

**MEMORANDUM
PERSONNEL DEPARTMENT
COUNTY OF PLACER**

To: Board of Supervisors
From: Placer County Civil Service Commission/Personnel Department
Placer County Sheriff's Office
By: Nancy Nittler, Personnel Director *NN*
Date: November 6, 2012
Subject: Recommendation from the Civil Service Commission regarding the creation of the Correctional Lieutenant classification

ACTION REQUESTED

1. Introduce ordinance to implement the recommendations of the Civil Service Commission regarding the creation of the classification of Correctional Lieutenant.
2. Placement of the new classification of Correctional Lieutenant in the classified service at Salary Grade MGTS S20 (\$5,728 - \$6,963 monthly).

BACKGROUND

As a result of the AB 109 Realignment requirements and in anticipation of the new South Placer jail opening, the Board of Supervisors approved a study of the Corrections Division in July 2011 to accomplish the following:

- Review the organizational structure of the division to ensure adequate staffing to operate both the new and existing jail facilities;
- Improve organizational effectiveness and streamline current work processes to meet the needs of Corrections division staff and the population it serves;
- Review and update existing classification specifications so that current recruitment and retention issues may be better addressed.

Last year Bryce Consulting was retained to conduct the analysis and has worked closely with Sheriff's Office Management staff and the Personnel Department to meet the objectives defined above.

As a result of that study it was recommended that a new classification within the Correctional Officer series be developed which could provide more consistency among first line management staff who would have specialized expertise in the area of Corrections. Currently Sheriff's Lieutenants assigned to the Corrections Division are rotated over a two to three year period in order to provide the required broad-based job experience to sworn staff in a variety of service areas. With two separate jail facilities expected in the future, it is anticipated that the service needs of the Corrections Division will be better met if there is a non-rotating position at each facility that can provide uniformity and stability across both facilities in managing overall Jail operations and services. This recommendation is consistent with other agencies in the relevant labor market.

It is anticipated the Correctional Lieutenant classification will become part of the Correctional Officer class series and be filled with staff possessing knowledge and experience specific to Corrections via the competitive examination process. Correctional Lieutenants will not replace the Sheriff's Lieutenants assigned to the Jail facility, but rather would use their specialized

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knowledge of Corrections to work with rotating Sheriff's Lieutenants to meet Jail division needs and objectives.

The proposed classification specification is attached for your information. The County Executive Office has been involved in the review of this recommended classification and supports this request. Given the scope and level of duties performed, it is recommended that the salary for this position be set at Range S20 in the Management Safety group. This recommendation is reflective of similar alignment between the supervisor level (Sergeant) and the management level (Lieutenant) in other County sworn class series. While approval of this request will create the classification and associated pay grade, specific position allocations are not yet recommended and would come forward to your Board from the Sheriff's Office and County Executive Office in the future.

FISCAL IMPACT

There are no fiscal impacts associated with creating the classification and salary grade for the new class of Correctional Lieutenant. Any future fiscal impacts will be identified as part of the staffing requests from the Sheriff's Office.

Attachment (A)

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CORRECTIONAL LIEUTENANT

DEFINITION

To plan, organize and direct the activities of the Jail/Corrections Division within the Sheriff's Office; to coordinate jail/corrections activities with other divisions or departments; and to provide highly responsible technical support to a Sheriff's Captain.

DISTINGUISHING CHARACTERISTICS

The Lieutenant level recognizes positions that provide full second-line, direct supervision to employees within a work section and/or assume substantive and significant programmatic responsibility in a defined area or specialty. The Correctional Lieutenant is distinguished from the class of Sheriff's Lieutenant in that it is assigned to the jail/corrections function only, whereas the Sheriff's Lieutenant has a broader scope of responsibilities and is subject to rotation of assignments/service areas throughout the department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a Captain.

Exercises direct supervision over supervisory, technical and clerical personnel.

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

Recommend and implement correctional/jail goals and objectives; assist the Captain in establishing performance standards and methods for a variety of law enforcement activities with corrections; develop and implement correctional/jail policies and procedures.

Evaluate correctional operations and activities; recommend improvements and modifications and implement as directed; prepare various reports on correctional operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staffing or equipment/material needs; monitor and control expenditures.

Plan, develop and oversee the work of staff involved in performing corrections work; participate in the selection of staff; coordinate and monitor staff training; conduct performance evaluations; recommend and administer discipline as directed.

Conduct internal affair investigations; collect data, analyze and prepare special surveys, investigations and comprehensive reports as needed; investigate complaints from citizens and/or staff and recommend corrective action as necessary to resolve them.

Review jail incident reports prepared by staff; review inmate's written correspondence; review and resolve jail medical liability issues; review and answer inmate grievances.

Act as liaison with other law enforcement agencies and jail vendors; participate in law enforcement conferences and stay abreast of modern police methods.

Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service; answer questions and provide information on behalf of the Corrections Division to the public.

Respond to emergencies when off duty.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of criminal law as applied to corrections work, corrections services, and crime prevention methods; laws of arrest, search and seizure and rules of evidence; methods and principles of sound law enforcement administration.
- Pertinent local, State and Federal rules, regulations and laws.
- Organization, rules, regulations and procedures of the Placer County Sheriff's Office.
- Modern office procedures, methods and computer equipment.
- Principles and practices of research, analysis and organizational management.
- Budgeting procedures and techniques.
- Principles of supervision, training and performance evaluations.
- Principles and practices of work safety.

Ability to:

- Organize, implement and direct correctional/jail operations/activities.
- Understand all aspects of the job; analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures.
- Interpret and explain pertinent County and Department policies and procedures.
- Perform the most complex work of the unit.
- Analyze situations quickly and clearly; adopt an effective course of action in hazardous circumstances; resolve conflicts in an effective manner.
- Work effectively in stressful situations; act quickly and calmly in emergencies.
- Supervise, train and evaluate assigned staff.

- Assist in the development and monitoring of an assigned program budget.
- Enforce the law firmly, tactfully and impartially; deal courteously with the general public, subordinates, employee organizations, other County departments and other agencies.
- Maintain good physical, emotional and mental condition to satisfactorily perform the functions of the position; meet and maintain State-required Standards and Training for Corrections (STC) employment standards to safely and effectively perform assigned duties.
- Obtain information through interviewing and interrogation.
- Develop and recommend policies and procedures related to jail operations.
- 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

- 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:

Six years of increasingly responsible experience in responsible correctional work, including two years at the rank of Correctional Sergeant or higher with Placer County.

Training:

Completion of 60 semester units from an accredited college.

License or Certificate:

- May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.
- Possession of a course completion certificate from the California Peace Officer Standards and Training (POST) or Standards in Training for Corrections (STC) recognized Basic Supervisor's course.

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

In the matter of: An ordinance amending the un-codified
Classified Service - Schedule of Classifications, Salary Plan,
and Grade Ordinance for the classification of Correctional
Lieutenant.

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 the classified Service – Schedule of Classifications, Salary Plan and Grade Ordinance are hereby
amended as follows:

(Additions to ordinance shown in bold and underlined, deletions shown with strike-through.)

Ordinance # _____

Section 1. That the Classified Service – Schedule of Classifications, Salary Plan and Grade Ordinance is hereby amended to read as follows:

ADMIN CODE	CLASSIFICATION TITLE	SALARY PLAN – APPENDIX	GRADE
<u>11749</u>	<u>Correctional Lieutenant</u>	<u>MGTS</u>	<u>S20</u>

MANAGEMENT SAFETY

Grade	Step 1	Step 2	Step 3	Step 4	Step 5
<u>S20</u>	<u>\$33.0504</u>	<u>\$34.7027</u>	<u>\$36.4379</u>	<u>\$38.2602</u>	<u>\$40.1729</u>

Section 2. That this ordinance shall be effective the first day of the pay period 30 days following final passage.

Section 3. That this ordinance amendment is adopted as an un-codified ordinance.

