



DATE: May 9, 2019

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised Job Description for Jail Supervisor

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the position of Jail Supervisor to ensure that the employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

SUMMARY

The Jail Supervisor job description has been revised to update the Experience and Education section to ensure candidates are in possession of Core Corrections Officer academy certificates from a certified Standards and Training for Corrections (STC) academy at the time of hire. Additional revisions to the job description have been made to ensure the needs of the Jail facility are adequately met.

BACKGROUND AND DISCUSSION

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, prior to initiating a recruitment process, Human Resources staff makes necessary adjustments to job requirements to ensure that the needs of the department will be met.

The Jail Supervisor classification is the advanced journey-level classification that provides supervision to the entry-level classification in the Jail series. The last time the Jail Supervisor job description was updated was in 2008. The Police Department is recommending the Jail Supervisor job description be revised to ensure candidates under consideration for the position possess the Core Corrections Officer certificates issued by a certified Standards and Training for Corrections (STC) academy at the time of hire. The core certificates are required within the first year of employment as an entry-level Community Service Officer by the California Board of State and Community Corrections. As a result, employees appointed to the

supervising classification would be in possession of the Core Corrections Officer core course certificates at the time of appointment.

The changes to the Jail Supervisor job description were shared with and accepted by representatives of the Service Employees International, Local 1021 Clerical and Related Unit.

The changes to the job description are as follows:

SUPERVISION RECEIVED

Replaced: "...Manager..." with "...Administrator..."

ESSENTIAL DUTIES

Replaced:

- "...Administer..." with "...Deliver prescribed..."
- "...Manager..." with "...Jail Administrator..."

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Ability to:

Removed: "Type accurately at a speed necessary for successful job performance."

Added: "Operate modern office equipment including computer equipment, specialized software application programs and assigned equipment."

EXPERIENCE AND EDUCATION

Added:

- "Must possess a Basic Corrections Officer Academy Certificate from a certified Standards and Training for Corrections (STC) academy.
- "...or the Peace Officer Standards and Training Supervisory Course."

Removed: "...for the 'Correction Officer Core Course' and..."

FISCAL IMPACT

There is no fiscal impact to the budget as a result of the above proposed change to this job description.

STRATEGIC INITIATIVES

This agenda item is a routine operational item and does not relate to one of the Council's Strategic Initiatives.

Prepared by: Valeria Cazares, Human Resources Technician

Recommended by: Nina S. Collins, Director of Human Resources

Approved by:

A handwritten signature in black ink, appearing to read 'K McAadoo', written over a horizontal line.

Kelly McAadoo, City Manager