

City and County of San Francisco



Department of Human Resources

Edwin Lee
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: June 13, 2017

Re: **Notice of Proposed Classification Actions – Final Notice No. 54 FY 16/17 (copy attached).**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective June 13, 2017.

Micki Callahan
Human Resources Director

by: _____

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

Steve Ponder
Classification and Compensation Director
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Operations
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Christopher Colandene, SFERS
Theresa Kao, Controller/ Budget Division
E-File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 54
Fiscal Year: 2016/2017
Posted Date: 06/13/2017
Reposted Date: N/A

ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

Item #	Job Code	Title	Salary
1	8317	Chief Deputy Sheriff (PERS)	\$160,862 – \$205,296
2	8517	Chief Deputy Sheriff (SFERS)	\$160,862 – \$205,296

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

For additional information regarding this proposed classification action, please contact Stephen Fu, Management Assistant, at (415) 701-5680 or by email at Stephen.Fu@sfgov.org.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Support Services
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Maria Newport, SFERS
Theresa Kao, Controller/ Budget Division
E-File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Chief Deputy Sheriff
Job Code: 8317 (PERS) / 8517 (SFERS)**

DEFINITION

Under general administrative direction, this executive-level position exercises substantial policy discretion, sets policy and provides general oversight for sections and systems under its authority. The position typically manages civilian and sworn employees directly and through others. Within broad guidelines provided by the Sheriff, the Chief Deputy Sheriff fulfills responsibilities in one of two functional sets in order to manage the operations of the department:

Set one: Provides strategic business functions typically concentrated within several associated areas related to the administration of the department including the acquisition of resources; formulates short and long term solutions; strategic planning and budget; and develops and implements policy. Analyzes and coordinates with CCSF departments and authors grant proposals to strength critical department infrastructure to include jail facilities. Interacts with CCSF departments, along with community and non-profit organizations for the planning and implementation of department objectives. Represents the Department at various labor relation meetings to include: labor management meetings, City negotiations, and during mediation and arbitration hearings with the various union and labor organizations.

Set two: Oversees the day-to-day operations of a particular division of the department and interdivisional or related interagency operations, or related special projects and specialized function as directed by the Sheriff. Develops and implements divisional, interdivisional and department policy. Interacts with CCSF departments, local, state and federal law enforcement agencies and community and non-profit organizations for the planning and implementation of law enforcement objectives in order to ensure public safety, and fulfill the department's mission.

The Sheriff has discretion to rotate or assign new functions to the Chief Deputy Sheriffs.

DISTINGUISHING FEATURES

The class of Chief Deputy Sheriff is distinguished from the lower class of Sheriff's Captain in that the Chief Deputy Sheriff sets policy and exercises a wider range and higher level of general oversight, while the Sheriff's Captain is responsible for the administration of policy and operations of a jail facility or section. The class of Chief Deputy Sheriff is distinguished from the higher class of Assistant Sheriff or Undersheriff in that the Undersheriff has responsibility for the administration of the department as a whole.

SUPERVISION EXERCISED

The Chief Deputy Sheriff supervises sworn personnel and civilian personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Advises the Undersheriff, Assistant Sheriff, Sheriff, and other executive-level staff regarding

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DEPARTMENT OF HUMAN RESOURCES**

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the particular areas of authority of the Chief Deputy.

2. Participates with other division heads, the Undersheriff, the Assistant Sheriff, the Sheriff, and other executive-level staff and their designees in short term and long term strategic planning for the Department.

3. Reviews administrative investigative findings to make recommendations for discipline. Represents the Sheriff as the hearing officer for specific administrative offenses while evaluating factors in aggravation and mitigation prior to rendering a disciplinary finding. Identifies and implements corrective action subsequent to a disciplinary finding as appropriate.

4. Establishes, fosters and maintains collaborative and positive interaction with various federal, state, local and nonprofit agencies; City ad hoc and Charter committees; various City commissions; Board of Supervisors, including Committees of the Board; contractors, developers, engineers, vendors; supervisors/managers; co-workers; and the general public.

5. For the Human Resources Section, develops and implements: community outreach recruitment strategies to assure attainment of Department diversity goals; strategies to promote the public image of the Department; entry-level and promotional sworn examination plans to assure validity, fairness of administration, maintenance of diversity in hiring and promotion, and conformity to civil service merit system requirements; background investigation, hiring and retention strategies to assure availability of qualified candidates; training strategies; effective performance evaluation system. Provides periodic general oversight of payroll processing to assure effective implementation of City ordinances, memoranda of understanding, and Department policies affecting compensation of employees.

6. For the Financial Services Section, provides periodic general oversight of the purchasing process and of the accounting process to assure appropriateness of expenditures of public funds.

7. For the Investigative Services Section, provides periodic general oversight of internal affairs and criminal investigations to assure proper authorization, timeliness, conformity to legal and Department standards, and appropriate referrals for prosecution of criminal investigations.

8. For the Community Relations, provides periodic general oversight of community assistance programs for target groups such as traditionally disadvantaged persons directly affected by Department operations.

For the Delivery of Programs and Alternatives to Incarceration:

9. Sets policy and oversight for the delivery of vocational, educational, and life skills classes for the incarcerated populations. Identifies resources and available services for linkages to the community in order to assist offenders re-entering the community.

10. Identifies and provides oversight for the release of inmates to alternatives to incarceration. Options for alternatives to incarceration are offered to pretrial and sentenced individuals.

11. For Detention and Correction Services, sets policy for and provides general oversight of the County Jail system; develops custody-specific policies and procedures affecting facility security, staffing, employee conduct, prisoner conduct, employee and prisoner supervision, incident management, housing, movement, plant maintenance, stores, and related operations and

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practices. Develops and implements strategies to assure ongoing compliance with federal, state and local laws and regulations affecting adult detention facility conditions and operations.

12. Develops and implements strategies to assure ongoing efficient utilization of facility resources such as staff, housing, materials and supplies, food services, medical and psychiatric services, sanitation and maintenance services, and other life, health and safety resources.

13. Sets policy for and provides oversight of the department's Central Records Unit, which is responsible for processing and maintaining all paperwork for the lawful booking, detention and release of individuals from the county jail system.

14. Responsible for oversight of the department's Classification Unit, which identifies safe housing for all inmates in the jail system. The purpose of this unit is to maintain safety of all persons in the county jail system.

15. Develops and implements policies and procedures to assure timely, safe, and humane transportation of arrestees and to ensure public safety for the City and County of San Francisco.

16. For the Central Warrants Bureau, develops and implements policies and procedures to assure timely and proper services of arrest warrants.

17. For the Transportation Unit, develops and implements policies and procedures to assure timely, safe, and humane inter-facility and inter-county transportation of prisoners in Department custody.

18. For the Emergency Services Unit, develops and implements policies and procedures: to assure appropriate tactical responses to major incidents and emergencies in areas under the control of the Sheriff's Department, such as riots, hostage situations, natural disasters, and other significant events having a substantial effect on life and safety; to assure critical incident assets management and logistical support to assure appropriate performance of other law enforcement services under mutual aid agreements with the Police Department and other public safety agencies. Provides general oversight of Unit training to assure full Unit readiness under extreme emergency conditions.

19. For the Courts Section, provides oversight including allocation of staff and other resources affecting security of the criminal, civil and juvenile courts.

20. For the Civil Section, provides oversight including allocation of staff and other resources affecting adequate enforcement of civil processes, related records keeping and performance of other statutory duties related to civil enforcement.

21. Provides direct and general oversight of new projects affecting major expansion, improvement or support of Department operations, including strategies to fund, manage and evaluate such projects in a manner consistent with the overall mission of the Department, and to incorporate successful projects into overall Department operations.

22. Participates in and/or conducts budget and fiscal policy-setting discussions for the Department.

23. Maintains external awareness, monitoring conditions, trends, innovations and practices that may have implications for the San Francisco Sheriff's Department. Incorporates systems

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thinking to help lead change that supports continuous improvement.

24. Fulfills the Sheriff's requests to chair and/or serve on committees and task forces on behalf of or for the department.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Local, state and federal laws, rules and regulations specific to Division operations, and affecting other Divisions and the Department generally; standards of quality, division specific practices and general practices of other public safety agencies having a scope of statutory authority or duties comparable to the Department.

Ability to: Maintain grace under significant pressure; be highly flexible in response to constantly changing operating conditions; communicate effectively to subordinates; identify skills and abilities of subordinates at all levels of division and delegate via chain-of-command accordingly; adapt plans and strategies effectively to deal with foreseen and unforeseen changes affecting Division and Department goals and concerns; plan in detail at high level and implement effectively; develop inter-agency and public contacts as a resource for the Department.

Skill in: Oral and written communications; analytical abilities; mediating effectively between competing interests within the Department; negotiating with other Division heads for effective sharing of Department resources, and with outside entities for effective satisfaction of Department needs and concerns.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Experience:

One (1) year of experience in class 8312 Sheriff's Captain (PERS) or 8512 Sheriff's Captain (SFERS)

Eight (8) years of progressive experience in law enforcement supervision and management.

License and Certification:

Valid California Driver's License

P. O. S. T Basic Certificate

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Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 06/13/17

AMENDED DATE:

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN