



OCTOBER 2021  
FLSA: EXEMPT  
Bargaining Unit: UD  
JCN: 0271

## **UNDERSHERIFF**

### **DEFINITION**

Under the direction of the Sheriff, assists in planning, organizing, managing, and providing direction and oversight for all functions and activities of the Sheriff-Coroner-Public Administrator's Office, including law enforcement and corrections programs; provides expert professional assistance to County management in areas of responsibility; develops and implements goals, objectives, policies, procedures, work standards, and internal controls; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Sheriff while exercising general direction, supervision, evaluation, and selection over management, supervisory, professional, technical, and administrative support staff through subordinate levels of management and supervision. Motivates and provides for training and development of subordinate staff. The Undersheriff implements goals, objects, policies, procedures, work standards, and internal controls for subordinates.

### **CLASS CHARACTERISTICS**

This position is appointed by the Sheriff and serves at will as determined by the Sheriff. The Undersheriff oversees and directs all activities of the Office of the Sheriff-Coroner-Public Administrator. This class is unique in that the Undersheriff may represent the Sheriff in matters delegated by the Sheriff. This class serves the Sheriff in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of the Office of the Sheriff, the Board of Supervisors, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the Sheriff-Coroner-Public Administrator with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the Office. The incumbent is accountable for accomplishing long-range planning, goals, and objectives for the Office and coordinating the Office with County goals and objectives.

This class is distinguished from Sheriff in that the latter is an elected official with accountability for all functions of the Office of the Sheriff-Coroner-Public Administrator.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Provides responsible assistance and support to the Sheriff with a variety of administrative and management functions as assigned.
- Assists in managing and participates in the development and administration of the Sheriff's Office budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs the preparation and implementation of budgetary adjustments.

- Plans, schedules, supervises, reviews, and directs through sworn and non-sworn management, assigned law enforcement, corrections, civil, and public administrator functions.
- Selects, trains, motivates, and evaluates the work of Sheriff's Office personnel, provides direction or coordinates staff training, works with employees to correct deficiencies, and implements discipline and termination procedures as required.
- Works closely with the Sheriff, other County departments, and a variety of public and private organizations in developing programs and implementing projects to solve law enforcement and community-related problems.
- Interprets County regulations and various ordinances, codes, and applicable laws to staff.
- Develops cooperative working relationships and mutual aid agreements with partnering County departments, community agencies, law enforcement, and other agencies.
- Coordinates the preparation of and personally prepares a variety of reports or presentations for the Chief Administrative Officer, Board of Supervisors, County management, or outside agencies.
- Contributes to the overall quality of the Sheriff's Office service by developing, reviewing, and implementing policies and procedures to meet legal and regulatory requirements and County needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Directs the development of management systems, procedures, and standards for program evaluation; monitors developments related to law enforcement matters, evaluates their impact on County operations, and implements policy and procedure improvements.
- Acts as the Sheriff as delegated by the Sheriff.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of law enforcement, investigation, patrol, coroner/public administrator, civil, community services, and related law enforcement services.
- Criminal law, codes, ordinances and court interpretations including rights of citizens, apprehension, arrest, search and seizure, and rules of evidence.
- Principles and practices of correctional facility operation, including legal rights of inmates, and laws, codes, and regulations governing inmate detention and release.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of budget development and administration.
- Modern principles, practices, procedures, and terminology used in law enforcement and crime prevention, including patrol, courthouse operations and security, criminal investigation, pursuit and apprehension of suspects, arrest and custody, and related peace officer and detective duties.
- Functions, authorities, and organization of other departments and agencies involved in identification, investigation, and prosecution of criminal cases.
- Proper and effective methods of deploying law enforcement personnel.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of service by effectively dealing with community members, visitors, vendors, contractors, and County staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and generate documentation.

**Ability to:**

- Assist in providing administrative and professional leadership and direction for the Sheriff's Office.
- Assist in preparing and administering budgets; allocate limited resources in a cost-effective manner.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the Sheriff's Office and assigned program areas.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Administer special projects with contractual agreements, ensuring compliance with stipulations and a variety of County programs and administrative activities.
- Respond to and investigate inquiries, complaints and prepare an appropriate response.
- Effectively represent the Sheriff's Office and the County in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

Equivalent to the completion of one hundred twenty (120) semester units and ten (10) years of increasingly responsible experience as a sworn peace officer, including at least two (2) years in a classification equivalent to the rank of Lieutenant or higher. This experience must have been in a Sheriff's Office or Police Department.

**Licenses and Certifications:**

- Possession of a valid Driver's License and maintain a satisfactory driving record.
- Possession of Advanced, Supervisory and Management Certificates issued by the California State Commission on Peace Officer Standards and Training (POST).
- Possession and maintenance of firearms qualification.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a vehicle to visit various County and meeting sites; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job may involve fieldwork requiring walking on uneven terrain and climbing and descending structures to access work sites. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and operate law enforcement equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds as necessary to perform job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL CONDITIONS**

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may occasionally work outdoors with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and electrical hazards, and hazardous physical substances and fumes. The duties of this class are performed in an environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

Must be willing to work emergencies and on evenings, weekends, and holidays. Must meet physical, psychological, and background standards established by the California State Commission on Peace Officer Standards and Training and any other pre-employment and ongoing peace officer requirements pursuant to federal, state, and local legislation. Must be willing to work with convicted criminals. This classification functions as a peace officer within the authority and limits of California Penal Code Sections 830.1(a) and 832.