coordinates purchasing activities and ensures appropriate coding and availability of funds for purchase requests
- Reviews claims for payment completeness, accuracy and conformance to program requirements; submits such claims to various funding sources; monitors payment status, researches errors and makes required adjustments
- Prepares contract documentation and processes requests for payment for service and related contracts; ensures contract provisions are met and that appropriate approvals are received.
- Manages department fixed asset inventory
- Interprets and applies a variety of complex policies, rules and regulations including but not limited to those involving the criminal justice system
- Oversees accounts receivable
- Monitors department roster for processing of personnel action forms
- Provides administrative and technical support specifically for the Sheriff

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephone, calculators, copies, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- County policies, rules, and regulations.
- Operations, rules, policies, and procedures of the Department where assigned.
- Accounting principles and practices.
- Budget development and control.
- Public and community relations.
- Grant development and administration.
- Administrative analysis.
- Office management methods and procedures.
- Establishment and maintenance of filing and information retrieval systems.
- Purchasing methods and procedures.
- Account and statistical recordkeeping.
- Personal computers and software applications related to fiscal and administrative support work.
- Principles of supervision, training, and staff evaluation.

Ability to:

- Perform a wide variety of complex and specialized fiscal administration and support work for an assigned Departments.
- Supervise, train, and evaluate the work of assigned staff.
- Interpret, explain, and apply a variety of County and Department policies, rules and regulations.
- Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority.
- Exercise significant responsibility in the development, maintenance, and control of the Department and unit budgets.
- Prepare and maintain grant funding records and reports.

Ability to continued:

- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Prepare promotional and informational materials.
- Use a personal computer and appropriate software for fiscal and administrative functions.

SHERIFF'S FISCAL OFFICER II – 4

- Effectively represent the County and the Department or unit in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
- Establish and maintain cooperative working relationships.

Training and Experience:

At least one (1) year equivalent to Sheriff Fiscal Officer I or equivalent completion of courses required for a major in Business Administration at an accredited four (4) year college or university.

Special Requirements: Possession of a valid California Driver's License issued by the Department of Motor Vehicles.