COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION **CLASSIFIED**

SHERIFF'S PROGRAM COORDINATOR **Class No. 002491**

■ CLASSIFICATION PURPOSE

To provide coordination, direction, planning, and administrative, analytical and management support for programs where substantive administrative, policy and/or technical issues require specialized analysis, recommendation, and implementation; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

The Sheriff's Program Coordinator is a management level classification allocated only to the Sheriff's Department. Incumbents assist in the coordination, implementation, and management of a specific program within the Sheriff's Department, and report directly to an unclassified manager. The Sheriff's Program Coordinator, Fleet Option, is responsible for the coordination, direction and management of the Sheriff's fleet contracts with the Department of General Services. Employees in this option will monitor and direct fleet contracts which involves substantial departmental resources and costs, determination of major long term fiscal components and risks, the evaluation and selection of vehicles and equipment, and the integration of long-term departmental strategic and financial plans within professional, financial and legal constraints. The Sheriff's Program Coordinator, Strategy and Planning option, is responsible for coordinating strategic planning projects and organizational change efforts for all areas within the Sheriff's Department.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

The following functions apply to all options:

1. Develops, administers, coordinates, and manages a program within the Sheriff's Department.
2. Prepares program specifications and cost projections.
3. Identifies revenue and funding sources.
4. Conducts audits and research to prepare feasibility studies, proposals, and reports.
5. Reviews, tracks and evaluates technical research, legislation, development of guidelines, rules and policies relating to programs.
6. Establishes controls and procedural guides to document, monitor, and evaluate the status of projects or program activities in progress.
7. Formulates and administers policies relating to the assigned program.
8. Monitors resource allocation.
9. Provides technical advice to management.
10. Performs special studies or projects as assigned.
11. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Non-Essential Functions

The following functions apply to all options:

1. May supervise subordinate staff.

Sheriff's Program Coordinator – FLEET OPTION:

In addition to the common essential functions:

1. Acts as a liaison with the Department of General Services, Fleet Management, regarding the Sheriff's fleet to monitor the expenditures under the maintenance, gasoline, and depreciation Internal Service Funds (ISF).

2. Monitors contract compliance and recommends program design and future service plans.

3. Monitors the procurement of equipment and maintenance services.

4. Monitors maintenance bills, fuel bills, and depreciation bills for accuracy.

5. Reviews and approves vehicle repairs.

6. Develops the Sheriff's fleet requirements from which the Department of General Services, Fleet Management develops vehicle and equipment specifications.

7. Develops, controls, and monitors the budget for vehicle acquisition/depreciation ISF and vehicle maintenance and fuel ISF.

8. Evaluates the cost effectiveness of fleet activities, conducts trend analyses, and makes fund balance projections.

9. Assesses utilization to ensure efficient use of resources to perform law enforcement duties and to identify problem drivers, vehicles, or equipment.

10. Assesses highway taxes.

11. Conducts repair versus replacement analysis of vehicles and equipment.

12. Maintains vehicle inventory.

Sheriff's Program Coordinator – STRATEGY AND PLANNING OPTION:

In addition to the common essential functions:

1. Directs and coordinates strategic planning and analysis of all Sheriff's activities, services and systems, including the management of the Sheriff's Business Planning System: the Sheriff's Strategic Plan, Operational Plan and Business Plan.

2. Assists the Directors of each division in monitoring organizational objectives and goals and developing evaluation and monitoring methodologies.

3. Monitors systematic planning, department transformation processes, continuous improvement processes and organizational change efforts.

4. Develops and facilitates strategic planning sessions for the Sheriff's Leadership Council and facilitates interaction between the Sheriff's Leadership Council and the rest of the management staff and department.

5. Develops training curriculum for the Sheriff's Department supervisors and managers: determines course content, instruction method and obtains speakers and instructors from various sources.

6. Works with each bureau and division to foster communication and ensure continuous improvement opportunities are identified through ongoing assessment.

7. Seeks funding, develops project plans and monitors the execution of the strategic plans.

8. Coordinates annual planning sessions with each bureau and division to establish and prioritize tasks and incorporates them into the Operational plan.

9. Reports and coordinates the presentation of project management information to the Sheriff's Leadership Council.

10. Maintains and updates on-line reporting formats.

11. Establishes and maintains the department's Mentoring Program, monitoring its progress, providing training and providing status reports to management.

12. Implements, coordinates and maintains the Leadership Development Process and the department's Customer Service Quality Improvement Process (CSQIP).

13. Coordinates quarterly meetings and maintains meeting records and historical data.

14. Coordinates the preparation of the department's Business Plan (annual report), which is distributed to all levels of local and State government.

15. Meets with staff, citizens or community groups, representatives from public/private law enforcement agencies and Federal/State officials to assess and evaluate law enforcement services and needs.

Non-Essential Functions

1. May authorize purchasing and contracting related to training activities.

2. May process and implement financial actions approved by the Board of Supervisors.

3. May monitor and maintain multi-year contracts.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to all options:

– Program planning, development, evaluation and tracking techniques.
– Federal, State and local governmental organizations, operations and planning programs related to the program.
– Federal, State, and local laws, regulations, statutes, and codes pertaining to the program.
– Principles and practices of supervision.
– Current computer software programs commonly used (i.e., windows, word processing, spreadsheets, scheduling programs).
– County customer service objectives and strategies.
– The General Management System in principle and in practice.

Sheriff's Program Coordinator – FLEET OPTION:

In addition to the above:

– Principles of cost and revenue analysis including impacts of economic and demographic indicators.
– County fiscal and budget processes and financing methods of Internal Service Funds.
– Overhead and indirect costs and the establishment of Internal Service Fund rates.
– Laws, regulations, statutes, and codes pertaining to the department fleet.
– Principles and practices of fleet management and fleet maintenance systems.
– Principles and practices of contract management, contract monitoring, and project management.
– Government contracting policies and procedures.
– Service contract negotiation procedures.
– Budget and effective utilization of fiscal resources.
– Project and contract tracking techniques.
– California Government and Public Contracts Codes.
– Principles and practices of project/cost accounting, cost analysis and project management.
– Modern governmental and private sector business methods, principles and practices.
– Procurement and financial practices, procedures, and techniques to purchase and maintain fleet vehicles and equipment.
– Vehicle manufacturer's maintenance, analysis, repair, life cycle costing, and parts information.
– Technological development, improvement and trends in vehicles, equipment and fuels.

Sheriff's Program Coordinator – STRATEGY AND PLANNING OPTION:

In addition to the above:

– Strategic planning, evaluation and policy analysis methods and models.
– Principles and practices of organizational development, change advocacy and management.
– Principles and practices of leadership development.
– Current law enforcement policy issues.
– Community resources available to implement and provide law enforcement services programs.
– Principles and theory of training and employee development.
– Automated information systems software and hardware related to law enforcement services planning support.

Skills and Abilities to:

The following apply to all options:

- Plan, organize, coordinate, control, and evaluate programs.
- Coordinate program activities with department management, elected officials, and representatives of other agencies and departments.
- Monitor and analyze the work of project consultants or service providers for contract conformance, quality assurance, and appropriate function.
- Develop, administer, and evaluate contracts, programs, and operational plans.
- Analyze, summarize, and resolve complex problems and logically identify solutions.
- Apply analytical techniques to identify, evaluate, recommend, coordinate and/or implement activities.
- Resolve disputes and function effectively in complex and sensitive situations.
- Prepare correspondence, reports, budget and contract documents, and give presentations for public officials, executive management, the media, and the general public.
- Understand and work within the limits of established policy and authority.
- Supervise, evaluate and plan the work of subordinate personnel.
- Establish and maintain effective working relationships with public agencies, government officials, contractors, County employees, the news media, private enterprises, and the general public.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Sheriff's Program Coordinator – FLEET OPTION:

In addition to the above:

- Plan, organize, control, review, and evaluate fleet contracts.
- Monitor and audit fleet and fuel usage.
- Analyze vehicle usage, maintenance and cost data and make recommendations.
- Analyze results of various research and feasibility studies and identify course of action to be taken.
- Perform mathematical calculations (e.g., vehicle depreciation rates, charge-back costs to other departments, maintenance rates, etc.).
- Collect, interpret, and organize FMIS reports and databases.

Sheriff's Program Coordinator – STRATEGY AND PLANNING OPTION:

In addition to the above:

- Identify and resolve departmental operational problems.
- Advocate, implement, lead and evaluate major organizational change initiatives.
- Develop and maintain employee development programs.
- Compile, compute and summarize data relating to strategic and operational plans and utilization of resources.
- Coordinate, conduct and facilitate meetings.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: Bachelor's degree from an accredited college or university in business administration, accounting, finance, economics, public administration or a closely related field, AND three (3) years of increasingly responsible accounting, operations management, budgetary or analytical project management experience.

Note: Education and experience may substitute for one another on a year-for-year basis. Experience overseeing the analysis and preparation of complex fiscal, budget, or operations projects in a large public agency is highly desirable.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).

New: April 7, 2003
Reviewed: Spring 2004
Revised: July 14, 2004