

CHIEF DEPUTY SHERIFF

DEFINITION

Under administrative direction, assisting the Sheriff and Undersheriff in planning, directing, coordinating and organizing the functions of the Administration, Custody or the Enforcement Operations Bureaus of the Sheriffs Office; may assume office-wide responsibility in the absence of the Sheriff or Undersheriff per §24105 of the Government Code; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS

The Chief Deputy Sheriff is an “At-Will” executive management position who reports directly to the Sheriff and is responsible for the administration of one of the three Bureaus within the Sheriff’s Office and serves “at the pleasure of” the incumbent Sheriff. The Chief Deputy is responsible for planning, supervising and coordinating staff activities; conferring with the Sheriff and Undersheriff regarding official policies and procedures; and representing the Office at the state and local level in areas related to their Bureau.

This position is distinguished from the higher executive management class of Undersheriff in that the latter is responsible for the administration of the three Bureaus within the Sheriff’s Office, assumes office-wide responsibility in the absence of the Sheriff per §24105 of the Government Code, and is second in command organizationally.

This position is distinguished from the lower management class of Sheriff’s Captain responsible for the management of either the Custody or the Enforcement Operations Bureaus and coordinates and implements the long-term and the day-to-day activities of multiple stations, divisions, units and department programs or functions under the direction of the Chief Deputy Sheriff.

EXAMPLES OF DUTIES

Nothing in this specification restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

1. Assists the Sheriff and Undersheriff in directing and implementing the goals and policies of the Office by planning, organizing, directing and coordinating the operation of one of the three Bureaus of the Sheriff’s Office.
2. Represents the Sheriff or Undersheriff at civic meetings; liaison with the media; responds to correspondence and prepares reports for the Sheriff and represents the Sheriff’s Office to the Board of Supervisors.
3. Identifies and prepares annual bureau budget requests; controls bureau budget expenditures and prepares specific procedures to implement program objectives.
4. Coordinates activities with other law enforcement agencies; reviews legislation and collaborates with other Bureau Chiefs and county departments.
5. Determines and directs the efficiency of bureau operations through the training, mentoring, evaluating, assigning and discipline of personnel, and the upholding of safety practices and the inspection of the condition of physical facilities and equipment.
6. Makes recommendations as it pertains to hires and promotions of staff.
7. Assumes command of the Sheriff’s Office in the absence of the Undersheriff and Sheriff

QUALIFICATIONS

Any combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Knowledge and Skills:

Thorough knowledge of:

1. Principles and practices relating to the Administration, Custody or the Enforcement Operations Bureaus.
2. Principles of budget and fiscal management, cost accounting, public funding and grant management.
3. Principles of personnel management, affirmative action and grievance resolution.
4. The organization, functions, responsibilities, authorities and procedures of the Administration, Custody or the Enforcement Operations Bureaus.

Skill and Ability to:

1. Foster and maintain an active loyalty and close working relationship with the Sheriff and Undersheriff by respecting the sensitive nature of the position and the paramount importance of confidentiality.
2. Assist in the overall administration of the Sheriff's Office by analyzing situations accurately and adopting an effective course of action and making independent decisions in the absence of higher authority and devising provisions for the future.
3. Exhibit fiscal responsibility in the planning, directing and coordinating of activities to achieve maximum efficiency through the full utilization of available resources.
4. Establish and maintain cooperative working relationships with subordinates, public officials, representatives of private organizations and the general public.
5. Prepare and deliver clear, concise and comprehensive written and oral communications.
6. Consistently display a high degree of integrity and good judgment.

REQUIRED CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to:

1. Sign a Notification and Acknowledgement of At-Will Employment
2. Maintain the standards established by the California Commission of Peace Officer Standards and Training and the Monterey County Sheriff's Office
3. Wear a uniform as assigned
4. Possession of a valid California Class "C" Driver's License issued by the State Department of Motor Vehicle
5. Possession of a valid Basic P.O.S.T. Certificate issued by the California Commission of Peace Officer Standards and Training
6. Possession of a valid Management Certificate and Advanced P.O.S.T. Certificate issued by the California Commission of Peace Officer Standards and Training is highly desirable for this position

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

Any combination of training, education and/or experience which provides the knowledge, skills and abilities and required conditions of employment listed above is qualifying. An example of a way these requirements might be acquired is:

- Education and experience equivalent to the completion of an Associate's Degree and two years of paid public law enforcement management experience equivalent to that gained as a Sheriffs Commander.
- Possession of a Bachelor's Degree or higher from an accredited college or university is preferred

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory abilities required for this classification include:

1. Ability to speak and hear effectively to provide clear instructions to staff, over a two-way radio, phone or make public presentations

2. Ability to sit during meetings and work at a desk and/or computer; stand during critical incidents and major events for periods of time
3. Ability to develop and maintain manual dexterity, visual acuity and physical strength necessary to demonstrate proficiency with a duty weapon and other equipment as issued

CLASS HISTORY

Class Code: 12A10
Established Date: October, 1969
Revised Date: March 2010
Former Title: (New)

CLASS DATA

Job Group: 02
EEO Category: E
Work Comp. Code: 8810
Bargaining/Employee Unit: Y
FLSA: E
MOCO OT: N

Prepared by: LynnRose Alig, Associate Personnel Analyst

Approved by:

/s/ Gerta McClay
County Administrative Office

5/24/2010
Date