RESOLUTION - ACTION REQUESTED 2017-312

MEETING: May 23, 2017

TO: The Board of Supervisors

FROM: Steve Johnson, Human Resources Director - Risk Manager

RE: Approve a Revised Jail Lieutenant Job Description

RECOMMENDATION AND JUSTIFICATION:
Approve a revised Jail Lieutenant Job Description, effective immediately.

As the Board is aware, the current County Jail Lieutenant will be retiring from County service in October. In preparation for this upcoming vacancy, staff from the Human Resources Department has worked closely with the Sheriff to review and update the existing Jail Lieutenant Job Description. A proposed “marked up” version of this Job Description is attached to this Staff Report for Board review, and includes the following important recommended changes:

- An update to the Minimum Qualifications of this classification provides a path for sworn Mariposa Sheriff’s Department staff to qualify as the Jail Lieutenant; the existing Jail Lieutenant is a non-sworn position, and this change would allow a sworn Sheriff’s Office employee to hold this position. This change will help broaden the candidate pool for this recruitment.

- A requirement that appropriate POST certification, along with years of service, will be a new option for a County employee to qualify for the position.

- The County provides for POST certification pay for sworn Sheriff’s employees, and staff has met with representatives from both the DSA and SMA Bargaining Units who agree with the County to include this practice for the Jail Lieutenant classification.

With the Board’s approval of these recommended changes, staff anticipates a smooth transition from the County’s retiring Jail Lieutenant to a new incumbent.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
From time to time, the Board approves changes and revisions to County Job Descriptions.

ALTERNATIVIES AND CONSEQUENCES OF NEGATIVE ACTION:
The Board may choose to continue with the existing Jail Lieutenant Job Description.
ATTACHMENTS:
Jail Lieutenant (DOC)

CAO RECOMMENDATION
Requested Action Recommended

Dallin Kimble
Dallin Kimble, Interim CAO 5/17/2017

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Rosemarie Smallcombe, District I Supervisor
SECONDER: Merlin Jones, District II Supervisor
AYES: Rosemarie Smallcombe, Merlin Jones, Marshall Long, Miles Menetrey
EXCUSED: Kevin Cann
JAIL LIEUTENANT

DEFINITION
To plan, organize, administer, and manage the daily activities and operations of the County Jail facility within the Sheriff's Department. Employees in this classification receive limited supervision within a broad framework of policies and procedures. Employees in this classification train, direct, supervise, and formally evaluate the work of assigned personnel. This job class functions at a first-line management level of classification and exercises responsibility for the coordination, supervision, and administration of the day-to-day Jail operations. This job class requires the application of professional and supervisory skills related to County Jail operations.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Captain/Community Services Division or the Sheriff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Assists the Sheriff and Undersheriff in administrative decisions pertaining to Jail management and operations.

Manages, supervises, and administers the daily operations of the County Jail facility.

Schedules, directs, supervises, and formally evaluates the work of assigned Jail Officers and personnel.

Assists in the preparation and administration of the annual budget related to Jail operations; authorizes and monitors budget expenditures maintaining on-going balances of Jail accounts.

Monitors and evaluates Jail operations and procedures for compliance with established State and federal laws.

Interprets departmental rules, regulations, policies and procedures to Jail Officers and personnel.

Maintains inventory records and stock levels of Jail food, supplies, clothing, equipment and other materials; orders needed supplies and materials as needed.

Recommends and implements disciplinary actions pertaining to assigned personnel.

Evaluates and monitors the training needs of Jail Officers and ensures that appropriate training is received.

Reviews, prepares and processes reports related to Jail operations and activities; compiles and maintains statistics related to Jail operations.
Perform daily inspections of the Jail facility to ensure it is maintained in a safe, clean and proper condition.

Oversees and assists in the booking, jailing, transport and/or release of prisoners.

Coordinates Jail operations and activities with other departmental functions and units as required.

Performs other related duties similar to the above in scope and function as required.

**EMPLOYMENT STANDARDS**

**Knowledge of:**
State, federal and local laws, regulations, standards, and codes governing Jail operations and reporting requirements.

The care and custody of prisoners, budget preparation, and administration supervisory methods and techniques.

Departmental policies and procedures related to the booking, detention, transport and release of prisoners.

Safety procedures and precautions associated with Jail operations.

**Ability to:**
Supervise and prioritize the work of others and to maintain discipline and morale.

Prepare clear and accurate reports.

Communicate effectively in both oral and written form.

Estimate needed supplies, personnel, and other resources related to Jail operations and to allocate these resources effectively.

Prepare and administer a budget effectively.

Establish and maintain accurate recordkeeping systems.

Establish and implement procedures and policies which meet the stated goals of assigned operations.

Quickly analyze problem situations, isolate problem causes, and take appropriate action to resolve problems identified.
Establish and maintain effective work relationships with those contacted in the performance of required duties.

**TYPICAL WORKING CONDITIONS**
Work is performed in a smoke-free Jail environment and correctional facility and external environments with exposure to inclement weather and varying temperatures. Work involves intense concentration on activities going on around one’s location on a constant basis throughout the entire work shift. Work occasionally involves personal danger, exposure to noise, chemicals, bodily fluids, infectious diseases and potentially hostile, violent, uncontrollable, and life-threatening situations.

**TYPICAL PHYSICAL REQUIREMENTS**
Ability to sit, stand, walk, run, kneel, crouch, bend, stoop, squat, twist, lift, and climb, physically restrain persons, conduct activities on uneven surfaces under various environmental conditions, lift and move with help objects weighing over 100 pounds, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms; use of office equipment including computers, telephones, calculators, typewriters, copiers, and fax machines; may require ability to use special equipment including transport vans, cameras, two-way radios, handcuffs and waist/leg chains, firearms, special locks and keys, protective body gear, impact batons, and pepper spray.

**MINIMUM QUALIFICATIONS**

**Education:**
Graduation from high school or equivalent, supplemented by courses in police science or administration.

**Experience:**
Five (5) years experience in Jail operations, two (2) of which were in a supervisory capacity.

- OR -
Two (2) years experience as a Sheriff’s Sergeant with the Mariposa County Sheriff’s Office and possession of a P.O.S.T. Intermediate Certificate.

**Possession of:**
Completion of, or the ability to complete within one year of employment or appointment, the Adult Corrections Officer Manager/Administrator Core training course as required by Standards and Training for Corrections (S.T.C.).

A valid California Driver's License. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another State if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

Certificate of completion of P.C. 832 class.
A valid CPR/First Aid Certificate.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.