

UNDERSHERIFF

DEFINITION

Under the Sheriff's administrative direction, plans, organizes, directs and coordinates the activities of the Administration, Custody and the Enforcement Operations Bureaus of the Sheriffs Office; assumes office-wide responsibility in the absence of the Sheriff per §24105 of the Government Code; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS

The Undersheriff is an "At-Will" executive management position and is second in command organizationally. The Undersheriff reports directly to the Sheriff and is responsible for the administration of the three bureaus within the Sheriff's Office and serves "at the pleasure of" the incumbent Sheriff.

This position is distinguished from the higher class of Sheriff in that the Sheriff is elected and responsible for the enforcement of all public safety laws within the County of Monterey, and the detention of incarcerated inmates as required by state, federal and case law, and applicable regulations. The Sheriff is the Ministerial Officer of the Court and provides bailiffs; serves a variety of civil processes; and is responsible for Coroner duties for Monterey County.

This position is distinguished from the lower executive management class of Chief Deputy Sheriff responsible for planning, supervising and coordinating staff activities for the Administration, Custody or the Enforcement Operations Bureaus by 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.

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. Plans, organizes, directs and coordinates the operation of the three bureaus of the Sheriffs Office.
2. Develops, implements, interprets and enforces policies and procedures related to law enforcement services; reviews and makes recommendations related to legislation which would impact the activities of the Sheriff Office; prepares reports concerning management problems and other administrative functions.
3. Plans for utilization of resources and assists in the preparation, administration and management of the Sheriff's Office budget.
4. Coordinates activities with other law enforcement agencies and officers and with federal, state, and local law enforcement and corrections agencies in maintaining law and order; develops emergency response plans.
5. Plans and directs development and implementation of programs related to law enforcement activities, including the prevention and investigation of crimes, protection of life and property, care and custody of prisoners, communications and related activities.
6. Superintends the internal recruitment and selection process, training, discipline and evaluation of staff, and makes recommendations as it pertains to hires and promotions.
7. Represents the Sheriff at civic meetings; liaison with the media and represents the Sheriffs Office to the Board of Supervisors.
8. Directs collaboration with the Administrative Office of the Court and Superior Court of California, County of Monterey.
9. Assumes command of the Sheriff's Office in the absence of the 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 law enforcement agencies and 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. Organizational structure of the County of Monterey and the Sheriff's Office

Skill and Ability to:

1. Foster and maintain an active loyalty and close working relationship with the Sheriff by respecting the sensitive nature of the position and the paramount importance of confidentiality.
2. Prepare and deliver clear, concise and comprehensive written and oral communications.
3. Establish and maintain effective interpersonal relationships at all organizational levels and with the public.
4. Direct, facilitate, mentor, organize and manage Office staff.
5. Display a high degree of integrity and good judgment.
6. Analyze and identify potential problems or liabilities and implement progressive changes.
7. Ability to act decisively in routine and emergency situations.

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: 12A13
 Established Date: Unknown
 Revised Date: March 2010
 Former Title:

CLASS DATA

Job Group: 01
 EEO Category: E
 Work Comp. Code: 7720
 Bargaining/Employee Unit: Y
 FLSA: E
 MOCO OT: N

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Approved by:

/s/ Gerta McClay

County Administrative Office

5/24/10

Date