

Amended 7/15/14

Job Code 0714-RP3003-01

## CORRECTIONAL LIEUTENANT DEPARTMENTAL PROMOTIONAL



# Correctional Lieutenant

## About the Position

The Correctional Lieutenant is a second supervisory level classification in the Custody Division and will be responsible for effectively managing the functions of a major subdivision of the custody unit or administrative function of corrections. The Sheriff's Office is interested in candidates who can demonstrate leadership in facing the challenges of the correctional environment. Candidates must have the ability to provide substantive leadership for all subordinate sworn and non-sworn staff. The Correctional Lieutenant will be responsible for managing facility operations to ensure the safety and security of citizens, staff, and inmates.

## Sheriff's Custody Division

The Sheriff's Custody Division currently staffs 228 Correctional Officers, 17 Correctional Sergeants, 5 Correctional Lieutenants and 1 Correctional Captain. Department-wide the Sheriff's Office staffs a total of 769 positions serving San Joaquin County including two contract cities, Lathrop and Mountain House. Operations, Administration, and the Jail are located in French Camp. For more information about the San Joaquin County Sheriff's Office please visit their website at: [www.sjsheriff.org/](http://www.sjsheriff.org/)

## Compensation

**Approximate Monthly Salary: \$6821 - \$8292**

**In addition to base salary, the County offers:**

- ◆ Safety Member Retirement 3% at age 50
- ◆ A 1% employer contribution to the County's 457 Deferred Compensation Plan
- ◆ 10 days of administrative leave per year. Exempt from FLSA Overtime
- ◆ 12 days sick leave annually with unlimited accumulation
- ◆ 10 days of vacation leave (15 days after 3 years, 20 days after 10 years, and 23 days after 20 years)
- ◆ 14 holidays per year
- ◆ Term life insurance equal to annual salary (up to 50,000).
- ◆ \$1200.00 annual uniform allowance

## Custody Division Mission Statement

The San Joaquin County Sheriff Custody Division will promote safe, secure and humane housing for pre-sentenced and sentenced inmates. Service to the general public and the Criminal Justice System will be of the highest quality.

Operation of the facilities will be consistent with the principles of direct supervision, will at all times meet Minimum Jail Standards as defined in Title 15 of the California Code of Regulations, and will insure the public safety. Programs and services will be made available to influence positive behavior with the intent to provide the opportunity for inmates to return to the community in equal or better condition both physically and psychologically that when received.

These goals will be met, in a cost-effective manner while assuring staff of a productive, safe and secure work environment and providing them with the vision, leadership tools, and resources to fulfill this mission.

## About the Selection Process

All application materials will be reviewed to determine if candidates possess the minimum qualifications required for the position. Applicants who meet the minimum qualifications for the position and eligibility requirements for promotion examination, will be invited to participate in the oral examination.

For candidates who successfully pass all phases of the examination process, seniority points will be added to final scores. Final scores will determine ranking on the eligible list.



Job Code 0714-RP3003-01

## CORRECTIONAL LIEUTENANT

### Minimum Qualifications

**Experience:** Two (2) years continuous assignment working in the classification of Correctional Sergeant or Deputy Sheriff Sergeant assigned to the custody division in San Joaquin County. Both of these qualifying years must have been within the last four years.

**Substitution:** Experience working in the classification of Correctional Sergeant or Deputy Sheriff Sergeant in an STC participating local detention facility may be substituted for up to one (1) year of the above required experience.

**License and Certificates:** Possession of a valid California Driver's license, STC Correctional Officer Core Course certificate, and certificate of completion of 832 P.C. (laws of arrest).

### Typical Duties

- Provides substantive leadership for all subordinate sworn and non-sworn personnel assigned to Custody Division; plans, assigns, supervises, and reviews the work of subordinate sworn and non-sworn personnel assigned to custody; administers a variety of corrections programs and functions; maintains proper staffing levels in compliance with departmental policies; evaluates work performance and behavior in accordance with the Custody Division mission statement, department and divisional policy, Title 15 Minimum Jail Standards, and all federal and California laws.
- Develops, interprets, and communicates special orders or instructions related to Corrections; insures that department goals and responsibilities are met; handles specialized and complex tasks related to facility operations.
- Manages facility operations to insure the safety and security of citizens, staff and inmates; insures discipline of inmates complies with applicable laws and regulations; reviews complaints from staff and inmates and takes appropriate action; oversees the investigation of inmate grievances and reports of crimes; reviews and evaluates jail incident reports and insures appropriate follow up and continuation actions.
- Coordinates and oversees all programs, services, and contracts within assigned facility or function; insures contract compliance with other agencies and vendors.
- Participates in the development and implementation of department and division policies and procedures; reviews and updates policies and procedures for the operation of assigned facility or function; participates in the development and monitoring of subdivision budget and management of allocated funds.

### Application Submittal

The competitive process includes submittal of completed San Joaquin County Employment Application. Resumes will not be accepted in lieu of the required application materials. Completed application package must be submitted to the Human Resources Division by 5pm on Friday, August 1, 2014.

Applications can be submitted online at: [www.sjgov.org/hr](http://www.sjgov.org/hr)

Application materials may be obtained from and submitted to:

**San Joaquin County Human Resources**  
**44 N. San Joaquin Street, Suite 330**  
**Stockton, CA 95202**  
**Tel: 209.468.3370**



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## CORRECTIONAL LIEUTENANT

### **Civil Service Rules and Regulations**

#### Rule 10 – Section 3 – Eligibility for Promotional Examinations

To compete in a promotional examination, an employee must:

- A. Meet the minimum qualifications of the class on or before the final filing date for filing applications.
- B. Meet one of the following qualifying service requirements:
  - 1. Have permanent status in the Classified Service.
  - 2. If a probationary employee in Classified Service, must have served twelve (12) continuous and consecutive months immediately prior to the final filing date. Qualifying service under this rule may have been in either the Classified Service or in any combination of Classified Service and service under a public employment program.
  - 3. Public employment program employees who have served at least twelve (12) continuous and consecutive months immediately prior to the final filing date are eligible to compete in promotional examinations for entry level classes or a class equivalent to their current public employment class. For the purpose of this rule, an entry level class is defined as the lowest class in each class series excluding classes designated as trainee classes in the class title.
  - 4. Employees in the Classified Service who have six (6) continuous months' service in trainee classes or entry level classes, as defined above, shall be eligible for promotional examinations to the next higher class in that same series.
  - 5. Temporary, contract, or exempt employees who have at least six (6) months of full-time service with the County within the last twenty-four (24) months and are currently employed with the County immediately prior to the final filing date are eligible to compete in promotional exams for entry level or trainee classes.
  - 6. Contract or exempt incumbents of positions which are converted to classified service are eligible to compete in promotional exams for the classes of positions which they occupy if they have served 2080 continuous and consecutive payroll hours (equivalent to one (1) year) in the same or related classes of positions as the promotional class immediately prior to the final filing date.
  - 7. A Part-time employee who is actively employed (on payroll) and who has worked 2080 continuous and consecutive hours in a class that is above entry level may compete in promotional recruitment for that classification.
- C. Have a rating of satisfactory or better on the last performance evaluation, if applicable.
- D. If a person whose name is on a promotional list is separated (except for layoff) the name shall be removed from the promotional list of the action.