

PLACER COUNTY
SHERIFF
CORONER-MARSHAL



151, 1851

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EDWARD N. BONNER
SHERIFF-CORONER-MARSHAL

STEPHEN L. D'ARCY
UNDERSHERIFF

To: Honorable Board of Supervisors
From: Edward N. Bonner, Sheriff-Coroner-Marshal
Date: November 7, 2006
Subject: Modification of Allocation Ordinance and Salary Plan for Sheriff's Department

REQUESTED ACTION

Approve the attached ordinance modifying Placer County Code, Chapter 3, Section 3.12.010 – Allocations and Compensation, Section 3.12.030 – Schedule of classifications, salary plan and grade unclassified service, and Section 3.12.040 – Salaries—Placer County Sheriff's Ordinance Initiative to reflect the addition of the Assistant Sheriff position. The Civil Service Commission approved the creation of the new classification specification in unclassified service of Assistant Sheriff on September 11, 2006. We are requesting your Board approve this classification at a range 10% below that of the Undersheriff on September 11, 2006. The ordinance modification will enact the following:

1. Create a new grade of S53 on the Safety Management salary plan to reflect the salary for the Undersheriff, and
2. Change S52 on the Safety Management salary plan to reflect the salary plan for the Assistant Sheriff, and
3. Change the allocation ordinance deleting 1 captain, adding 1 Assistant Sheriff, and
4. Add the Assistant Sheriff to the list of unclassified positions; and
5. Add the Assistant Sheriff to the list of sworn staff affected by the DSA MOU parameters.

BACKGROUND

The Sheriff's Department has been facing extraordinary challenges over the past few years related to County growth, development and facilities planning, information and technology, and workforce planning. The complexities of the issues continue to increase. The department has developed a strategic plan that begins to address some of these issues in the short term. Long term planning is the next step to continue to address and plan for emerging issues within the Sheriff's Department and the County. The Sheriff has reviewed his organizational structure and operational needs. A need has been identified for a position with a high level of responsibility and authority to help plan and implement long term strategies, assist in the management of current operations, and recommend policy and operational improvements for the department at the executive level. This position would be part of the department's executive branch, providing high level support, problem-solving and policy recommendations that may span across functions within the department. This position would also represent the Sheriff to the Board, other allied

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law enforcement agencies, local communities and outside agencies and may act on behalf of the Sheriff or Undersheriff as needed in their absence. This request is consistent with the more complex duties and higher level of responsibility required within a Sheriff's department as already defined in similar positions throughout the State.

The Sheriff identified this new position as one of his highest priorities during the Final Budget workshops. Your Board approved this position in concept. Since it was a new position with no current specifications, a captain's allocation was added as a placeholder until a specification and compensation range could be developed to submit for approval. The specification was approved by the Civil Service Commission on their meeting of September 11, 2006. The compensation is recommended for your Board's approval ten percent (10%) below that of the Undersheriff. The position is recommended as unclassified or "at will". The position would report directly to the Undersheriff and provide supervision to the captains and professional managers.

Your Board's approval is required for the attached ordinance to modify Chapter 3, Article 12 to reflect the addition of the Assistant Sheriff allocation in place of the captain added at the Final Budget, modify the unclassified service and approve the compensation range, and add the Assistant Sheriff as Safety Management.

FISCAL IMPACT

The Assistant Sheriff position was approved by your Board as part of the FY 2006/2007 Final Budget submitted in the estimated amount of \$180,000 for seven months, including any start-up costs. Staffing costs for next year are estimated at \$250,000 for a full year. This is a sworn position that falls under the DSA MOU parameters. Revenues are received from the General Fund and Public Safety Fund to support this position.

ASSISTANT SHERIFF
(Unclassified)

DEFINITION

Under general direction, to plan, direct, coordinate and review a major operation(s) and its divisions and programs of the Sheriff-Coroner-Marshal; to assist the Sheriff and Undersheriff in the development of departmental policies and the administration of the Department; to act in the absence of the Sheriff and Undersheriff; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Assistant Sheriff level recognizes positions that serve as part of the Sheriff's executive management team and as a full line assistant to the Sheriff serving at the will of the Sheriff. These positions participate in the overall development and review of departmental policies, procedures, and operations of a major functional area(s). Incumbents have a broad management responsibility of Corrections and Detention or Law Enforcement Operations. Incumbents are expected to apply management skills and abilities and general goal and policy statements to resolve complex organizational issues. The class of Undersheriff is distinguished from the class of Assistant Sheriff by a broader responsibility for all major functional areas of the Sheriff Department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Sheriff and Undersheriff.
Exercises direct supervision over sworn and non-sworn management, supervisory, professional, technical and clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Assist the Sheriff and Undersheriff in the development of the departmental budget and the establishment, implementation, and assessment of departmental policy procedures, rules and regulations.

Interpret departmental policy to division commanders, assign duties and responsibilities and delineates lines of authority for the assigned program areas; provide division commanders with direction on coordination of services, policy and procedures and budget and personnel matters.

Advise the Sheriff and Undersheriff on sensitive personnel and operational matters, prepare written and oral reports, may conduct investigations and recommend actions to bring matters to conclusion.

PLACER COUNTY
Assistant Sheriff

Develop and plan new or revised programs for more effective law enforcement, crime prevention and rehabilitation; study organizational structure and operational methods in order to recommend policies and procedures for maximum efficiency and effectiveness; assign subordinate managers to special projects.

Observe operations of assigned divisions and programs of the Department in order to ascertain the efficiency of operations, the morale and discipline of employees and the condition of physical facilities and equipment; conduct studies and reports on anticipated needs for new and expanded facilities and the more efficient use of existing facilities.

Direct the preparation of annual budget requests by division commanders assigned; reviews, evaluates, and recommends on divisional budget requests; review budget performance; review requests for purchases of major items.

Coordinate within assigned divisions/programs the activities of the Department with other law enforcement agencies and other County agencies/departments; may meet with other agencies to discuss matters related to program goals, priorities and costs and reimbursements; meet with representatives of agencies and County departments to discuss matters pertaining to procedure, areas of responsibility and jurisdictions; may give talks and presentations and interprets departmental policy to the public and agencies and County departments.

Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.

Represent the Department and Divisions to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports and studies; prepare written correspondence.

In the absence of the Sheriff and Undersheriff, to assume the responsibilities of the Director as needed.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of management necessary to plan, analyze, develop, direct and evaluate programs, administrative policies, organizational structure and law enforcement matters.

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- Principles and practices related to the management of major divisions and programs areas within the Sheriff Department.
- Principles and modern methods of law enforcement administration including organization, human resource management, fiscal management, budgeting procedures and methods, program planning, implementation and administration.
- Principles and practices of criminal law, codes, ordinances and court interpretations pertaining to the rights of citizens, apprehension, arrest, search and seizure and rules of evidence, as well as pertinent local, State and Federal laws, rules and regulations.
- Principles and practices governing the operations of modern detention facilities, law enforcement patrol, coroner's duties, crime prevention, investigations, and civil process.
- Principles and practices of policy development and implementation.
- Principles and practices of project and contract administration.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of business correspondence and report writing.
- Principles and practices of organizational analysis and management.
- Principles and practices of supervision, training and personnel management.
- Modern office procedures and computer equipment.

Ability to:

- Plan, organize, direct and coordinate the operations related to major functions or divisions in the Sheriff's Department related to law enforcement protection and/or prevention or corrections and detention facility.
- Develop, design and implement policies and procedures for Sheriff's programs and operational functions of assigned functional areas.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes including those related to law enforcement; observe performance and evaluate staff; problem solve Department cost recommendations; remember personnel rules; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means.
- Prepare and administer a budget.
- Supervise, train and evaluate personnel.

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- Interpret and explain Department and Division policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; analyze situations and adopt effective courses of action, often in stressful, emergency situations.
- Develop effective long-term goals and action plans; effectively administer a variety of law enforcement activities.
- Skillfully and properly use and care for firearms.
- Gain cooperation through discussion and persuasion.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Communicate clearly and concisely, both orally and in writing.

Experience and Training

- Applicant must meet or be eligible to meet all requirements for peace officer status that are mandated by the California Government Code and Peace Officer Standards (POST) regulations for lower classes.
- Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Eight years of increasingly responsible experience in law enforcement including at least four years in a supervisory classification equivalent to Sergeant or higher.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in police science, criminology, public or business administration, or a related field. Additional qualifying experience at a supervisory or higher level may be substituted for a maximum of two years of the required education. The experience shall be substituted on two years of experience for every one year of education basis.

License or Certificate

- Possession of, or ability to obtain, a valid driver's license. Proof of adequate vehicle insurance and medical clearance may also be required.
- Possession of a California POST advanced certificate; must be eligible to obtain a POST management certificate within one year of appointment.

**Before the Board Of Supervisors
County of Placer, State of California**

In the matter of: An ordinance amending Placer County
Code, Chapter 3, Sections 3.08.070, 3.12.010, Appendix 1
and 9, 3.12.020, 3.12.030 and 3.12.040 relating to the Sheriff's Department.

Ordinance No.: _____

First Reading: _____

The following Ordinance was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held _____, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chairman, Board of Supervisors

Attest:
Clerk of said Board

**THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA, DOES
HEREBY ORDAIN AS FOLLOWS:**

That Placer County Code, Chapter 3, Section 3.08.070, 3.12.010 Appendix 1 and Appendix 9, 3.12.020, 3.12.030 and 3.12.040 are hereby amended as follows: (Additions to ordinance shown in bold and underline, deletions shown with strike-through.)

Section 1. That Article 3.08, Section 3.08.070 is hereby amended to read as follows:

3.08.070 Classified and Unclassified Service Defined

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A. The unclassified service shall consist of:

* * * * *

122. Assistant Sheriff

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Section 2. That Article 3.12, Section 3.12.010, Appendix 1 is hereby amended to read as follows:

**3.12.010 APPENDIX 1
SHERIFF**

(b)	Sheriff Administration and Support	
	Assistant Sheriff	1
	Sheriff's Captain	4

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Section 3. That Article 3.12, Section 3.12.010, Appendix 9 is hereby amended to read as follows:

3.12.010 APPENDIX 9 Management – Safety MGTS

New Salary Grade	Step 1	Step 2	Step 3	Step 4	Step 5
S52	44.5056	46.7309	49.0674	51.5208	54.0968
S 52 S53	50.1440	52.3365	54.6250	57.0135	59.5065

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Section 4. That Article 3.12, Section 3.12.020 is hereby amended to read as follows:

3.12.020 Classified Service

1. Uniform Allowance—Sworn Peace Officers

Assistant Sheriff

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2. Career and Education Incentive

Effective July 23, 2004 at 5:01 p.m., full-time permanent employees in the following classes shall be eligible for the career and education incentive:

Assistant Sheriff

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25. Wellness Incentive, Deputy Sheriffs' Unit and Safety Management

(a.) Effective pay period 3, July 8, 2005 at 5:01 p.m., employees in the following classifications, if otherwise qualified pursuant to this section, shall receive an allowance equal to two and one-half percent of his or her base pay:

Assistant Sheriff

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Section 5. That Article 3.12, Section 3.12.030 is hereby amended to read as follows:

3.12.030 Unclassified Service

Admin Code	Classification Title	Salary Appendix	Grade
11733	Assistant Sheriff	MGTS - 9	S52
19888	Undersheriff	MGTS - 9	S52 S53

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Section 6. That Article 3.12, Section 3.12.040 is hereby amended to read as follows:

3.12.040 Salaries – Placer County Sheriff’s Ordinance Initiative

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C. As used herein the term "comparable class of position" shall mean a group of positions substantially similar with respect to qualifications or duties or responsibilities using the following positions as guidelines:

1. Undersheriff, **Assistant Sheriff***, inspector, corporal, captain, sergeant, deputy, lieutenant.

***Assistant Sheriff will be set at 10% below the Undersheriff if no comparable class of position available.**

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Section 7. That this ordinance shall be effective the first day of the pay period following final passage.

