



THE COUNTY OF SUTTER

Invites Applications for

FINAL FILING DATE:

February 15, 2019

COMMUNICATIONS

MANAGER

\$6,150 - \$7,529/Monthly

THE POSITION: Under direction of the Undersheriff, plans, organizes, directs and coordinates the activities of the communications, records and civil process units of the Sheriff's Office; coordinates activities with other units and divisions; and provides technical assistance to the Undersheriff.

The current position requires overtime, evening, shift work, weekend and stand by work. There is opportunity with this vacancy for an alternate 9/80 work schedule.

Management receives 13 days of paid Administrative Leave per year in addition to the other paid time off indicated on the back of this flier. Any of unused Administrative Leave may be converted as taxable compensation or may be converted to a deferred compensation plan. This position also receives county-paid term life insurance of \$150,000. ***The eligible list established from this recruitment may be used to fill any future opening(s) in this class for up to nine months.***

JOB DUTIES: Develops and implements goals, objectives, policies and procedures related to records management, communications, and civil activities; plans, organizes and directs dispatch, records management and civil procedure activities; directs, oversees and participates in the development of the assigned support services work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods, and procedures; prepares the budget for the Communications, Records Manager and Civil Units; assists in the budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials and supplies; administers approved budget; recommends the appointment of personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures as required; maintains discipline and high standards necessary for the efficient and professional operations of assigned units; develops, administers and conducts training programs for dispatching, record keeping, office procedures, civil procedure oversight, and forms processing for Sheriff's Office personnel; maintains security of Sheriff's records ensuring that information is released in accordance with related laws and department policies; serves as the "Custodian of Records" for the Sheriff's Office; appears in court as required; responds to all Duces Tecum subpoenas; serves as County 911 Primary Service Answering Point (PSAP); oversees California Law Enforcement Teletype (CLETS) matters for County; ensure compliance with State laws regarding access, security and training of personnel; responds to Department of Justice audits; ensures 911 equipment is fully functioning and up-to-date; researches and recommends new equipment; compiles, or directs the compilation of statistical data related to assigned operations; coordinates the preparation of department statistical reports; prepares a variety of correspondence and reports; conducts record audits; establishes and maintains record keeping systems; oversees and administers law enforcement records management and computer aided dispatch systems; investigates and resolves or recommends appropriate action regarding service or personnel complaints related to records, communications or civil activities; provides information to the public in accordance with established laws, codes, regulations and policies; ensures compliance with State and Federal reporting mandates; advises and provides assistance to Department personnel regarding records, civil and communication activities and the operation of the automated records management and computer aided dispatch systems; oversees the collection and processing of monies received; builds and maintains positive working relationships with co-workers, other County employees and the public using principles of good customer service; represents the division and department to outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary; ensures adequate inventory of supplies and equipment within areas of responsibility; assists with the performance of dispatch, records and civil activities as necessary.

MINIMUM QUALIFICATIONS: The following are the minimum qualifications for this position. Possession of these qualifications does not ensure that an applicant will be interviewed. Applications will be reviewed in comparison with all other applications received.

Knowledge of: Operations and services of a Sheriff's communication dispatch center; principles and practices of maintaining a Sheriff's records management system; principles and practices associated with the processing, service and return of civil papers; principles and practices of leadership, motivation, team building and conflict resolution; pertinent local, State and Federal rules, regulations and laws; modern office procedures and computer equipment, including those used in a law enforcement environment; principles and practices of organizational analysis and management; budgeting procedures and techniques; principles and practices of supervision, training and personnel management; functions and relationships within a criminal justice system, including courts and law enforcement agencies; standard

telephone, teletype and radio broadcast procedures and the applicable rules and regulations of the Federal Communications Commission; correct English usage, including spelling, grammar and punctuation; budgeting procedures and techniques; principles and practices of supervision, training and personnel management.

Ability to: Organize and direct records, communications, and civil operations; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; gain cooperation through discussion and persuasion; interpret and apply County, Department, State and Federal policies, procedures, rules and regulations; prepare and administer a budget; supervise, train and evaluate personnel; act quickly and calmly in emergencies; operate and troubleshoot police communications and records management systems and oversees and coordinates the testing and maintenance of such systems; utilize discretion in the handling and disclosure of confidential information; organize and set priorities for a variety of projects and tasks in an effective and efficient manner to ensure deadlines are met; prepare clear and concise program documentation, user procedures, reports of work performed, and other written materials; exercise sound independent judgment within established guidelines; use computer technology and applications in the performance of daily activities; examine documents for completeness, sufficiency, and conformity; perform a variety of complex legal processing tasks in the area of civil law; establish and maintain effective working relationships with those contacted in the course of work; communication clearly and concisely, both orally and in writing.

Education and Experience: Four years of increasingly responsible experience in a law enforcement communications setting, preferably including two years of significant law enforcement legal experience including one year of financial recordkeeping work related to civil processes and public records, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Special Requirements: *Essential duties require the following physical skills and work requirements:* Requires the ability to maintain mental capacity which allows the capability of exercising sound judgment and rational thinking under varied circumstances; the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; ability to see; ability to hear and communicate orally; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as using a computer, typing, data entry or use of other office equipment or supplies; ability to operate a motor vehicle.

Other Requirements: Incumbents will be required to undergo and satisfactorily complete an extensive personal background investigation because incumbents are required to deal with sensitive/restricted material from the Federal, State and local departments of justice; an evaluation of oral communication skills; a pre-placement medical examination.

The recruitment process for this position includes completing an application and participating in oral interview(s). Please notify the Human Resources Department prior to the final filing date for this position if you believe you have a disability, which would make it difficult to participate in any portion of the recruitment process, and would require reasonable accommodation. Sutter County reserves the right to require medical documentation concerning the need for accommodation. Offers of employment are contingent upon investigation of employment history, references, drug testing, medical review/exam and fingerprinting in addition to other appropriate requirements of the position.
NOTE: Sutter County utilizes E-Verify to confirm the eligibility of employees to work in the United States.

The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised 01/24/19



SUTTER COUNTY HIGHLIGHTS

Sutter County is a major agricultural center located in Northern California approximately 50 miles north of the State Capitol, Sacramento. The County, bounded by the Sacramento and Feather Rivers, encompasses 608 square miles and provides easy access to the Lake Tahoe and San Francisco areas. Mountains and lakes offering unlimited recreational opportunities are abundant. Sutter County is a general-law county with a population of approximately 97,000 and includes two incorporated cities, Yuba City and Live Oak. There are 19 department heads and 900 positions with an annual budget of 241 million dollars.

HOW TO APPLY

Eligible applicants are **REQUIRED** apply online at

www.CalOpps.org

Applicants may also attach any additional information in resume form.

For additional information, please visit our website @ www.suttercounty.org

Or contact

Sutter County Human Resources

1160 Civic Center Boulevard, Suite B

Yuba City, CA 95993

Phone (530) 822-7113

FAX (530) 822-7191

E-mail hr@co.sutter.ca.us

TDD access through CA Relay Service: 1-800-735-2929

SELECTION PROCEDURE

The applications will first be reviewed for minimum qualifications. All applications meeting the minimum qualifications will be referred to a screening committee. Those candidates with the most directly related experience, education and training may be invited to a written, performance and/or oral examination. Up to ten ranks of the most outstanding candidates will be referred for final interview(s) with the appropriate department. Investigation of employment history and references may be conducted prior to appointment.

EMPLOYEE BENEFITS

Salary: New employees start at step one and after satisfactory performance during a probationary period, advance to the second step. There are five (5) annual Merit Steps. Merit steps six (6) and above may be awarded after additional years of service have been met and upon satisfactory performance.

PERS <u>Miscellaneous</u> Retirement (NON-Safety)				PERS <u>SAFETY</u> Retirement (Law, Fire, Probation Officers)	
Tier 1 Classic PERS Members	Hired @ Sutter County Up to 11-15-2011	2.7 @ 55	8% EE Share by EE	3 @ 50	9% EE Share by EE
Tier 2 Classic PERS Members	PERS Member from 11-16-11 to 12-31-2012	2 @ 60	7% EE Share by EE	2 @ 50	9% EE Share by EE
Tier 3 New PERS Members	PERS Member after 1-1-13 (PEPRA)	2 @ 62	6.25% EE Share by EE	2.7 @ 57	11.25% EE Share by EE
Note: The Tier formula eligibility above depends on PERS Rules and AB340, PEPRA Law. The County also participates in Social Security.					

Medical, Dental, Vision and Life Insurance: The County pays the major portion of health, dental, vision and life insurance for employee and dependent(s). Health, dental, vision, and life insurance become effective the first of the month following 30 days of employment. **Management** receives county-paid term life insurance of \$150,000.

Health Care Spending Account: Designated pretax contribution to pay for eligible health care expenses not covered by any insurance.

Dependent Care Spending Account: Designated pretax contribution used to pay for eligible dependent day care expenses.

Paid Leave Days: Depending on the classification in which employed, most employees receive eleven days **vacation** per year up to five years service; fifteen days up to ten years; seventeen days up to fifteen years; twenty days after fifteen years. Thirteen paid **holidays** per year. **Sick leave** accrues at the rate of twelve days per year. **Management** receives 13 days of paid Administrative Leave per year in addition to the other paid time off.

Disability Insurance: Sutter County participates in the State Disability Insurance Program.

Deferred Compensation: Employees may participate in deferred compensation plans. Also, most **New Hires** to Sutter County who enroll in a County-sponsored Deferred Compensation Plan, will receive twenty-five dollars (\$25.00) per pay period deposited into their account, eligibility date varies by Unit (Fire Unit not eligible and some Re-hires may not be eligible). **Employees will be advised of the eligibility requirements during New Employee Orientation.** **Management** may convert any unused Administrative Leave as taxable compensation or it may be converted to a deferred compensation plan.

Note: Offers of employment are contingent upon submission of documents verifying identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986; successful completion of a preplacement medical review/examination; satisfactory driving record and proof of automobile insurance, if applicable, and other appropriate requirements of the position. Significant moving violations or lack of insurance may be cause for disciplinary action up to and including dismissal.

E-Verify: This position requires new hire employment verification to be processed through the E-Verify program administered by the Department of Homeland Security, U.S. Citizenship and Immigration Services (DHSUSCIS)' in partnership with the Social Security Administration (SSA).

The above information is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units.

Sutter County is required by law to make available certain public records, including employee names, titles, and compensation, as a result of a 2007 California Supreme Court decision. Therefore, be advised that unless an employee can demonstrate the necessity of having this public information withheld, based upon specific, verifiable safety and/or security reasons, this information will be released to the public upon demand.

The County of Sutter does not discriminate on the basis of race, color, religious creed, sex, marital status, age, national origin, medical condition (cancer or genetic characteristics/information), mental or physical disability (including AIDS or HIV), ancestry, sexual orientation, gender identity, gender expression, military and veteran status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance.