

RESOLUTION NO. 11-7686

RESOLUTION TO AMEND THE JOB DESCRIPTION, SALARY CLASSIFICATION AND POSITION ALLOCATION FOR THE PLUMAS COUNTY SHERIFF'S DEPARTMENT TO INCLUDE THE CLASSIFICATION OF ASSISTANT SHERIFF.

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

WHEREAS, during the fiscal year the Board of Supervisors may amend the job descriptions, salary classifications and position allocations by resolution; and

WHEREAS, the Plumas County Sheriff's Department has requested a reorganization that will remove the 1.0 FTE Undersheriff classification at salary range 3421 and replace this classification with 2.0 FTE Assistant Sheriffs at salary range 3187; and

WHEREAS, Sheriff Hagwood has stated that once the in-house recruitment has been completed a reduction in another classification will be made. However, at this time without going through the in-house recruitment, it would be premature to remove an allocation; and

WHEREAS, when the recruitment process has been concluded the number of FTE's for the Sheriff's Department will remain the same as allocated for 2010-2011.

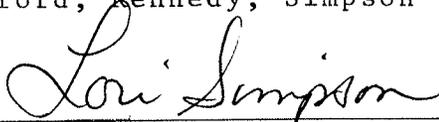
NOW, THEREFORE, BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

1. Approve the amendments to the job description of Assistant Sheriff.
2. Approve the salary range of the Assistant Sheriff to 3187.
3. Approve the Position Allocation for the Sheriff's Department 70330 to eliminate 1.0 Undersheriff and add 2.0 FTE's Assistant Sheriff.
4. Authorize Human Resources Director to remove 1.0 FTE once recruitment for Assistant Sheriff has been made.

<u>Sheriff 70330</u>	<u>FROM</u>	<u>TO</u>
Undersheriff	1.0	0.00
Assistant Sheriff	0.0	2.00

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 15th day of March 2011 by the following vote:

AYES: Supervisors Thrall, Swofford, Kennedy, Simpson
NOES: Supervisors None
ABSENT: Supervisors Meacher


Chairperson, Board of Supervisors

ATTEST:


Executive Clerk/Board of Supervisors

ASSISTANT SHERIFF

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

Sheriff Investigator Sergeant, Communications Supervisor, Sheriff's Office Administrator, Jail Commander and Administrative Sergeant, Patrol Sergeant, Fiscal Officer.

ASSISTANT SHERIFF – 2

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.

ASISTANT SHERIFF – 3

TYPICAL PHYSICL 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.

ASSISTANT SHERIFF - 4

- 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.

Training and Experience: Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

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 First Aid and CPR certificates.

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