

**COUNTY OF SOLANO
UNDERSHERIFF**

**Rev. 11/06
CSC Exempt**

DEFINITION

Under general direction of the Sheriff, assists in planning, organizing, and directing the activities of the Sheriff's Department, to act for the Sheriff when so authorized; and to perform related work as required.

CLASS CHARACTERISTICS

This is a single position, in the Executive Management Group exempt from the Civil Service rules. The Undersheriff, a sworn position, participates in the overall development and review of departmental policies and operations; exercises direct line supervision over a large administrative and program staff through subordinate supervisors. This class is distinguished from the Sheriff by the latter's election to the position and broad scope of authority over all departmental divisions.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Confers with the Sheriff on matters pertaining to departmental operations and provides the Sheriff with a briefing of department operations; establishes standards of work and operating procedures; submits operation reports.
2. Supervises and directs through subordinate supervisors major functions of custody, public safety and operations support.
3. Assists in the development, revision, review and implementation of departmental and general law enforcement policies, procedures and operations.
4. Participates in selecting personnel for promotion and the hiring of new employees; reviews applications and conducts interviews; makes recommendations regarding disciplinary action.
5. Participates in the personnel and labor relation activities of the department, including negotiations, grievances and other personnel actions.
6. Consults with and advises division commanders on personnel problems and the evaluation of the division commander's on-going operations; confers with and assists the Sheriff on departmental plans, policies, procedures and budget preparation and development.
7. Directs research and planning regarding department organization, facilities, training, systems, grants and other projects.
8. Coordinates investigative work with city, state, federal, and other law enforcement agencies; maintains liaison with County departments and appropriate public and private groups.

EXAMPLES OF DUTIES (Continued)

9. Represents the Sheriff at various official and civic meetings; makes public appearances to explain departmental policies and procedures and to promote public relations; answers correspondence, prepares detailed analyses and reports, and conducts special studies.
10. May assume field command in cases of major crimes, riots, or disasters.

QUALIFICATION GUIDELINES

Education and/or Experience:

Progressively responsible law enforcement experience that includes administrative and supervisory experience that demonstrates possession of, and competency in requisite knowledge and abilities; possession of a valid California Driver's License. The required education and experience are as follows:

Three years of progressively responsible law enforcement agency experience as a Captain-Sheriff or four years of progressively responsible experience as a Lieutenant-Sheriff, or equivalent classification, to include managerial experience in program operations, personnel management, budget preparation and monitoring, and policy development and implementation,

AND

a Bachelor's degree in Criminal Justice, Public or Business Administration or a closely related field

AND

graduation from either the Federal Bureau of Investigation (FBI) Academy or POST Command College. Substitution: possession of a Masters' or postgraduate Degree may be substituted for graduation from the Academy or command college

Knowledge/Abilities

Knowledge of: the organization, functions, responsibilities and procedures of a Sheriff's department; criminal law and ordinances enforced by and affecting the operations of a Sheriff's department; modern law enforcement principles, practices, and administration; public relations principles and practices; police report writing techniques; fiscal management, statistical analysis, research methods, report writing, program planning, personnel management and staff development.

Ability to: implement complex assignments requiring organization of material and development of procedures; analyze complex police problems and adopt effective and reasonable courses of action; make effective decisions using independent judgement; develop and implement operational and administrative procedures; plan, assign, supervise, and review the work of subordinate personnel; communicate effectively both verbally and in writing with people of socio-economic backgrounds; demonstrate tact and diplomacy; research and analyze data and prepare reports; react quickly and calmly in emergencies; establish and maintain effective working relationships with other public officials, police agencies, the general public, and staff; maintain confidentiality of information

SUPPLEMENTAL INFORMATION

Independent travel including interstate travel is required.

Incumbents must be able to work in a stressful environment.

Possession of a valid California driver's license and a satisfactory driving record.

Incumbents required to work in a standard office environment and use standard office equipment, including a computer, work outside normal business hours, sight to read printed materials and a computer screen, work may include working with the full range of body movements including reaching, bending, grasping and climbing.

Candidates in this position may be required to pass a background investigation in accordance with applicable laws, regulations or policies.

Donald W. Turko, Director
Department of Human Resources

Date

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