

APPROVAL TO CREATE A CLASSIFICATION
FOR A JAIL AND FLEET SUPERVISOR
November 12, 2013
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RECOMMENDATION

It is recommended that the City Council:

- Approve the classification of 061 Jail and Fleet Supervisor within the non-union Middle Management Unit at range M171; and
- Authorize the Human Resources Director to amend the Authorized Position List to add Position P720, a benefited .75 Full Time Equivalent position, for a Jail and Fleet Supervisor in the Police Department Division 68 (Administrative).



JOHN D.R. CLARK
Human Resources Director/City Treasurer

Attachment

Recommended for Approval



Matthew Fertal
City Manager

CITY OF GARDEN GROVE

JAIL AND FLEET SUPERVISOR

CLASS CODE: 061

RANGE: M171

DEFINITION:

Under direction, supervises the jail while insuring proper compliance with state laws and limiting the City's risk exposure and liability. Also coordinates management of department vehicles in conjunction with the Public Works Department.

EXAMPLES OF DUTIES:

- Administer and oversee the jail contract.
- Oversee and coordinate contract jail staff to insure compliance with the accreditation standards required by The Commission on Accreditation for Law Enforcement Agencies (CALEA).
- Facilitate all jail inspections required by both state and other oversight agencies.
- Manage the jail surveillance camera system for proper operation and storage capability functions.
- Interview and approve contractor staff prior to assignment in Garden Grove.
- Review and prepare reports on any incidents or allegations of violence or misconduct within the jail.
- Recommend to Police Department administration any necessary discipline, reassignment, or termination of contractor personnel.
- Assist in the preparation of staff reports and budget documents.
- Manage the Police Department vehicle fleet.
- Hire, train and supervise the department's vehicle expeditors.
- Liaise between the Police Department and Public Works Department staff.
- Interview all vehicle expeditors prior to hiring.
- Other assignments as directed by police administration.

MINIMUM QUALIFICATIONS:

Experience:

Four years of responsible detention facility experience of which at least two years included responsibility for supervision of staff and/or regulatory compliance. Experience as a sworn peace officer of a police department, sheriff's office, or state correctional facility is preferred.

Education:

High school graduation. Bachelor's degree in criminal justice, criminology, sociology, psychology, public administration, economics, business administration, finance, or a related field is strongly preferred.

Knowledge of:

California State Board of Corrections regulations and other applicable laws and regulations pertaining to the operation of jails; basic principles and methods of public administration; principles of supervision and organization; knowledge of community policing philosophy, crime prevention techniques, programs, and community outreach efforts; customer service techniques.

Ability to:

Work with persons of various cultural and ethnic backgrounds; plan, organize and direct the work of subordinate staff; administer and oversee complex service contracts; develop creative solutions to community and/or departmental problems; gather information and write reports; understand and carry out oral and written instructions; work cooperatively and effectively with others; prepare and maintain accurate reports and records; commit to providing quality jail services fully compliant with legal requirements.

Other Requirements:

California Class "C" driver's license is required at the time of appointment. Incumbents who are current or retired California peace officers must maintain POST certification.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Incumbents in this classification stand, sit, speak clearly, hear normal voice conversation, use a telephone, and work on a personal computer. On occasion, the incumbent may interact with prisoners, necessitating the use of security protocols.

WORK ENVIRONMENT:

The work environment described here is representative of those an employee encounters while performing the essential functions of this job. Incumbents in this classification work in an open office environment as well as within the confines of a city jail. Security measures within confinement areas require adherence to detailed security protocols.

JOB FAMILY:

None.

Adopted: 11/13