

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

122



FROM: Human Resources Department

SUBMITTAL DATE:
May 25, 2010

SUBJECT: Classification and Compensation recommendations to establish a new single-position classification of Correctional Chief Deputy, and amend Ordinance No. 440 pursuant to Resolution No. 440-8838 submitted herewith

RECOMMENDED MOTION: That the Board approve the recommendations outlined in the attached Resolution No. 440-8838.

BACKGROUND: Human Resources conducted a classification study at the request of the Sheriff's Department, and as a result of the study, HR recommends adding a new single-position At-Will classification of Correctional Chief Deputy. The incumbent would have responsibility for Correctional functions; i.e., Correctional facilities, budgets, policies and procedures, oversight of special projects, and other related duties.

Barbara A. Olivier
Asst. County Executive Officer/Human Resources Dir.

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2010/2011

SOURCE OF FUNDS: Existing NCC	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE

BY:
Karen L. Johnson

County Executive Office Signature

- Dep't Recomm.: Consent Policy
- Per Exec. Ofc.: Consent Policy

Prev. Agn. Ref.: | **District:** ALL | **Agenda Number:**

3.19

The Sheriff's Department is staffed by more than 3,800 employees; e.g., Patrol, Corrections, Courts, etc. There are over 1,200 employees assigned to the Corrections Division.

The Sheriff would like to further build a career ladder for the Correctional staff. In 2008, the Correctional Captain classification was created based on the previously inactivated Correctional Commander classification. This classification was compared to the Sheriff's Captain classification but with limited responsibilities over Corrections only. The Correctional Captain classification's annual salary is 15.5% lower than the Sheriff's Captain classification. An internal parity study was conducted with these two classifications to determine the most appropriate salary range for the proposed classification.

We recommend establishing a new At-Will classification that would implement a non-sworn Correctional Chief Deputy classification over the Corrections Division, who is highly skilled and experienced in the Correctional field. Typically, two Chief Deputy Sheriffs oversee Correctional Operations. With the creation of this alternative non-sworn classification, funding currently authorized for one of the existing Chief Deputy positions would be reallocated to fund this newly-created Correctional Chief Deputy position. When this position is utilized there would be a budget savings of approximate 15.5% from that of a sworn Chief Deputy Sheriff position.

CLASSIFICATION ADDITION

Correctional Chief Deputy: It is recommended to add this class to the Class and Salary Listing at LEX 117 L13 (\$98,906 - \$135,973). This salary range is well positioned organizationally within the Sheriff's Department: It is 15.25% lower than the Chief Deputy Sheriff's maximum annual salary of \$156,702 and 15.05% higher than the Correctional Captain's maximum annual salary of \$118,185. The incumbent of the latter Correctional Captain classification would be subordinate to the incumbent of the proposed classification. Therefore, the proposed salary range is appropriate. The classification specification is attached.

1 RESOLUTION NO. 440-8838

2
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on _____, 2010, that pursuant to Section 3(a)(iv) of
5 Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to
6 amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period
7 following approval, as follows:

8 <u>Job</u>			<u>Salary</u>
<u>Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Plan/Grade</u>
9 52218	+	Correctional Chief Deputy	LEX 117

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11
12 BE IT FURTHER RESOLVED that pursuant to Section 3(c)(ii) of Ordinance No. 440, is
13 authorized to add the following classification(s) to Appendix II, operative at the beginning of the pay
14 period following the date of approval, as follows:

15 <u>Job</u>		
<u>Code</u>	<u>+/-</u>	<u>Class Title</u>
16 52218	+	Correctional Chief Deputy

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18
19 BE IT FURTHER RESOLVED that pursuant to Section 4(a)(ii) of Ordinance No. 440, the
20 Assistant County Executive Officer/Human Resources Director is authorized to make the following listed
21 change(s), operative the beginning of the pay period following approval, as follows:

22 <u>Job</u>			<u>Class Title</u>
<u>Code</u>	<u>+/-</u>	<u>Department ID</u>	
23 52218	+ 1	2500101100	Correctional Chief Deputy



CORRECTIONAL CHIEF DEPUTY

Class Code: 52218

COUNTY OF RIVERSIDE

Established Date: June 17, 2010

Revision Date: June 17, 2010

SALARY RANGE

\$47.55 – \$65.37 Hourly

\$8,242 – \$11,331 Monthly

\$98,906 – \$135,973 Annually

CLASS CONCEPT:

Under administrative direction, to plan, organize, and direct the activities of the Corrections division of the Sheriff/Coroner/Public Administrator's Department; to assist the Sheriff/Coroner/Public Administrator in the overall planning and organizing of the Corrections division; and to do other work as required.

This class reports to the Sheriff/Coroner/ Public Administrator and/or designee and is characterized by the responsibility for directing the operation of the Corrections division of the Sheriff's/Coroner/Public Administrator's Department. Incumbents are additionally responsible for relieving the Sheriff/Coroner/Public Administrator of administrative detail and assisting in the planning, organizing, directing, and evaluation of all Corrections division functions.

This class has been designated At-Will by the Board of Supervisors and in accordance with the provisions provided in Article 6, Section 601E (5) of the County Management Resolution and serves at the pleasure of the Sheriff/Coroner/Public Administrator.

REPRESENTATION UNIT: Law Enforcement Executive Management

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Plans, directs, assigns and supervises the programs, procedures, and personnel of the Corrections division of the Sheriff/Coroner/Public Administrator's Department through subordinate managers; assists the Sheriff/Coroner/Public Administrator in planning and developing all policies, programs and procedures of the Sheriff/Coroner/Public Administrator's Department.
- Serves as a member of the department's senior management team and confers regularly with the Sheriff/Coroner/Public Administrator on the implementation of policies, programs, and procedures for the department; recommends reorganizations of departmental activities as necessary.
- Assists in the determination of departmental needs in terms of program, personnel and equipment; regularly evaluates the efficiency of Corrections operations, the morale and discipline of employees, and the condition of physical facilities and equipment of the assigned functional division and the department in general.
- Directs the maintenance of records through subordinate managers; analyzes information and prepares reports; takes immediate command of personnel in emergencies and under special conditions, and

directs their specific assignments.

- Personally performs the more responsible and difficult administrative tasks and other special technical activities.
- Evaluates the performance of employees, the need for training of department personnel, and personnel and equipment requirements.
- Assists the Sheriff/Coroner/Public Administrator in preparing the annual department budget; speaks to public groups and attends conferences and meetings.

RECRUITING GUIDELINES:

Education (both I & II): Graduation from an accredited college or university with a Bachelor's degree preferably with a major in humanities, social services, liberal arts, criminal justice, public or business administration, or a closely related field.

AND EITHER I

Experience: One year of experience as a Correctional Captain or two years of experience as a Correctional Lieutenant with Riverside County.

OR II

Experience: Five years of law enforcement experience in a civilian governmental agency which must have included a minimum of two years experience in a position equivalent to that of Correctional Captain, or three years of experience equivalent to Correctional Lieutenant with Riverside County.

Knowledge of: The principles of public administration, including organization, budgeting, and the selection, training and supervision of personnel, contract negotiation, and program development and coordination; principles and practices of modern penology; behavior of persons under restraint; laws, standards, liabilities, and policies pertaining to detention facility operations; laws, statutes, and policies governing detention and rehabilitation of inmates in a correctional facility; rights and privileges of prisoners; search, security, and key control procedures for the custody and transportation of prisoners; principles and practices of statistical, research, program evaluation methods; statistical methods and record keeping procedures; California driving laws, and the safe operation of passenger vehicles; relationships between agencies within the criminal justice system; functions and resources of governmental agencies and community organizations.

Ability to: Formulate and implement policies, goals, and procedures; evaluate facility operations and correctional treatment programs, and recommend appropriate alternatives; understand, interpret, and implement laws, regulations, rules, and policies; detect conditions that may affect safe vehicle operation; observe and recall factual information.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid California Driver's License.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).