

Civil Service Commission



Jed Nicholson *Commission President, District 1*
Lesley Santos *District 2*
Erica Baltodano *Commission Vice President, District 3*
David Warren *District 4*
Robert Bergman *District 5*

Tami Douglas-Schatz *Commission Secretary*

AGENDA

**County of San Luis Obispo Civil Service Commission
Regular Session Meeting**

Wednesday, May 24, 2023 @ 9:00 a.m.

1055 Monterey Street, Suite D-271, San Luis Obispo, CA 93408

1. Call to Order / Flag Salute / Roll Call

2. Public Comment Period

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.

3. Minutes

The following draft minutes are submitted for approval:

- a. April 26, 2023

4. Reports

Commission President
Commission Counsel
Commission Outside Counsel
Commission Secretary

5. Request to Approve Revised Job Specification(s):

- a. Sheriff's Correctional Deputy/Sheriff's Sr. Correctional Deputy/Sheriff's Correctional Sergeant

6. Request to Approve New Job Specification(s):

- a. Deputy Director – Behavioral Health

7. Public Comment on Closed Session Item

Members of the public wishing to address the Civil Service Commission on Closed Session matters agendized here may do so when recognized by the President. Presentations are limited to three minutes per individual.

Civil Service Commission

8. **CLOSED SESSION: Conference with County Labor Negotiator regarding Civil Service Rule Update. (Gov Code Section 54957.6):** Agency designated representative: Tami Douglas-Schatz, or designee

9. **Adjournment**

Civil Service Commission



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Minutes

County of San Luis Obispo Civil Service Commission Regular Session Meeting

Wednesday, April 26, 2023 @ 9:00 a.m.

1055 Monterey Street, Suite D-271, San Luis Obispo, CA 93408

Present: Commissioners: President Nicholson, Vice President Baltodano, Commissioner Bergman, Commissioner Santos, Commissioner Warren

Staff: Commission Secretary Tami Douglas-Schatz
Commission Clerk Shaley Salsbury

County Counsel: Jon Ansolabehere
Outside Counsel: Steve Simas

Absent: None

1. Call to Order / Flag Salute / Roll Call

Commission President Nicholson called the meeting to order at 9:03am and led the flag salute. Roll was called. All Commissioners were present.

2. Public Comment Period

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual. There were no public comments.

3. Minutes

The following draft minutes are submitted for approval:
a. March 22, 2023

Civil Service Commission

The minutes for March 22, 2023, were considered. Commissioner Baltodano suggested amending item 6 of the draft minutes by substituting two instances of the word "was" for the word "to," and amending item 8 to reflect recognition by the Vice President. Commissioner Baltodano moved to approve the minutes as amended. Commissioner Bergman seconded the motion. The motion to approve as amended carried 5-0-0.

b. April 6, 2023

The minutes for April 6, 2023, were considered. President Nicholson suggested amendment of item 1 to state "President Nicholson called the meeting to order." Commissioner Bergman motioned to approve the minutes as amended. Commissioner Warren seconded the motion. The motion to approve as amended carried 5-0-0.

4. Reports

Commission President - None

Commission Counsel - None

Commission Outside Counsel - None

Commission Secretary - Tami Douglas-Schatz recognized Administrative Professionals Day and thanked the County's administrative professionals for their service.

Principal Human Resources Analyst Frank Stapleton requested the Commission hold June 27-29, 2023, and August 22-24, 2023 for tentative termination hearings.

5. Request to Approve by Consent:

- a. Application of approved preamble language to minimum qualifications and ability to identify and remove or replace language describing allowed formulaic substitutions

Commission President Nicholson invited public comment; there was none. Commissioner Santos motioned to approve. Commissioner Baltodano seconded. The motion to approve carried 5-0-0.

6. Request to Approve Revised Job Specification(s):

- a. Sheriff's Dispatch Manager

Human Resources Analysts Lynsey Bond and Chrystal Pope presented the specification along with Sheriff's Commander Trevor McKim. Commissioner Baltodano amended line 57 of page 6a.010 to read "...including statistical activity reports and respond to discovery orders..."

President Nicholson invited public comment; there was none. Commissioner Warren motioned to approve the revised specification as amended. Commissioner Baltodano seconded the motion. The motion carried 5-0-0.

- b. Probation Department Class Specifications

Human Resources Analyst Taj D'Entremont and Chief Probation Officer Robert Reyes presented the group of specifications for revision. Commissioner Baltodano asked that the template

Civil Service Commission

minimum qualification language, “A combination of education, training, and experience resulting in the required knowledge, skills, and abilities. An example of qualifying education and experience includes,” be substituted into each of the specifications presented. Commission President Nicholson requested amendment of line 73 of page 6b.025 to read, “Exercise good judgment and work habits.” President Nicholson invited public comment; there was none. Commissioner Bergman motioned to approve the revisions as amended. Commissioner Baltodano seconded the motion. The motion to approve the specification revisions as amended carried 5-0-0.

7. Public Comment on Closed Session Item

Members of the public wishing to address the Civil Service Commission on Closed Session matters agendaed here may do so when recognized by the President. Presentations are limited to three minutes per individual. Hearing no public comment, President Nicholson moved to Closed Session.

8. CLOSED SESSION: Conference with County Labor Negotiator regarding Civil Service Rule Update. (Gov Code Section 54957.6): Agency designated representative: Tami Douglas-Schatz, or designee

President Nicholson stated that there was no reportable action in Closed Session.

9. Adjournment

President Nicholson adjourned the meeting at 10:10.

**** Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.***



TO: Civil Service Commission

DATE: May 24, 2023

FROM: Lynsey Bond, Human Resources Analyst

SUBJECT: Revised Classification: Sheriff's Correctional Deputy/Sheriff's Sr.
Correctional Deputy/Sheriff's Correctional Sergeant
Department: Sheriff-Coroner
Appointing Authority: Ian Parkinson, Sheriff-Coroner

RECOMMENDATION

It is recommended that the Commission approve the proposed revisions to the Sheriff's Correctional Deputy/Sr. Correctional Deputy/Correctional Sergeant classification.

BACKGROUND

The Sheriff's Office provides service, security, and safety to the County of San Luis Obispo. Within the Sheriff's Office, the Custody Division has responsibility for operations of the County Jail. Pretrial arrestees and sentenced inmates are housed in a safe and secure environment, providing protection to the community. The jail also provides for the health and welfare of the inmates and has the responsibility of transporting those inmates to and from locations outside of the jail. The Custody Division currently consists of about 140 incumbents in the above classifications. The Sheriff's Office has identified certain language adjustments be made to

better address the changes and adjustments to expectations of the role. These changes reflect changes over time due to modernization of technology and practices, additional programs, and services that now impact Custody staff in their regular duties. This does not change their duties or their minimum qualifications.

DISCUSSION

The proposed revisions are the inclusion of healthcare, programs, and services language in the definition and representative duties for all three classifications in this specification, as well as language updating reporting and court representation requirements for the classifications. Additionally, due to changes to reporting requirements affecting the Correctional Technicians, revisions reflecting more necessary collaboration with Correctional Technicians have been made. It is noted that these updates to the Correctional Deputy classes does not necessitate changes that need to be made to the Correctional Technician class specifications. The other proposed changes consist of minor formatting changes to bring the specification up to County classification standards.

RESULT

The proposed revisions to the Sheriff's Correctional Deputy/Sr. Correctional Deputy/Correctional Sergeant specifications accurately describe the duties and requirements specific to the classification, enabling the County to better attract qualified external candidates and allow qualified internal employees to compete for promotional opportunities.

OTHER AGENCY INVOLVEMENT

Representatives from the Sheriff's Office and the Deputy Sheriffs' Association were involved in the development of the proposed revisions and concur with the specifications as proposed.

Attachments:

1. Sheriff's Correctional Deputy/Sr. Correctional Deputy/Sergeant- Revisions Redlined
2. Sheriff's Correctional Deputy/Sr. Correctional Deputy/Sergeant- Revisions Accepted
3. Current Organizational Charts

1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

4 **SHERIFF'S CORRECTIONAL DEPUTY**

5 **SHERIFF'S SENIOR CORRECTIONAL DEPUTY**

6 **SHERIFF'S CORRECTIONAL SERGEANT**

8 **DEFINITION:**

9 Incumbents in these classes work in the County Jail which houses all persons arrested in San Luis Obispo
10 County who are either sentenced or awaiting trial. Under general supervision incumbents are responsible
11 for the intake, custody, welfare, healthcare, programs, services, transportation, and release of inmates in
12 the custody of the Sheriff; investigate crimes that arise from custodial assignments; and perform other
13 related work as required. These classes are distinguished from the corresponding Deputy Sheriff classes
14 in that incumbents have limited peace officer powers pursuant to Penal Code section 830.1(c).

16 **DISTINGUISHING CHARACTERISTICS:**

17 Sheriff's Correctional Deputy: This is the entry level class in the Sheriff's Office. Initially working under
18 close supervision, incumbents perform a limited range of duties related to the custody, supervision and
19 counseling of inmates. As they become more experienced, incumbents perform the full range of duties
20 at the journey level under general supervision.

22 Sheriff's Senior Correctional Deputy: This is the lead worker level class in the Sheriff's Office. Incumbents
23 work under general supervision performing the full range of duties related to the custody, supervision
24 and counseling of inmates. In addition, incumbents are responsible for providing direction and training to
25 subordinate staff and may be required to act as supervisor in his/her absence.

27 Sheriff's Correctional Sergeant: This is the supervisory level class in the Sheriff's Office. Incumbents work
28 under direction and have full supervisory responsibility for staff and custody operations as assigned. This
29 class differs from the lower-level Sheriff's Senior Correctional Deputy in that the latter is a lead worker
30 position and does not have full supervisory responsibilities.

32 **TYPICAL TASKS AND REPRESENTATIVE DUTIES:**

33 (Not in order of importance)

34 All Classifications:

- 35 • Maintain security within County Jail facilities and prevent escapes; physically restrain and/or
- 36 subdue inmates as necessary; conduct perimeter checks of the facilities; perform headcounts;
- 37 search inmates as required.
- 38 • Process inmates through intake procedures, including searches, obtaining records of information
- 39 from arresting/transporting officers, inventorying personal property of inmates, fingerprinting and
- 40 photographing.
- 41 • Transport and escort inmates, including maximum security, mentally ill, and high-profile inmates
- 42 to and from court, County jails, mental institutions, and prisons.
- 43 • Maintain all records related to inmate status, activities, and accounts, including monetary
- 44 transactions.
- 45 • Administer First Aid and CPR as necessary.
- 46 • Issue clothing and supplies and distribute meals to inmates.
- 47 • Supervise inmates while in their housing units, group meetings, recreation and exercise areas,
- 48 during mealtimes, and while performing cleaning and maintenance work; screen visitors and
- 49 supervise visiting activities.
- 50 • Encourage inmate participation in rehabilitative programs.
- 51 • Informally advise and counsel inmates to assist them in adjusting to a confinement setting.
- 52 • Confer with appropriate staff on behavioral and medical problems and facilitate safe access to
- 53 Health Services;
- 54 • Report all violations of law, and investigates violations of jail rules.
- 55 • Collaborate with ~~Provide necessary information to~~ Correctional Technicians to assist in the
- 56 maintenance of jail security, record keeping -and processing of inmates.
- 57 • Respond to disturbances or reported crimes and conduct preliminary investigations.
- 58 • May issue citations, make arrests, collect evidence, complete criminal reports and testify in court
- 59 as related to Custody assignments.
- 60 • May be assigned to assist law enforcement agencies in a local emergency performing custody like
- 61 duties as declared by the County.
- 62

63 Sheriff's Senior Correctional Deputy:

- 64 • Serves as a lead worker, initiating activities within certain assignments or housing areas
- 65 • May be designated as Jail Training Deputy for the orientation, training, and evaluation of
- 66 probationary employees.
- 67 • Provide input to supervisory personnel regarding the performance of subordinate staff.
- 68 • May be designated as program coordinator for various Custody Bureau programs, such as Home
- 69 Detention, Alternative Work, and Alternative Sentencing.
- 70 • Assist Correctional Sergeant's in the operation of various Custody Bureau specialty units such as
- 71 Classification, Training, Transportation, Court Services, and Commissary.
- 72 • Review inmate observation logs, intake and release paperwork, sentencing orders, and
- 73 investigation reports.
- 74

75 Sheriff's Correctional Sergeant:

- 76 • Supervise and evaluate the performance of assigned staff; interview and select employees and
- 77 recommend appointments, transfers, reassignments, and disciplinary actions; establish work
- 78 schedules, assign employee duties and review work to ensure accuracy, completeness, and
- 79 compliance with established standards, requirements, and procedures.
- 80 • Establish duty station assignments and adjust schedules to ensure proper staffing levels.
- 81 • Prepare reports related to employee staffing and payroll.
- 82 • Maintain and approve statistical reports relating to Custody Bureau activities, including inmate
- 83 counts, property inventory, disciplinary housing, exercise yard, and law library use.
- 84 • Approve crime incident reports, which may include crime reports; prepare and supervise the
- 85 preparation of cases for presentation in court.
- 86 • Create Use of Force Reports due to injury, complaint of injury, use of chemical agent, or impact
- 87 device.
- 88 • Create, review, and maintain Custody Bureau policies and procedures.
- 89 • Inspect County Jail facilities daily to ensure staff and inmate safety.
- 90 • Represent the Sheriff's Office in court proceedings pertaining to inmate custody, classification,
- 91 housing, conditions of confinement, and treatment.
- 92 • Act for a higher-ranking officer in his/her absence as directed.
- 93

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96 **EMPLOYMENT STANDARDS:**

97 **Knowledge of:**

98 All Classifications:

- 99
- 100 • Laws governing the custody of inmates and other pertinent laws and regulations
 - 101 • Effective techniques of written and oral communication
 - 102 • Correct English usage, grammar, spelling, vocabulary, and punctuation
 - 103 • Principles and procedures used in security and detention of County Jail inmates
 - 104 • Basic mathematical skills
 - 105 • Current computer applications, custody technologies, and office equipment

106 In addition to the above, Sheriff's Senior Correctional Deputy:

- 107
- 108 • Techniques of effective training and evaluation of training progress
 - 109 • Custody Bureau policies and procedures
 - 110 • Basic principles of law enforcement, rules of evidence, laws of arrest and methods of criminal investigation

111

112 In addition to the above, Sheriff's Correctional Sergeant:

- 113
- 114 • Accepted practices of employee supervision and evaluation
 - 115 • Effective resource management
 - 116 • Custody Bureau programs, policies, and procedures
 - 117 • Overall supervision of the Custody Bureau

118 **Ability to:**

119 All Classifications:

- 120
- 121 • Understand and enforce Federal, State, and local laws, ordinances and regulations pertaining to law enforcement in the County Jail
 - 122 • Demonstrate an interest in and aptitude for law enforcement work
 - 123 • Remain alert at all times; react quickly and calmly in emergencies
 - 124 • Command respect and secure cooperation from inmates

- Establish and maintain effective relationships with citizens and public officials, exercising good judgement and tact
- Enforce the law firmly, tactfully, and impartially and deal courteously with the general public
- Make independent decisions; act decisively in stressful situations
- Communicate effectively, both verbally and in writing
- Keep accurate records and write reports
- Physically restrain and subdue inmates
- Exercise good judgement in handling potentially hostile individuals and have the ability to deescalate conflicts
- Operate video monitoring and two-way radio systems
- Respond to and function in an emergency situation while wearing a properly fitted self-contained breathing apparatus (SCBA) or gas mask
- Learn the proper use of firearms and other devices for personal security and protection of others
- Operate standard office equipment including a computer and assigned software

In addition to the above, Sheriff's Senior Correctional Deputy:

- Coordinate and direct the work of others
- Train personnel in effective report writing, gathering evidence, law enforcement duties and detention procedures
- Review the work of subordinate personnel

In addition to the above, Sheriff's Correctional Sergeant:

- Supervise, train, and evaluate the performance of assigned personnel
- Manage and train personnel in detention policies and procedures
- Effectively communicate Custody Bureau policies in court proceedings and to a variety of diverse populations

EDUCATION AND EXPERIENCE:

~~Sheriff's Correctional Deputy and Sheriff's Senior Correctional Deputy:~~ A combination of education, training, and experience resulting in the required knowledge, skills, and abilities. An example of qualifying

156 education and experience includes:

157
158 All levels: Graduation from high school or possession of a General Educational Development (GED)
159 Certificate indicating high school graduation level.

161
162 In addition to the above:-

163 ~~Sheriff's Correctional Deputy: No additional experience. Sheriff's Senior Correctional Deputy: Graduation~~
164 ~~from high school or possession of a General Educational Development (GED) Certificate indicating high~~
165 ~~school graduation level.—~~

166
167 ~~Sheriff's Senior Correctional Deputy: In addition, must have t~~Two years of experience working in a jail as a
168 Deputy Sheriff or Sheriff's Correctional Deputy, or equivalent.

169
170 ~~Sheriff's Correctional Sergeant: Graduation from high school or possession of a General Educational~~
171 ~~Development (GED) Certificate indicating high school graduation level. In addition, must have: t~~Three
172 years of experience as a Sheriff's Correctional Deputy or Sheriff's Senior Correctional Deputy, or
173 equivalent.

174
175 **LICENSES AND CERTIFICATES:**

176 All Classifications: A valid driver's license is required at the time of application. A valid CALIFORNIA
177 driver's license is required at the time of appointment and must be maintained throughout employment.

178
179 Sheriff's Correctional Deputy: Within 90 days of appointment must satisfactorily complete P.C. 832 Arrest
180 and Firearms Training. Within 6 months of appointment must obtain and keep valid both First Aid and
181 CPR training. Within 12 months of appointment must satisfactorily complete the Standards & Training
182 for Correction (STC), Adult Corrections Officer Core Course. Thereafter, the STC annual required training
183 must be met.

184
185 Sheriff's Senior Correctional Deputy: At the time of appointment must possess and maintain valid First
186 Aid and CPR training and training, completion of the Adult Corrections Officer Core Course and P.C. 832

187 Arrest and Firearms Training. In addition, the STC annual required training must be met.

188
189 Sheriff's Correctional Sergeant: At the time of appointment must possess and maintain valid First Aid
190 and CPR training, and certificates of completion of the Adult Corrections Officer Core Course and P.C. 832
191 Arrest and Firearms Training. Within 12 months of appointment must satisfactorily complete the STC
192 Supervisor Core Course. Thereafter, the STC annual required training must be met.

193
194 **Note:** Proof of licensure/certification and educational courses must be submitted at the time of
195 application.

196
197 **OTHER SPECIFICATIONS:**

198 **OTHER CONDITIONS OF EMPLOYMENT:**

199 Age and Citizenship: All applicants must meet the age and citizenship requirements of California
200 Government Code 1031. Written proof of the foregoing is required.

201
202 Character: Good moral character as determined by a thorough background investigation. No convictions
203 by any State, the Federal Government, or a foreign government of a crime, which could have been
204 punishable by imprisonment in a Federal Penitentiary or a State prison.

205
206 General: Must meet the minimum peace officer standards as specified in California Government Code
207 sections 1029 and 1031.

208
209 **PHYSICAL/PSYCHOLOGICAL EXAM:**

210
211 Must meet minimum peace officer standards as specified in California Government Code Sections 1029
212 and 1031, including but not limited to: not currently on probation for a misdemeanor; no prior felony
213 convictions (unless fully pardoned); good moral character as determined by thorough background
214 investigation (this includes a polygraph examination and/or computer voice stress analysis); submission
215 of fingerprints for purpose of a criminal record check; and found to be free from any physical, emotional,
216 or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or
217 sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

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219
220 Adopted: 01-20-74
221 BOS Approved: 08-26-74
222 Revised: 11-15-00
223 Revised: 09-24-03
224 Revised: 08-25-10
225 03-22-17
226 03-24-21
227 XX-XX-XX

DRAFT

1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

4 **SHERIFF'S CORRECTIONAL DEPUTY**

5 **SHERIFF'S SENIOR CORRECTIONAL DEPUTY**

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12 the custody of the Sheriff; investigate crimes that arise from custodial assignments; and perform other
13 related work as required. These classes are distinguished from the corresponding Deputy Sheriff classes
14 in that incumbents have limited peace officer powers pursuant to Penal Code section 830.1(c).

16 **DISTINGUISHING CHARACTERISTICS:**

17 Sheriff's Correctional Deputy: This is the entry level class in the Sheriff's Office. Initially working under
18 close supervision, incumbents perform a limited range of duties related to the custody, supervision and
19 counseling of inmates. As they become more experienced, incumbents perform the full range of duties
20 at the journey level under general supervision.

22 Sheriff's Senior Correctional Deputy: This is the lead worker level class in the Sheriff's Office. Incumbents
23 work under general supervision performing the full range of duties related to the custody, supervision,
24 and counseling of inmates. In addition, incumbents are responsible for providing direction and training to
25 subordinate staff and may be required to act as supervisor in his/her absence.

27 Sheriff's Correctional Sergeant: This is the supervisory level class in the Sheriff's Office. Incumbents work
28 under direction and have full supervisory responsibility for staff and custody operations as assigned. This
29 class differs from the lower-level Sheriff's Senior Correctional Deputy in that the latter is a lead worker
30 position and does not have full supervisory responsibilities.

32 **REPRESENTATIVE DUTIES:**

33 (Not in order of importance)

34 All Classifications:

- 35 • Maintain security within County Jail facilities and prevent escapes; physically restrain and/or
- 36 subdue inmates as necessary; conduct perimeter checks of the facilities; perform headcounts;
- 37 search inmates as required.
- 38 • Process inmates through intake procedures, including searches, obtaining records of information
- 39 from arresting/transporting officers, inventorying personal property of inmates, fingerprinting,
- 40 and photographing.
- 41 • Transport and escort inmates, including maximum security, mentally ill, and high-profile inmates
- 42 to and from court, County jails, mental institutions, and prisons.
- 43 • Maintain all records related to inmate status, activities, and accounts, including monetary
- 44 transactions.
- 45 • Administer First Aid and CPR as necessary.
- 46 • Issue clothing and supplies and distribute meals to inmates.
- 47 • Supervise inmates while in their housing units, group meetings, recreation, and exercise areas,
- 48 during mealtimes, and while performing cleaning and maintenance work; screen visitors and
- 49 supervise visiting activities.
- 50 • Encourage inmate participation in rehabilitative programs.
- 51 • Informally advise and counsel inmates to assist them in adjusting to a confinement setting.
- 52 • Confer with appropriate staff on behavioral and medical problems and facilitate safe access to
- 53 Health Services
- 54 • Report all violations of law and investigate violations of jail rules.
- 55 • Collaborate with Correctional Technicians to assist in the maintenance of jail security, record
- 56 keeping and processing of inmates.
- 57 • Respond to disturbances or reported crimes and conduct preliminary investigations.
- 58 • May issue citations, make arrests, collect evidence, complete criminal reports and testify in court
- 59 as related to Custody assignments.
- 60 • May be assigned to assist law enforcement agencies in a local emergency performing custody like
- 61 duties as declared by the County.

63 Sheriff's Senior Correctional Deputy:

- 64 • Serves as a lead worker, initiating activities within certain assignments or housing areas
- 65 • May be designated as Jail Training Deputy for the orientation, training, and evaluation of
- 66 probationary employees.
- 67 • Provide input to supervisory personnel regarding the performance of subordinate staff.
- 68 • May be designated as program coordinator for various Custody Bureau programs, such as Home
- 69 Detention, Alternative Work, and Alternative Sentencing.
- 70 • Assist Correctional Sergeant's in the operation of various Custody Bureau specialty units such as
- 71 Classification, Training, Transportation, Court Services, and Commissary.
- 72 • Review inmate observation logs, intake and release paperwork, sentencing orders, and
- 73 investigation reports.

74

75 Sheriff's Correctional Sergeant:

- 76 • Supervise and evaluate the performance of assigned staff; interview and select employees and
- 77 recommend appointments, transfers, reassignments, and disciplinary actions; establish work
- 78 schedules, assign employee duties and review work to ensure accuracy, completeness, and
- 79 compliance with established standards, requirements, and procedures.
- 80 • Establish duty station assignments and adjust schedules to ensure proper staffing levels.
- 81 • Prepare reports related to employee staffing and payroll.
- 82 • Maintain and approve statistical reports relating to Custody Bureau activities, including inmate
- 83 counts, property inventory, disciplinary housing, exercise yard, and law library use.
- 84 • Approve incident reports, which may include crime reports; prepare and supervise the
- 85 preparation of cases for presentation in court.
- 86 • Create Use of Force Reports due to injury, complaint of injury, use of chemical agent, or impact
- 87 device.
- 88 • Create, review, and maintain Custody Bureau policies and procedures.
- 89 • Inspect County Jail facilities daily to ensure staff and inmate safety.
- 90 • Represent the Sheriff's Office in court proceedings pertaining to inmate custody, classification,
- 91 housing, conditions of confinement, and treatment.
- 92 • Act for a higher-ranking officer in his/her absence as directed.

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EMPLOYMENT STANDARDS:

Knowledge of:

All Classifications:

- Laws governing the custody of inmates and other pertinent laws and regulations
- Effective techniques of written and oral communication
- Correct English usage, grammar, spelling, vocabulary, and punctuation
- Principles and procedures used in security and detention of County Jail inmates
- Basic mathematical skills
- Current computer applications, custody technologies, and office equipment

In addition to the above, Sheriff's Senior Correctional Deputy:

- Techniques of effective training and evaluation of training progress
- Custody Bureau policies and procedures
- Basic principles of law enforcement, rules of evidence, laws of arrest and methods of criminal investigation

In addition to the above, Sheriff's Correctional Sergeant:

- Accepted practices of employee supervision and evaluation
- Effective resource management
- Custody Bureau programs, policies, and procedures
- Overall supervision of the Custody Bureau

Ability to:

All Classifications:

- Understand and enforce Federal, State, and local laws, ordinances and regulations pertaining to law enforcement in the County Jail
- Demonstrate an interest in and aptitude for law enforcement work
- Remain alert at all times; react quickly and calmly in emergencies
- Command respect and secure cooperation from inmates

- 125 • Establish and maintain effective relationships with citizens and public officials, exercising good
126 judgement and tact
- 127 • Enforce the law firmly, tactfully, and impartially and deal courteously with the general public
- 128 • Make independent decisions; act decisively in stressful situations
- 129 • Communicate effectively, both verbally and in writing
- 130 • Keep accurate records and write reports
- 131 • Physically restrain and subdue inmates
- 132 • Exercise good judgement in handling potentially hostile individuals and have the ability to
133 deescalate conflicts
- 134 • Operate video monitoring and two-way radio systems
- 135 • Respond to and function in an emergency situation while wearing a properly fitted self-contained
136 breathing apparatus (SCBA) or gas mask
- 137 • Learn the proper use of firearms and other devices for personal security and protection of others
- 138 • Operate standard office equipment including a computer and assigned software

139
140 In addition to the above, Sheriff's Senior Correctional Deputy:

- 141 • Coordinate and direct the work of others
- 142 • Train personnel in effective report writing, gathering evidence, law enforcement duties and
143 detention procedures
- 144 • Review the work of subordinate personnel

145
146 In addition to the above, Sheriff's Correctional Sergeant:

- 147 • Supervise, train, and evaluate the performance of assigned personnel
- 148 • Manage and train personnel in detention policies and procedures
- 149 • Effectively communicate Custody Bureau policies in court proceedings and to a variety of diverse
150 populations

151
152 **EDUCATION AND EXPERIENCE:**

153 A combination of education, training, and experience resulting in the required knowledge, skills, and
154 abilities. An example of qualifying education and experience includes:

156 All levels: Graduation from high school or possession of a General Educational Development (GED)
157 Certificate indicating high school graduation level.

158
159 In addition to the above:

160 Sheriff's Correctional Deputy: No additional experience.

161
162 Sheriff's Senior Correctional Deputy: Two years of experience working in a jail as a Deputy Sheriff or
163 Sheriff's Correctional Deputy, or equivalent.

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165 Sheriff's Correctional Sergeant: Three years of experience as a Sheriff's Correctional Deputy or Sheriff's
166 Senior Correctional Deputy, or equivalent.

167
168 **LICENSES AND CERTIFICATES:**

169 All Classifications: A valid driver's license is required at the time of application. A valid CALIFORNIA
170 driver's license is required at the time of appointment and must be maintained throughout employment.

171
172 Sheriff's Correctional Deputy: Within 90 days of appointment must satisfactorily complete P.C. 832 Arrest
173 and Firearms Training. Within 6 months of appointment must obtain and keep valid both First Aid and
174 CPR training. Within 12 months of appointment must satisfactorily complete the Standards & Training
175 for Correction (STC), Adult Corrections Officer Core Course. Thereafter, the STC annual required training
176 must be met.

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179 Aid and CPR training and training, completion of the Adult Corrections Officer Core Course and P.C. 832
180 Arrest and Firearms Training. In addition, the STC annual required training must be met.

181
182 Sheriff's Correctional Sergeant: At the time of appointment must possess and maintain valid First Aid
183 and CPR training, and certificates of completion of the Adult Corrections Officer Core Course and P.C. 832
184 Arrest and Firearms Training. Within 12 months of appointment must satisfactorily complete the STC
185 Supervisor Core Course. Thereafter, the STC annual required training must be met.

187 **Note:** Proof of licensure/certification and educational courses must be submitted at the time of
188 application.

189
190 **OTHER SPECIFICATIONS:**

191 **OTHER CONDITIONS OF EMPLOYMENT:**

192 Age and Citizenship: All applicants must meet the age and citizenship requirements of California
193 Government Code 1031. Written proof of the foregoing is required.

194
195 Character: Good moral character as determined by a thorough background investigation. No convictions
196 by any State, the Federal Government, or a foreign government of a crime, which could have been
197 punishable by imprisonment in a Federal Penitentiary or a State prison.

198
199 General: Must meet the minimum peace officer standards as specified in California Government Code
200 sections 1029 and 1031.

201
202 **PHYSICAL/PSYCHOLOGICAL EXAM:**

203
204 Must meet minimum peace officer standards as specified in California Government Code Sections 1029
205 and 1031, including but not limited to: not currently on probation for a misdemeanor; no prior felony
206 convictions (unless fully pardoned); good moral character as determined by thorough background
207 investigation (this includes a polygraph examination and/or computer voice stress analysis); submission
208 of fingerprints for purpose of a criminal record check; and found to be free from any physical, emotional,
209 or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or
210 sexual orientation, that might adversely affect the exercise of the powers of a peace officer.

211
212
213 Adopted: 01-20-74

214 BOS Approved: 08-26-74

215 Revised: 11-15-00

216 Revised: 09-24-03

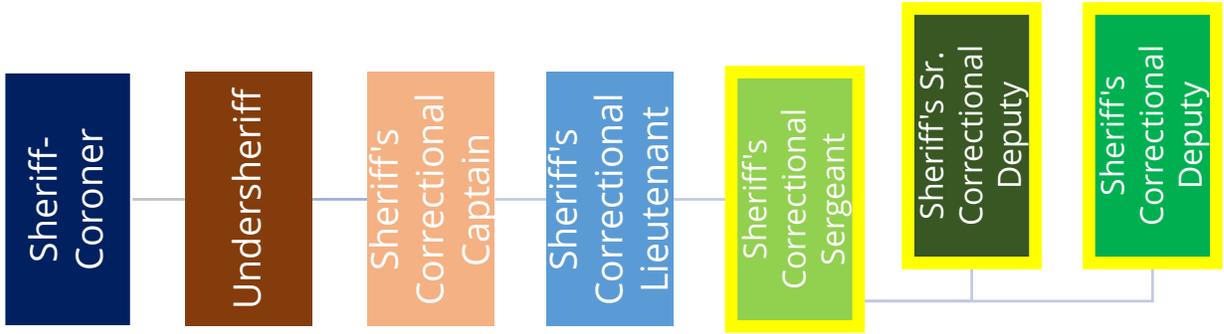
217 Revised: 08-25-10

218 03-22-17
219 03-24-21
220 XX-XX-XX

DRAFT



Sheriff-Coroner – Current Organizational Chart





COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF HUMAN RESOURCES

Tami Douglas-Schatz *Director*

TO: Civil Service Commission

DATE: May 24, 2023

FROM: Lynsey Bond, Human Resources Analyst

SUBJECT: New Classification: Deputy Director- Behavioral Health
Department: Health Agency – Behavioral Health
Appointing Authority: Nick Drews, Health Agency Director

RECOMMENDATION

It is recommended that the Commission approve the proposed new specification for the Deputy Director – Behavioral Health.

BACKGROUND

The Behavioral Health Department is part of the Health Agency and provides essential and necessary services to the community to improve and maintain the health and safety of individuals and families effected by mental illness and/or substance abuse. Their services are designed to assist individuals in their recovery process achieve improve their quality of life by providing culturally competent, strength based, and client and family centered treatment strategies.

The Behavioral Health Department has a need for a Deputy Director to provide critical support to the Behavioral Health Administrator in areas of administrative, strategic development, and growing expansion needs. The Deputy will lead some of the Division Managers in Behavioral Health who currently report to the Administrator. It will also assist the executive team with personnel management and strategic development for those divisions.

There is currently no Deputy Director for Behavioral Health to provide support to the Behavioral Health Administrator; the Behavioral Health Administrator is the only department head position over a large number of staff that does not have a deputy or assistant director position supporting them. An analysis of our comparator agencies also shows that most have a deputy or assistant Behavioral Health Administrator or Director.

DISCUSSION

The proposed Deputy Director – Behavioral Health position will report to the Behavioral Health Administrator and will plan, organize, direct, and coordinate operations and staff of the Behavioral Health Department. This will be an executive leader position and will provide support in office, personnel, administrative, fiscal, technical, and other related areas, and will contribute to strategic direction and development and expansion of clinical operations. It will be responsible for collaborating with the executive and administrative teams of the Behavioral Health Department and Health Agency to make recommendations on policies and procedures, reviewing and analyzing annual budget expenditures and revenues, and coordinating administrative activities in compliance with all codes, regulations, and established policies. The position will also facilitate enhanced programmatic and administrative performance by directing and assisting Division Managers and developing and implementing solutions to issues and problems. Additionally, it will participate in regional and state committees, maintain positive working relationships with other County deputies, officials, and outside agencies, and serve on behalf of the Behavioral Health Administrator in their absence as needed.

For an incumbent to perform at this level, it is necessary that they have knowledge of the principals and working practices of behavioral health care administration at the manager level or above. They must also know how to interpret and apply provisions of Federal and State level legislation and regulations pertinent to the administration of a public agency.

The minimum qualifications for the classification were developed based on review of California code regulations for the state's Director of Local Mental Health Services classification, and discussions with Human Resources and the Behavioral Health Administrator. To illustrate the variety of ways that an applicant might qualify to compete competitively for a future recruitment, the specification describes three examples listed for candidates to see how they could meet the minimum qualifications for the classification.

RESULT

The proposed Deputy Director – Behavioral Health classification will provide the Behavioral Health Department and Health Agency with a necessary addition to their executive management team by providing critical support to the Behavioral Health Administrator. This will also bring the executive management team of the Behavioral Health Department in line with other County departments by having both a director and a deputy director position. The specification accurately describes the duties and requirements specific to the classification, enabling the County to better attract qualified external candidates and allow qualified internal employees to compete for promotional opportunities. The specification will be used as a basis for accurate classification, compensation, and performance management.

OTHER AGENCY INVOLVEMENT

The Behavioral Health Department of the Health Agency was involved in the development of the proposed classification and concur with the specification as proposed.

Attachments:

1. Deputy Director-Behavioral Health– Proposed Class Specification
2. Current Organizational Chart
3. Proposed Organizational Chart

1 **HUMAN RESOURCES DEPARTMENT**

2 **County of San Luis Obispo**

3
4 **DEPUTY DIRECTOR-BEHAVIORAL HEALTH**

5
6 **DEFINITION:**

7 Under general direction of the Behavioral Health Administrator, plans, organizes, directs, coordinates,
8 and evaluates the operations and staff of the Behavioral Health Department. In addition, provides
9 support in office, personnel, administrative, fiscal, and other related technical areas to ensure smooth
10 and efficient department operations and contributes to strategic direction, development, and expansion
11 of clinical operations. This classification serves as an executive leader within the department.
12

13 **DISTINGUISHING CHARACTERISTICS:**

14 This classification is distinguished from the Behavioral Health Administrator in that the latter is
15 responsible for overall planning, administrative, and policy development responsibilities for all Behavioral
16 Health.
17

18 **REPRESENTATIVE DUTIES:**

19 (Not in order of importance)

- 20 • Plans, organizes, directs, and coordinates the administrative activities related to behavioral health
21 services in compliance with established laws, codes, rules, regulations, ordinances, policies, and
22 procedures.
- 23 • Participates as a member of the department executive team in the review and establishment of
24 policies and procedures for carrying out the department's goals and objectives, and initiates
25 changes in methods and procedures to improve service delivery.
- 26 • Collaborates with the administrative team of the Health Agency to make recommendations for the
27 annual system-of-care budget, including review and analysis of budget requests, and review of
28 expenditures and revenues in accordance of departmental policy.
- 29 • Directs and assists division managers in the development, maintenance and evaluation of complex
30 programs, services and studies pertaining to a variety of administrative and operational needs,
31 issues and problems and develops and implements effective solutions.

- 32 • Evaluates and designs programs, services, activities or methods and initiates action for
33 improvement to meet departmental goals.
- 34 • Facilitates system, program, and administrative performance improvement initiatives to improve
35 services, comply with regulatory requirements and meet departmental goals.
- 36 • Uses data and best practices to monitor the impact of the divisions, its programs, contractors, and
37 coordination of care and in the utilization of resources that balance efficacy, efficiency and quality
38 of services related to System of Care activities.
- 39 • Provides assistance and advice to advisory and planning boards, commissions, task forces and other
40 special groups as required.
- 41 • May participate in regional/state committees, task forces and other special groups as required.
- 42 • Develops, interprets, and explains policies, rules and procedures and formulates improvements for
43 staff.
- 44 • Supervises, trains, and evaluates the performance of assigned staff; interviews and hires new
45 employees; assigns employee duties and reviews work to ensure accuracy, completeness, and
46 compliance.
- 47 • Manages projects, grants, special funding sources in coordination with Health Agency
48 administrative staff and BH leadership.
- 49 • Prepares reports and correspondence.
- 50 • Develops and maintains positive working relationships with County officials, agencies, department
51 heads, and representatives of other government agencies and staff.
- 52 • Assumes disaster service worker responsibility as assigned.
- 53 • Serves as the Behavioral Health Administrator in the absence of the Administrator as directed.
- 54 • Performs other duties as assigned.

55
56 **EMPLOYMENT STANDARDS:**

57 **Knowledge of:**

- 58 • Principles and practices of behavioral health care administration, organization, budget,
59 management analysis, personnel management, information systems applications and
60 organizational development
- 61 • Current and emerging best and evidence-based clinical practices for prevention and early
62 intervention for individuals and families with behavioral health needs

- 63 • Financial and administrative problems common to behavioral health care operations
- 64 • Federal and state laws, rules and regulations pertaining to service delivery
- 65 • Demographic and client service and utilization data for decision-making, program design and the
- 66 development and evaluation of program and system metrics
- 67 • Cultural values and practices of the diverse communities served by the department

68

69 **Ability to:**

- 70 • Plan, organize, manage, coordinate, and evaluate the functions and staff of a comprehensive
- 71 behavioral health service delivery system
- 72 • Effectively analyze, utilize, and track data for decision-making, program design and metrics
- 73 • Effectively facilitate system, program, and administrative performance improvement efforts
- 74 • Communicate effectively both verbally and in writing
- 75 • Effectively manage, train, develop and motivate designated staff
- 76 • Interpret and apply provisions of Federal, State, and local legislation, rules and regulations
- 77 pertinent to the administration of a public department/agency
- 78 • Establish and maintain effective working relationships in a diverse workforce and community
- 79 • Understand and integrate the cultural values and practices of the diverse communities served by
- 80 the department into program and service design.

81

82 **EDUCATION AND EXPERIENCE:**

83 A combination of education, training, and experience resulting in the required knowledge, skills, and

84 abilities. Examples of qualifying education and experience includes:

85 Either A: Graduation from an accredited college or university with a master's degree in psychology, Social

86 Work, Behavioral Sciences, Nursing, Public Administration, or a closely related field AND five (5) years of

87 increasingly responsible, management level experience in the administration of mental health, substance

88 use, inpatient and residential programs and services,

89 OR;

90 B: Graduation from an accredited college or university with a bachelor's degree in psychology, Social

91 Work, Behavioral Sciences, Nursing, Public Administration, or a closely related field AND seven (7) years

92 of increasingly responsible, management level experience in the administration of mental health,
93 substance use, inpatient and residential programs and services,

94 OR;

95 C: California Licensure as a Physician, Clinical Social Worker, Marriage and Family Therapist,
96 Professional Clinical Counselor, Clinical Psychologist, or Certification as a Substance Use Disorder
97 counselor under a California recognized certification body AND five (5) years of increasingly
98 responsible, management level experience in the administration of mental health, substance use,
99 inpatient and residential programs and services. Licensure or certification must be held at time of
100 appointment and maintained throughout employment.

101 Each recruitment will indicate the program responsibilities and/or specific license required to fill an
102 existing vacancy based on the needs of the County.

103

104 **LICENSES AND CERTIFICATES:**

105 Certain positions within this classification may require driving. When driving is an essential function of
106 the position, a valid CALIFORNIA driver license will be required at the time of appointment and must be
107 maintained throughout employment.

108

109 This class specification generally describes the duties and responsibilities characteristic of the position(s)
110 within this class. The duties of a particular position within a multi-position class may vary from the duties
111 of other positions within the class. Accordingly, the essential functions of a particular position (whether it
112 be a multi-position class or a single-position class) will be identified and used by medical examiners and
113 hiring authorities in the selection process. If you have any questions regarding the duties or the working
114 conditions of the position, please contact the Human Resources Department at 805.781.5959.

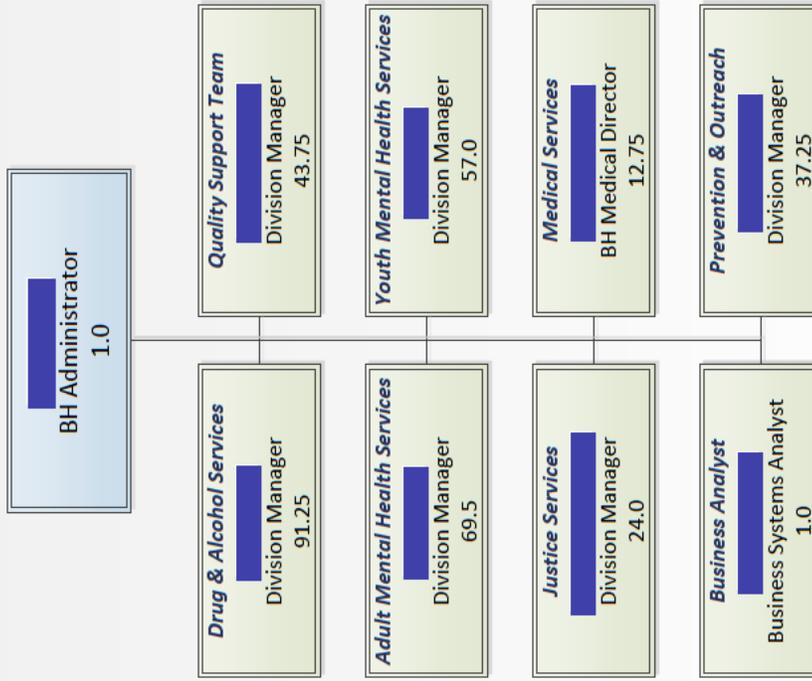
115

116 Adopted: 00-00-00

117 BOS Approved: 00-00-00

118 Revised: 00-00-00

Health Agency Behavioral Health Division





Behavioral Health-Proposed Organizational Chart

