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# MENDOCINO COUNTY CIVIL SERVICE COMMISSION

## AGENDA

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**GEORGE PACHECO**  
COMMISSIONER

**TERRY POPLAWSKI**  
COMMISSIONER

**RON ORENSTEIN**  
COMMISSIONER

**F. CAMILLE RANKER**  
COMMISSIONER

**MARILYN HARDEN**  
CHAIRMAN

**DATE:** Wednesday, February 15, 2012

**TIME:** 10:00 A.M.

**PLACE:** Board of Supervisors Chambers  
501 Low Gap Road  
Ukiah, CA 95482

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### ORDER OF AGENDA

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*The County is committed to making its Commission meetings accessible to all citizens. Individuals with special needs may call telephone number (707) 463-4261 or may email at [hr@co.mendocino.ca.us](mailto:hr@co.mendocino.ca.us) or send a facsimile transmission at (707) 468-3407.*

#### **AGENDA ITEM No. 1 – APPROVAL OF MINUTES**

Approval of Minutes of January 18, 2012 Commission Meeting.

#### **AGENDA ITEM No. 2 - APPEAL – DISCIPLINARY ACTION**

Sheriff's Office Employee (to schedule hearing)

#### **AGENDA ITEM No. 3 – REQUEST FOR LEAVE WITHOUT PAY (DOCUMENTS)**

- A. HHS - Public Health Employee – Request for Leave Without Pay, December 27, 2011 through June 30, 2012.
- B. DOT Employee – Request for Leave Without Pay, February 6, 2012 through March 2, 2012.

#### **AGENDA ITEM No. 4 – CLASSIFICATION SPECIFICATION MODIFICATION (DOCUMENTS)**

- A. Sheriff's Lieutenant
- B. Sheriff's Captain

#### **AGENDA ITEM No. 5 - EMPLOYEE ORGANIZATION**

This agenda item is to be used for Employee Organization representatives to present information/requests to the Civil Service Commission.

#### **AGENDA ITEM No. 6 - HUMAN RESOURCES DIRECTOR REPORTS**

This agenda item is to be used for the Human Resources Director to provide information to the Commission regarding Human Resources issues.

#### **AGENDA ITEM No. 7 - PUBLIC EXPRESSION**

This is an opportunity for the public to speak to the Commission on any item other than those listed for Commission consideration on this agenda. If you wish to speak, please use the microphone at the lectern. Please begin by stating your name, whether you reside within the County, and the name of the organization you represent, if any. The Chair of the Commission may impose a time limit on any speaker depending on the number of people wanting to speak and time available for the rest of the agenda. In the event comments are related to an item scheduled on the agenda, speakers may be required to wait to make their comments until that item is considered.

#### **AGENDA ITEM No. 8 - ADJOURN**

The meeting will adjourn when all business to be presented has been covered.

*The Civil Service Commissioners request the appearance of any Department Head/Representative at meetings that have matters relevant to their department. Failure to attend may result in delays in action of agenda items or denial of presented requests.*



**CIVIL SERVICE COMMISSION  
COUNTY OF MENDOCINO  
579 Low Gap Road  
Ukiah, CA 95482**

**SUMMARY/ACTION MINUTES  
Civil Service Commission**

**DATE:** Wednesday, January 18, 2012

**PLACE:** Board Chambers  
501 Low Gap Road  
Ukiah, CA 95482

**TIME:** 9:04 A.M.

**COMMISSIONERS PRESENT:** Commissioners George Pacheco, Ron Orenstein, and  
Chairman Marilyn Harden

**ALSO PRESENT:** Juanie Cranmer, Human Resources Manager  
Lindy Dunaway, Staff Assistant III

**CALL TO ORDER**

January 18, 2012 Civil Service Commission meeting was called to order at 9:04 A.M. by  
Chairman Harden.

**AGENDA ITEM NO. 1 - APPROVAL OF MINUTES**

**COMMISSION ACTION:** Upon motion by Commissioner Orenstein, seconded by Commissioner  
Pacheco, and carried unanimously (3); IT IS SO ORDERED that the minutes of the December  
21, 2011 Commission meeting are approved as amended.

**AGENDA ITEM NO. 2 - OTHER BUSINESS**

**FOR THE MONTHS OF FEBRUARY & MARCH, THE MEETING WILL BEGIN AT 10AM**

**COMMISSION ACTION:** Upon motion by Commissioner Orenstein, seconded by Commissioner  
Pacheco, and carried unanimously (3); IT IS SO ORDERED that the Commission meeting start  
at 10am for the winter months of February and March.

**AGENDA ITEM NO. 3 - CLASSIFICATION SPECIFICATION MODIFICATION**

**PRESENTER/S:** Juanie Cranmer, HR Manager & CJ Vokoun, Mental Health  
A. Department Technology Application Specialist

It is recommended by the Information Services Division that Department Technology Application  
Specialist be re-titled to Department Application Specialist, remove the classification of  
Department Technology Application Specialist from its association with other Department  
Technology classifications and the GSA – IS review in accordance with Policy 22.

Ms. Vokoun presented some general background and clarification regarding the recommendation, stating that she has worked closely with Information Services staff to determine responsibility of maintenance of the databases.

Discussion ensued. It was decided to keep the last sentence of the first paragraph of Distinguishing Characteristics, “Department Technology Coordinator, GSA Information Services Division staff and/or product vendor on non-routine assignments or when in doubt as to the correct procedures to follow.”

**B. COMMISSION ACTION:** Upon motion by Commissioner Orenstein, seconded by Commissioner Pacheco, and carried unanimously (3); IT IS SO ORDERED that the Department Technology Application Specialist classification specification modification is approved as amended.

Ms. Cranmer advised the commission while that the original request was posted by an employee asking to have their job description reviewed, the Department supports the proposed changes and modifications to the Civil Engineer series. Commissioner Orenstein requested the discussion of modifications to the class specifications be in order of sequencing.

**C. DOT – Senior Civil Engineer**  
 Juanie Cranmer, HR Manager & Howard Dashiell, Director DOT

The Department wishes to add a Senior Civil Engineer position to assist the Deputy Director of Engineering with the administration and coordination of the work of the division and provide lead work, training and guidance to staff. Mr. Dashiell gave a brief overview of licensing needs & departmental staffing levels.

**COMMISSION ACTION:** Upon motion by Commissioner Orenstein, seconded by Commissioner Pacheco, and carried unanimously (3); IT IS SO ORDERED that the Senior Civil Engineer classification specification modification is approved as written.

**D. DOT – Civil Engineer**

Short discussion ensued.

**COMMISSION ACTION:** Upon motion by Commissioner Orenstein, seconded by Commissioner Pacheco, and carried unanimously (3); IT IS SO ORDERED that the Civil Engineer classification specification modification is approved as written.

**E. DOT - Engineer I – II**

Short discussion ensued with Mr. Dashiell providing clarification of the licensing and exam requirements of the Engineer positions.

**COMMISSION ACTION:** Upon motion by Commissioner Orenstein, seconded by Commissioner Pacheco, and carried unanimously (3); IT IS SO ORDERED that the Engineer I-II classification specification modification is approved as written.

**F. DOT – Engineering Technician I – II**

Short discussion ensued with Mr. Dashiell providing clarification of the Engineering Technician positions.

**COMMISSION ACTION:** Upon motion by Commissioner Orenstein, seconded by Commissioner Harden, and carried (2/1, with Commissioner Pacheco dissenting); IT IS SO ORDERED that the Engineer Technician I-II classification specification modification is approved as written.

G. DOT – Senior Engineering Technician

**COMMISSION ACTION:** Upon motion by Commissioner Orenstein, seconded by Commissioner Pacheco, and carried unanimously (3); IT IS SO ORDERED that the Senior Engineering Technician classification specification modification is approved as written.

**AGENDA ITEM NO. 4 - EMPLOYEE ORGANIZATION**

None.

**AGENDA ITEM NO. 5 - HUMAN RESOURCES DIRECTOR REPORTS**

None.

**AGENDA ITEM NO. 6 - PUBLIC EXPRESSION**

None.

**AGENDA ITEM NO. 7 - ADJOURN**

THERE BEING NOTHING FURTHER TO COME BEFORE THE COMMISSION, THE MENDOCINO COUNTY CIVIL SERVICE COMMISSION IS ADJOURNED AT 10:28AM.

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Juanie Cranmer  
Human Resources Director and Secretary to the Civil Service Commission







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## HUMAN RESOURCES – MENDOCINO COUNTY

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**DATE:** February 8, 2012  
**TO:** Civil Service Commissioners  
**FROM:** Juanie Cranmer – Human Resources Manager  
**SUBJECT:** Classification Specification Modification – Sheriff’s Office Classifications

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You have before you proposed modifications to classifications specifications of Sheriff’s Captain and Sheriff’s Lieutenant (attached).

At the request of Sheriff Allman, Human Resources has reviewed the minimum requirements for Sheriff’s Captain and Sheriff’s Lieutenant and made changes as presented.

The current minimum requirements for Sheriff’s Captain include that a candidate must have served one year as Lieutenant in order to qualify. The Sheriff’s request for review and modification of the minimum requirements stems from his concern that as the Sheriff’s Captain minimum requirements exist, there are not ample incumbents to recruit promotionally for an upcoming Sheriff’s Captain position, in accordance with Civil Service Rule X Section 3 (*this rule calls for filling vacancies promotionally when reasonable competition and reasonable choice among County employees exists*). This concern stems from three (3) of the current five (5) Sheriff’s Lieutenant positions being vacant due to one layoff and multiple retirements and no approval to fill vacant Lieutenant positions due to budget constraints and the upcoming retirement of one of the two remaining Lieutenant incumbents in the next few months,

While it is common in a law enforcement career ladder for incumbents to move up the ladder by having served at each lower level for a period of time, the Sheriff does believe that some Sergeant incumbents with four or more years as a Sergeant will have gained the knowledge, skills and abilities through their experience, training and education to perform the functions of Captain without having served as a Lieutenant for one year, as now required. Particularly in times such as these when opportunities for Sergeants to promote to Lieutenant are rare; all of the current fourteen (14) Sergeants have served as Sergeant since at least 2007; more than half (1/2) have served as a Sergeant for 10 years or more.

Other changes to the class specs have been made to place them in the current format being used by Human Resources and to provide clarification and corrections to existing verbiage and typographical errors in the specs.

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

**CLASS TITLE:** SHERIFF'S LIEUTENANT  
**DEPARTMENT:** SHERIFF'S OFFICE  
**REPORTS TO:** SHERIFF'S CAPTAIN  
**CIVIL SERVICE:** Yes

**CLASS CODE:** 7051  
**FLSA STATUS:** E  
**BARGAINING UNIT:** MCLEMA  
**DATE:** 10/99 Rev. 2/12

**JOB SUMMARY:**

Primary responsibility is to plan, organize, administer, coordinate, supervise and command patrol and investigative functions or chief deputy coroner functions for the Sheriff's Office; performs responsible professional, administrative and second-level supervisory duties.

**DISTINGUISHING CHARACTERISTICS:**

This is a management class assigned responsibility for the overall function of various program areas and watches within the Sheriff's Office. This class is distinguished from the class of Sheriff's Sergeant by the Lieutenant's broader field of oversight and the broader scope of authority. This class is distinguished from the class of Sheriff's Captain by overall responsibility for a major bureau, facility or function area, and the exercise of considerable discretion and independence within established federal, state, and county laws; ordinances and regulations by the Captain.

The Sheriff's Lieutenant is a sworn position within the Sheriff's Office; incumbents may report to a Sheriff's Captain or directly to the Sheriff

**SUPERVISION EXERCISED:**

Exercises supervision over subordinate supervisors and other sworn and non-sworn staff.

**ESSENTIAL JOB FUNCTIONS:** *(All responsibilities may not be performed by all incumbents.)*

- Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Directly supervises Sheriff's Sergeants in patrol activities including criminal, civil and coroner's duties.
- Inspects reports and reviews daily logs of patrol activities; reviews, corrects and approves duty schedules and work assignments.
- Monitors sector supplies; reorders as needed.
- Oversees arrangements for maintenance and repair of equipment and vehicles; orders equipment as needed.
- Acts as liaison between Sheriff's Office and other organizations or agencies.
- Interprets and explains policies and procedures for staff, personnel of other agencies and the public; ensures staff follow policies and procedures.
- Represents the department at various meetings; reports to Sheriff's Captain on their content.
- Writes press releases and fills in as needed for press information officer.
- Writes special operations plans for and attends fairs and special events.
- Researches, compiles and prepares special reports, studies and correspondence.
- Serves as commander for canine program; arranges for contracts for canine training.
- Assists subordinates in major investigations and/or proper preparation of reports; serves as information resource for subordinates in case law.
- Conducts internal investigations; recommends discipline.
- Participates in major crime raids.
- Testifies in court; presents evidence.
- Performs duties of Sheriff's Sergeant as needed.
- Serves as chief deputy coroner; oversees operations of the coroner's functions by exercising administrative review of all cases.
- Reviews and rewrites coroner's protocol, general orders, policies and procedures.
- Maintains security and contact with homicide witnesses.
- Reviews death investigation, autopsy and toxicology reports.
- Directs and discusses cases with pathologists.

- Serves as information resource for internal and external contacts concerning coroner's cases.
- Completes follow-up investigation in death investigations.
- Assists in preparation and administration of Sheriff's Office budget.
- Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

General Office Equipment	Computer(s)	Firearms	Vehicle
Audio Tape Recorder	Chemical Agents	Baton	

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High School diploma or GED; and, at least three (3) years of experience as a Sheriff's Sergeant; and,

Must be able to meet and maintain the minimum standards for selection, education and training of California Peace Officers as specified by California law and the regulations of the California Commission on POST; must obtain POST management certificate within two years of appointment; must not be prohibited in any way from possessing a firearm; or,

Any-A combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

- Valid Drivers License - Class C or better
- CPR
- POST Management Certificate within two (2) years of appointment.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- Methods and techniques related to law enforcement, including investigation, patrol, and case law.
- Administrative principles and practices, including goal setting and implementation.
- Administration of staff and activities, either directly or through subordinate supervision.
- Methods and techniques of research, statistical analysis and report presentation.
- Budgetary principles and practices.
- Applicable state, federal and local ordinances, laws, rules and regulations.
- All computer applications and hardware related to performance of the essential functions of the job.
- Recordkeeping, report preparation, filing methods and records management techniques.

**Skill in:**

- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- Preparing clear and concise reports, correspondence and other written materials.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks.
- Understanding, interpreting and communicating complicated policies, procedures and protocols.
- Analyzing and resolving office administrative situations and problems.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Testifying in court.
- Communicating clearly and effectively, both orally and in writing.

**Mental and Physical Abilities:**

- Establish and maintain effective working relationships with a variety of individuals.
- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Write reports and correspondence.
- Analyze situations effectively and adopt or recommend appropriate courses of action.
- Define problems, collect data, establish facts and draw valid conclusions.
- While performing the essential functions of this job the employee is frequently required to stand, walk, run and sit; reach with hands and arms; use manual dexterity to operate machinery/tools; handle, seize, hold or otherwise work with hands; climb, jump and/or balance; stoop, kneel, crouch, or crawl; speak and hear; use shape, sound, odor and color perception and discrimination; and lift and/or move up to 50 pounds.
- While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds.

**Working Conditions:**

- While performing the essential functions of this position the employee is exposed to outdoor weather conditions and possible bodily injury/hazardous situations from explosions; falling from high, exposed places; toxic or caustic chemicals; armed or physically violent persons; conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; and/or interviewing violent and/or mentally or emotionally disturbed persons.
- The incumbent's working conditions are typically moderately quiet, but may be loud at times.
- Work schedules and ~~W~~working time may require irregular hours, shift times, and/or on-call status.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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**CLASS TITLE:** SHERIFF'S CAPTAIN  
**DEPARTMENT:** SHERIFF  
**REPORTS TO:** SHERIFF  
**CIVIL SERVICE:** YES

**CLASS CODE:** 7050  
**FLSA STATUS:** E  
**BARGAINING UNIT:** MCLEMA  
**DATE:** 04/05 Rev. 2/12

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**JOB SUMMARY:**

Primary responsibility is to command a major division of the Sheriff's Office; performs complex administrative and professional duties including planning, organizing, directing, supervising, coordinating, and evaluating all the major functional programs and operations of the division; represents the Sheriff before commissions, boards, and other public bodies; may act as Sheriff in his or her absence.

**DISTINGUISHING CHARACTERISTICS:**

This is a management class assigned to serves as a major bureau chief or a Correctional Facility Manager within the Sheriff's Office. Work involves responsibility for the effective operation of major bureaus or facilities within the Sheriff's Office. The major bureaus include the Central Sheriff's Administrative Bureau, the Correction Facility, and the Field Services Division. The incumbents exercise considerable discretion in the performance of duties. Work is performed with a maximum amount of independence within established federal, state, and county laws; ordinances and regulations.

The Sheriff's Captain is a sworn position within the Sheriff's Office; incumbents ~~may~~ report directly to the Sheriff ~~or the Undersheriff~~. Work is reviewed by means of conferences and analysis of objectives and results accomplished.

**SUPERVISION EXERCISED:**

Exercises full management level supervision over subordinate supervisors and other sworn and non-sworn staff.

**ESSENTIAL JOB FUNCTIONS:** *(All responsibilities may not be performed by all incumbents.)*

- Carries out supervisory/managerial responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Plans, directs, coordinates, organizes, supervises and evaluates the operations, functions and personnel of one of the divisions of the department, i.e., Field Services Division, Administrative Services Division, and/or Correctional Division.
- Directs and supervises staff engaged in crime investigation, patrol or assigned areas, juvenile crime and delinquency investigation, control and prevention; prepare cases for prosecution, instruct assigned personnel in the maintenance of order, law enforcement, prevention of crime and protection of life and property.
- Directs and supervises staff engaged in the reception, detention and release of inmates including education, counseling, work therapy and other measures related to the rehabilitation of adult offenders while in custody; maintain all related records and prepare reports.
- Assists the Sheriff with planning and administration of the department.
- Plans and implements short-term or annual goals, objectives, and strategies for the department, project or program to ensure efficient organization and completion of work.
- Develops, communicates, and monitors policies, procedures, and standards for the department; recommends improvement when necessary.
- Plans, organizes, assigns, reviews, and controls work production and activities, to include procedures, allocation of resources, problem resolution, and training of employees; makes hiring decisions.
- Provides information, advice, feedback, or assistance to others within the department to refine work outputs or resolve problems.
- Ensures that quality standards and compliance with regulations are maintained.
- Performs special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, administering state and federal grants and presenting technical data to management, elected officials, and others.
- Interprets and explains policies and procedures for staff, personnel of other agencies and the public.
- Assists in planning, preparing and administering the Sheriff's budget.
- Researches, compiles and prepares special reports, applications and studies; reviews, processes and prepares reports

on daily activities.

- Represents the department by attending various internal and external meetings.
- Maintains discipline and ensures that Sheriff's Office general orders, rules, policies and procedures are obeyed.
- Reviews and makes recommendations on human resource actions involving appointment, assignment, performance appraisal, promotions, transfers, merit increases, and disciplinary action.
- Performs responsible administrative assignments related to areas such as mutual aid coordination, 911 coordination, CLETS coordination, facility improvements, equipment purchases, and contracts with service providers.
- Advises the Sheriff and/or other staff members on matters of particular difficulty or sensitivity.
- Monitors, researches, analyzes and reviews developments in the field of police administration, discipline, liability, regulations, statute law and case law.
- Assigns and reviews internal affairs investigations; makes findings and recommendations on completed internal affairs investigations.
- Renders command decisions on matters brought by subordinates.
- Approves claims, human resource transactions and other documents.
- Arranges for and/or fills in for absent subordinates.
- Acts ~~as on behalf of the~~ Sheriff in the absence of the Sheriff ~~and Undersheriff~~.
- Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

General Office Equipment	Computer(s)	Firearms	Vehicle
Two-way Radio	Pager		

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education:**

For some assignments, possession of an Advanced Law Enforcement Certificate awarded by the Commission on Peace Officer Standards and Training (POST) of the State of California is required. For some assignments, completion of education and coursework comparable to the National Institute of Correction Jail Management Course or a Core Corrections Course certified by the California Board of Correction Standards for Training in Corrections as well as the Supervisor Core Course, and the Manager/Administrator Core Course is required. Graduation from an accredited college or university with major coursework in criminal justice, law enforcement, or related field is highly desirable.

**Experience:**

~~At least four (4) years of increasingly responsible law enforcement experience that includes administrative and supervisory responsibility equivalent to a Sergeant and/or Lieutenant at a California P.O.S.T. certified law enforcement agency; and, Five years of recent law enforcement or corrections experience including a minimum of one year of recent experience as a Sheriff's Lieutenant or Corrections Lieutenant is required; or~~

~~Must be able to meet and maintain the minimum standards for selection, education and training of California Peace Officers as specified by California law and the regulations of the California Commission on POST; must obtain POST management certificate within two years of appointment; must not be prohibited in any way from possessing a firearm; or,~~

~~Any~~A combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

- Valid Driver's License - Class C or better
- POST Management Certificate within two (2) years of appointment.
- CPR

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- Criminal attitudes, behavior patterns, and the social factors underlying criminal behavior.

- The geography and topography of Mendocino County.
- Court procedures and criminal trials as they relate to the detentions of defendants and prisoners.
- Modern police practices, current literature and sources of information regarding criminal investigation procedures.
- Police patrol practices, and adult corrections facilities.
- Methods and techniques related to law enforcement, including current trends and issues.
- Modern supervising principles and administrative practices, including goal setting and implementation, as they apply to criminal investigations, police patrol practices, and adult corrections facility management.
- Medical and mental health treatment within a corrections facility.
- Jail design and construction.
- Administration of staff and activities, either directly or through subordinate supervision.
- Methods and techniques of research, statistical analysis and report presentation.
- Fiscal planning, budget principles and practices, and human resource management.
- Applicable state, federal and local ordinances, laws, rules and regulations.
- All computer applications and hardware related to performance of the essential functions of the job.
- Recordkeeping, report preparation, filing methods and records management techniques.

**Skill in:**

- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- Preparing clear and concise reports, correspondence and other written materials.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks.
- Understanding, interpreting and communicating complicated policies, procedures and protocols.
- Analyzing and resolving office administrative situations and problems.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Communicating clearly and effectively, both orally and in writing.

**Mental and Physical Abilities:**

- Establish and maintain effective working relationships with a variety of individuals.
- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Write reports, correspondence and procedure manuals.
- Speak effectively before groups.
- Enforce the law firmly, tactfully and impartially and deal courteously with the general public
- Plan, organize, direct and supervise the programs and operations of an adult detention facility related to the processing and care of individuals and or criminal confinement.
- Interpret and enforce institutional rules and regulations and other policies with fairness, tact, and impartiality.
- Analyze situations effectively and adopt or recommend appropriate courses of action.
- Define problems, collect data, establish facts and draw valid conclusions.
- While performing the essential functions of this job the employee is frequently required to stand, walk, run and sit; reach with hands and arms; use manual dexterity to operate machinery/tools; handle, seize, hold or otherwise work with hands; climb, jump and/or balance; stoop, kneel, crouch, or crawl; speak and hear; use shape, sound, odor and color perception and discrimination; and lift and/or move up to 50 pounds.
- While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds.

**Working Conditions:**

- While performing the essential functions of this position the employee is exposed to outdoor weather conditions and possible bodily injury/hazardous situations from explosions; falling from high, exposed places; toxic or caustic chemicals; armed or physically violent persons; conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; and/or interviewing violent and/or mentally or emotionally disturbed persons.
- The incumbent's working conditions are typically moderately quiet, but may be loud at times.

- Working time may require irregular hours, shift times, and/or on-call status.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.