

County of Monterey Sheriff's Captain

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| SALARY | \$11,531.00 - \$15,711.00 Monthly | LOCATION | CA 93906, CA |
| JOB TYPE | Regular Full-Time | JOB NUMBER | 24/36A81/03IE |
| DEPARTMENT | Sheriff-Coroner | DIVISION | Jail Operations and Administration |
| OPENING DATE | 03/18/2024 | CLOSING DATE | 4/19/2024 11:59 PM Pacific |

Position Description



Final Filing Deadline: Friday, April 19, 2024

Exam #24/36A81/03

Oral board exams: Tentative week of April 29, 2024

The Sheriff's Office is comprised of the Administration, Corrections and Enforcement Operation Bureaus. The Sheriff's Office delivers public safety to the residents of Monterey County by providing 24-hour uniformed patrol, investigations, custody services, court security, and law enforcement support. The Sheriff's Office is now actively recruiting for a Sheriff's Captain. Monterey County offers an excellent benefits package. The above base salary does not include the additional benefits that are available for this position. Please see the benefits section and review the memorandum of understanding for the Sheriff's Captain position.

Position Summary

This Captain classification is a single position classification, and the current budget assignment is to the Corrections Operations Bureau. At this time a budgeted position for the Captain classification does not exist in other Bureaus of the organization. This senior management position performs highly technical research and analysis of complex problems in support of executive management in managing, supervising, inspecting, and organizing the work of divisions, departmental functions or programs.

The ideal candidate should have the working knowledge of Minimum Standards for Local Detention Facilities Title 15, have a broad understanding of California's Realignment Act (AB 109), AB 900 Jail expansion, and medical and mental health care issues related to inmates incarcerated in a county jail.

The ideal candidate will demonstrate to have organizational, interpersonal skills; offer a broad array of experience managing sworn law enforcement officers and problem solving.

The Eligible List established by this recruitment process may be used to fill current and future vacancies on a regular full-time, part-time, or temporary basis.

Examples of Duties

- Coordinates the long- and short-term plans, implements and directs multiple teams, programs, units, divisions or station law enforcement operations.
- On a bureau scale, develops strategic plans related to the prevention and investigation of crime, protection of life and property, care and custody of inmates, court security and communications.
- Ensures a smooth flow of interaction across bureau and inter-agency lines.
- Maintains facilities to ensure security, safety and sanitary conditions; maintains and accounts for a wide variety of evidence and specialized equipment; and inspects and directs the maintenance of administrative and confidential records.
- Working with the Bureau Chiefs, manages and coordinates complex law enforcement activities with bureaus, divisions, stations, departments, Federal, State, local, and community agencies; participates in law enforcement deployment planning and serving as incident or scene commander in emergency situations, critical incidents and major events that may involve large numbers of added personnel and coordination with other agencies.
- Manages or oversees the most challenging, sensitive and confidential matters affecting employees, facilities, equipment, or operations, including the investigation of employee grievances, allegations of officer misconduct and officer suitability, violations of rules and regulations, crimes and suspicious occurrences and takes or recommends appropriate action.
- Assesses critical needs, assigns personnel, allocates resources and coordinates workflow to solve complex problems.
- Develops, assists, implements and issues detailed guidance and verbal and written directives for goals, objectives, policies and procedures.
- Participates in the recruitment, selection, assignment and transfer of personnel; and directs or coordinates the professional development and training of personnel.
- Oversees, coordinates, and manages multiple stations, divisions, programs or department function and budgets to include the evaluation of personnel and equipment needs; and assists in preparing and administering department budget.
- Provides oversight as the agency develops, creates, and monitors revenue-producing programs, special or grant funded programs for compliance with program projections and objectives; and manages fiscal resources.
- Directs, prepares and presents oral and written reports for, and conducts meetings with, other local, regional, State and Federal agencies, other managers, community groups, the media and the general public.
- Acts on the Sheriffs behalf as assigned and commits department resources to include personnel and equipment.
- Prepares executive correspondence relating to legislative and departmental actions such as ordinances, grants, enforcement actions, internal affair investigations and disciplinary actions; corresponds and responds to public and other agencies inquiries.
- Monitors current and proposed legislation to assess its impact, develops the County and Sheriff's Office legislative response; and presents formal position on topic.
- May be assigned as a Disaster Service Worker as required.
- Performs related duties as assigned.

The Successful Candidate

Will have a proven track record demonstrating the following knowledge, skills and abilities:

Thorough knowledge of:

- Principles, practices and methods of modern police or correctional management and administration, leadership, organization and planning.
- Federal, State, and local laws, codes, ordinances and court decisions applicable to the assignment to include search and seizure, evidence rules, suspect interviews, court procedure criminal laws, arrest laws and laws governing the care, custody and control of prisoners in the county jail.
- Principles, practices and methods of personnel supervision, evaluation, training and development.

- Monterey County Sheriff's Office policies and procedures.
- Provisions of the Peace Officer Bill of Rights.
- Procedures and use of resources and equipment required during emergency situations, critical incidents and major events.

Working knowledge of:

- Principles and practices of financial administration and control procedures.
- Investigative procedures, methods and techniques to include preserving crime scenes, identifying the elements of a crime, persevering evidence, and obtaining statements.
- Monterey County Memorandums of Understanding for applicable employees.

Skill and Ability to:

- Interpret executive management direction and develop, administer, and incorporate into operational policies and procedures.
- Identify and solve management and administrative problems.
- Recognize and respond appropriately to operational problems and those of a sensitive or political nature.
- Direct and participate in advanced administrative and operational activities, and coordinate with other agencies, departments, divisions and programs.
- Develop and implement long and short-range plans, coordinate resources and supervise the activities of personnel.
- Supervise, evaluate and train assigned personnel.
- Act decisively in emergency situations and adopt a proper course of action.
- Effectively delegate responsibility and authority to others.
- Communicate effectively both verbally and in writing.
- Negotiate agreement between differing individuals or groups and resolve conflicts with tact and diplomacy.
- Utilize appropriate interpersonal style and methods of communication to gain acceptance, cooperation or agreement of a plan, activity, or program idea.
- Oversee, manage, and assist in preparing and administering a station, division, program or departmental functions budget.
- Understand, interpret, and apply pertinent laws, rules, regulations and ordinances.
- Establish and maintain effective working relationships with those contacted in the course of work including all levels of County employees, public officials, government agency representatives, outside law enforcement officials, community and business leaders and members of the public.
- Properly use firearms, radios, and physical restraint.

Examples of Experience/Education/Training

Any combination of training, education and/or experience which provides the knowledge, skills and abilities and required conditions of employment is qualifying. An example of a way these requirements might be acquired is:

Experience: Two years of experience comparable to that of a Monterey County Sheriff's Commander or above, performing management duties in Administration, Corrections or Enforcement Operations.

Additional Information

CONDITIONS OF EMPLOYMENT

The required conditions of employment include, but are not limited to the following:

- Possess and maintain a valid California Class C driver's license or the ability to provide suitable transportation that is approved by the appointing authority

- Possession of a California BASIC P.O.S.T. Certificate and a Supervisory Certificate issued by the California Commission on Peace Officer Standards and Training
- Pursuant to the California Commission on Peace Officer Standards and Training, Section 1005 (c) (1), successful completion of a certified Management Course within the first year of employment.
 - a. Custody Operations Bureau Assignments: Pursuant to the California Code of Regulations, Title 15, Standards and Training for Corrections (STC) requirements, successful completion of the 56-hour Basic Jail Operations Supplemental Core Course.
 - b. Enforcement Operations Bureau Assignments: Pursuant to the California Commission on Peace Officer Standards and Training, successful completion of patrol field training program
- Successfully pass a complete background/suitability process, which includes a polygraph examination or voice stress analysis, psychological examination, and medical examination
- Work flexible hours, shifts, weekends and holidays; and be subject to being available or called in during off-duty hours
- Maintain the standards established by the California Commission on Peace Officer Standards and Training (POST), Standards and Training for Corrections (STC) and the Sheriff's Office
- Maintain a minimum level of physical fitness!
- Wear a uniform.

To view the complete classification description, please visit the County of Monterey website: [Sheriff's Captain](#)

BENEFITS:

Monterey County offers an excellent benefits package. Please visit our website to view the [C Unit Summary Sheet](#). This information is not legally binding, nor does it serve as a contract. The benefits listed in the Monterey County Personnel Policies and Practices Resolution, or Memorandum of Understanding (MOU) prevail over this listing.

NOTES:

As a condition of employment, prospective employees may be required to submit to a background review which may include a review of information concerning present and/or prior employment, driving record, and record of any criminal convictions. Employment is contingent upon acceptable documentation verifying identity and authorization for employment in the U.S.; a list of acceptable documents is available on the USCIS Form I-9. If you are hired into this classification in a temporary position, your rate of pay will be hourly, and you will not be eligible for the benefits listed in the summary.

Application and Selection Procedures

Apply On-Line at

<https://www.governmentjobs.com/careers/montereycounty>

by Friday, April 19, 2024, 11:59 PM (PST)



Or

Hard copy applications may be obtained from and submitted during normal business hours,

Monday – Friday, 8:00 AM - 5:00 PM by contacting:

Monterey County Sheriff's Office

Attn: Human Resources

1414 Natividad Road

Salinas, CA 93906

Email: espinozai@co.monterey.ca.us

Phone: (831) 755-5129 Fax: (831) 775-8033

The selection process is tentative, and applicants will be notified if changes are made. To assess applicants' possession of required qualifications, the examination process may include an oral examination, pre-examination exercises, performance examination, and/or written examination. The competitive examination process includes submittal of required application

materials. A complete application package will include:

- **A completed County of Monterey Employment Application**
- **Responses to the Supplemental Questions**
- **A current California Basic P.O.S.T Certificate issued by the California Commission on Peace Officer Standards and Training**

Applicants who fail to provide all required materials by the final filing deadline will not be considered. Resumes, cover letters, letters of interest, and other correspondence will not be accepted as a substitute for required application materials. All required application materials will be competitively evaluated. Those applicants that are determined to be the most appropriately qualified will be invited to participate further in the selection process.

EQUAL OPPORTUNITY AND REASONABLE ACCOMMODATION

County of Monterey is a drug-free workplace and an equal opportunity employer. The County seeks candidates who can make contributions in an environment of cultural and ethnic diversity. County of Monterey is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact Irene Espinoza, Human Resources Analyst, at (831) 755-5129, or espinozai@co.monterey.ca.us.

Agency

County of Monterey

Sheriff's Captain Supplemental Questionnaire

***QUESTION 1**

Please answer the following questions. Completion of the following supplemental questions is **REQUIRED** and is an integral part of the evaluation process. Your responses to the questions will be reviewed and scored in a Qualifications Appraisal evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as this information will be critical in the competitive assessment to identify those candidates that will be invited to continue in the examination process. A response of "see resume" or "see application" will deem your responses to the supplemental questions as incomplete. Note: All application materials submitted will be reviewed along with your supplemental questions and County of Monterey application. I have read and understand the supplemental questions instructions.

☐ Yes

☐ No

***QUESTION 2**

Do you currently possess a valid California **BASIC P.O.S.T. Certificate** and **Supervisory Certificate** issued by the California Commission on Peace Officer Standards and Training?

☐ Yes

☐ No

***QUESTION 3**

Have you successfully completed a certified Management Course pursuant to the California Commission on Peace Officer Standards and Training?

☐ Yes

☐ No

***QUESTION 4**

Do you currently possess a POST Management certificate?

☐ Yes

☐ No

***QUESTION 5**

Have you completed the 56-hour Basic Jail Operations Supplemental Core Course pursuant to the California Code of Regulations, Title 15, Standards and Training for Corrections (STC) requirements?

☐ Yes

☐ No

***QUESTION 6**

Please describe your education, training, and/or experience that demonstrates your knowledge, skills and ability to direct or oversee units or divisions in a law enforcement operation.

*** Required Question**