

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

JAILER SUPERVISOR

Civil Service Status:	Open and Competitive	Bargaining Unit:	Police Officers' Association
Probationary Period:	One (1) Year	Approved by Civil Service Commission:	12/12/2018
Classification Series:	Police – Civilian Non-Sworn	Approved by City Council:	01/15/2019
FLSA Status:	Non-Exempt	Resolution No.:	2019-01

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are **not** intended to reflect all duties performed within the job.

DEFINITION

Under the direction of the Police Management, this is a non-sworn, non-peace officer, uniformed supervisor, plans, directs and supervises the activities and operations of personnel performing specialized law enforcement duties; provides support to sworn and civilian constituents; and performs a variety of specialized functions and responsibilities within the assigned Police Department division.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Supervises, plans, and participates in the operations of an assigned section; assign necessary personnel to maintain adequate service levels to ensure effectiveness of services; maintains and prepares reports regarding unit activity; keeps supervisors informed of events affecting area of responsibility;
- Participates in the selection of staff; assigns and oversees work, provides direct and indirect supervision; writes performance evaluations; investigates employee complaints; maintains discipline and initiates corrective action; and promotes a positive work environment;
- Reviews reports accuracy, sufficiency, legality, clarity, and completeness; prepares special and/or summary reports; evaluates case or project progress; makes recommendations on project dispositions;
- Participates in the development of section related goals, objectives, policies, and procedures; implements and maintains operational procedures consistent with established practices, policies and government/Penal Code requirements;
- Develops and implements training programs for assigned personnel and oversees training of new staff; institutes procedures to ensure accuracy; modifies or recommends modifications to systems or processes to improve accuracy and efficiency; makes presentations as necessary;
- Receives and responds to difficult customer service inquiries and complaints; responds to inquiries and provides assistance to department personnel regarding section activities and procedures; acts as a liaison to other law enforcement agencies regarding section related responsibilities; and keeps superiors informed of events that may have an impact on the department or City;
- Completes assigned routine and administrative tasks; prepares work schedules, completes payroll documents, answer phones, troubleshoot equipment, prepares monthly reports, drafts staff reports, prepares tape requests, codes invoices, tracks financial accounts, manages purchasing inventory, and obtains bids for goods or services;

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- Attend and participate in professional group meetings; stays abreast on new trends and innovations in the field of law enforcement; and
- Performs related duties as required or as the situation requires.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Knowledge of correctional principles, procedures and operations.
- Jail policies and procedures, including Title 15 guidelines.
- Penal codes, bail schedules, vehicle codes and booking laws and procedures.
- Completion of a certified STC Corrections Officer Core Course within one year of appointment unless this training was previously completed.
- Completion of a certified STC Jail Supervisor Core Course within one year of appointment.
- Police Supervisors assigned to the Jail Section may be required to work shifts assigned by the Jail Administrator without seniority rights.

Skills:

- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software application;
- Touch type at least 20 words per minute.

Ability to:

- Ability to organize, assign and prioritize workload of self and others.
- Effectively supervise, train and evaluate staff.
- Identify problems, secure information and effect solutions.
- Act in the interest of protecting the department from liability.
- Understand equal employment/affirmative action guidelines and policies.
- Interpret, apply and explain section related laws, codes, regulations, and policies.
- Compile and prepare reports which include administrative reports, financial reports and law enforcement related reports.
- Review and adjust work flow, procedures and/or assignments to meet goals.
- Meet the public in situations requiring diplomacy and tact.
- Promote cooperative team work and customer service values among employees.

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- Deal constructively with conflict and develop effective resolutions.
- Utilize law enforcement computer systems.
- Use and edit for correct grammar, punctuation, and spelling.
- Communicate effectively and persuasively both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the performance of required duties including the public and both sworn and civilian superiors, peers, and subordinates.

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education:

- Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination);
- An Associate Degree and some supervisory training are highly desirable.

Experience:

- Four years of increasingly responsible experience as a Detention Officer in a Type I jail facility and some lead or supervisory experience and/or training.

License or Certificate:

- A valid California Class C Driver's License and a satisfactory driving record;
- Successfully complete an approved Formalized Course Academy of Instruction (California Standards for Corrections, Title 15) within one (1) year of Jailer.

Special Requirements:

- Must pass a Police Department background check;
- Requires wearing uniforms and working in closely situated working area;
- Must demonstrate the ability to touch type at least 20 words per minute accurately.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position.

Bilingual Pay:

- Employees who qualify and are certified to speak Spanish may be eligible to receive bilingual pay.