

COUNTY OF SAN DIEGO

THE NOBLEST MOTIVE IS THE PUBLIC GOOD



EXECUTIVE OFFICER, CITIZENS' LAW ENFORCEMENT REVIEW BOARD

Anticipated Hiring Range \$96,000 to \$125,000

Excellent Benefits Package

FILING DEADLINE: March 15, 2017

www.sandiegocounty.gov

EXECUTIVE OFFICER, CITIZENS' LAW ENFORCEMENT REVIEW BOARD

The Executive Officer, Citizens' Law Enforcement Review Board (CLERB) reports to the Chairperson of CLERB and has dotted line reporting to the Deputy Chief Administrative Officer (DCAO) of the Public Safety Group. Based on policy direction from CLERB, the appointed individual will be fully responsible for managing and directing investigative efforts for hearing and resolution of citizen complaints relating to the law enforcement policies or practices of peace or custodial officers in the Sheriff's and Probation Departments.

THE POSITION

Under the direction of CLERB, The Executive Officer, CLERB is responsible for operational procedures and providing administrative direction to employees. Primary duties include:

- Administer, manage, prioritize, assign, supervise, and direct investigative efforts to identify issues and evidence required for full understanding, hearing and resolution of citizen complaints, or death of individuals arising out of law enforcement policies or actions of peace or custodial officers in the Sheriff's and Probation Departments
- Supervise assigned employees and establish work standards and objectives
- Formulate, recommend, and implement policy pertaining to CLERB operations, investigations, and complaint resolution
- Act as the principal advisor to CLERB and as the primary contact for citizens and members of the community
- Review complaints to determine if they fall under CLERB's jurisdiction and set priority of investigation in accordance with the rules and regulations of CLERB; complete investigation
- Analyze investigative findings and hearing information, prepare reports, and submit to the CAO and affected citizens
- Act as liaison between CLERB, various County departments, and members of the public

THE IDEAL CANDIDATE

This is a challenging career opportunity for an exceptionally qualified and highly motivated individual with strong management perspective in the area of civilian oversight, and a proven track record in conducting and supervising investigations. The ideal candidate will possess a bachelor's degree or higher in law, criminal justice administration, police science, public administration, or a related field, and five years of management level experience in the field of administration of justice, or in the practice of law. The successful candidate will be an experienced manager who has had responsibility for an investigative caseload and working knowledge of the current issues under which law enforcement, probation, and detention services are administered; including the rights of peace officers, inmates, and the general public.

The ideal candidate will also possess a professional history that demonstrates the following leadership competencies and attributes:

- Stimulates and actively initiates change in organization
- Remains optimistic and persistent, even under adversity
- Carefully considers implications and impact of decisions across time and on others
- Effectively manages conflict situations via leading by example
- Mentors and coaches direct reports
- Builds and supports mutually beneficial relationships with other divisions, outside organizations, associations, and community contacts
- Looks beyond department boundaries when making decisions
- Possesses strong technical and interpersonal skills

Please review the job classification for [Executive Officer, Citizen's Law Enforcement Review Board](#).

MINIMUM QUALIFICATIONS:

Qualified candidates will possess a bachelor's degree from an accredited college or university, or a certified equivalency for foreign studies, **AND** five years of management level experience that demonstrates the ability to perform the essential functions of the classification. Experience must have included one year of supervision. **Note:** A master's degree or higher degree may substitute for a total of one year experience and cannot be applied to the required one year of supervision. Experience completing Police Officer Investigations within the State of California is highly desirable.

COMPENSATION

The anticipated hiring range upon appointment for this position will be \$96,000 to \$125,000. Placement within this range is dependent upon the qualifications of the successful candidate. Annual salary reviews are performance-based and goal-oriented.

BENEFITS

- Fifteen days of paid vacation, thirteen days of paid sick leave, and thirteen paid holidays
- Medical, dental, and vision insurance plans
- Disability Insurance, Life Insurance, and Accidental Death & Dismemberment Insurance
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options
- Defined benefit retirement program
- Reciprocity with other governmental retirement systems may be granted; for further information, please review the [San Diego County Employees Retirement Association](#) website
- Deferred Compensation Program (457) and 401(a) plans
- May be eligible for relocation allowance up to \$10,000

EXECUTIVE OFFICER, CITIZENS' LAW ENFORCEMENT REVIEW BOARD

San Diego County voters established the Citizen's Law Enforcement Review Board (CLERB) in 1990 to independently and impartially investigate citizen complaints against San Diego County Sheriff's Deputies and Probation Officers. The Review Board is composed of eleven volunteers from the County's five Supervisory Districts. Members are not affiliated with the Sheriff's Department, Probation Department, or the County of San Diego. Review Board members are nominated by the County's Chief Administrative Officer and appointed by the Board of Supervisors. The Review Board currently is supported by four County employees: an executive officer, two investigators, and an administrative assistant.

The County's Charter Section 606 charges the Review Board with receiving, reviewing, and investigating complaints about the conduct of peace officers performing their duties while employed by the Sheriff's Department or the Probation Department. The Review Board Investigates deaths that arise out of, or in connection with the actions of these peace officers, regardless of whether a complaint is filed. The Review Board makes advisory findings on complaints and recommendations for policy and procedure changes to the Sheriff, Chief Probation Officer, and the Board of Supervisors.

The focus of the Review Board is fact-finding, not advocacy for complaints nor peace officers. The Review Board publishes meeting agendas, minutes, summary and statistical reports, and provides "early warning reports" to the Sheriff and Chief Probation Officer.

THE COUNTY OF SAN DIEGO

The mission of the County of San Diego is to provide the residents of San Diego County with superior County services in terms of quality, timeliness, and value in order to improve the region's Quality of Life.



- The County covers 4,261 square miles, extending 75 miles along the Pacific Coast from Mexico to Orange County and inland 75 miles to Imperial County along the international border shared with Mexico.
- San Diego enjoys a wide variety of climate and terrain, from coastal plains and fertile inland valleys, to mountain ranges, forests, and the Anza-Borrego Desert. The average annual rainfall is only 10 inches.
- The County is governed by a five-member Board of Supervisors elected to four-year terms in district, non-partisan elections.
- There are 18 incorporated cities and a large number of unincorporated communities.
- County services are provided by five business groups, that are headed by General Managers, who report to the Chief Administrative Officer (CAO).
- The County has a budget of \$5.4 billion and provides services to the residents of the County through approximately 17,000 employees in 42 different departments.

GENERAL MANAGEMENT SYSTEM

The County engages in a continuous cycle of planning, implementing, evaluating, and renewing the planning process. The County's comprehensive guide for managing this cyclic process is called the General Management System (GMS). By communicating and adhering to this business model, the County of San Diego is able to maintain an organizational culture that values transparency, accountability, innovation, and fiscal discipline which provides focused, meaningful public services.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Résumé packets may be submitted online at www.sandiegocounty.gov/hr select the link for jobs.

The Résumé packet must include the following information: Résumé, letter of interest, two letters of recommendation, and three references. Résumés should include academic degrees held and dates conferred, employment history and positions held, dates of service, areas of experience, levels of responsibility, reporting structure, key duties performed, and number of direct reports or staff. An evaluation board will convene to review submittals and identify top competitors to be considered for further evaluation. This recruitment will close on March 15, 2017.

First interviews for this recruitment will be held on April 28, 2017. Second interviews will be held on May 9, 2017 at a CLERB Meeting. This is a closed session meeting.

SPECIAL NOTES

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority. The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract. Qualified women, veterans, minorities, and persons with disabilities are encouraged to apply. 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.

NOTES

The County of San Diego and its employees embrace the *Live Well San Diego* vision: A region that is Building Better Health, Living Safely and Thriving. For more information please visit www.livewellsd.org.



Under California Government Code Sections 3100 - 3109, public employees are designated as **disaster service workers**. The term "public employees" includes all persons employed by the state or any *county*, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.



The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset and our customers are our number one priority.

CONTACT INFORMATION

You may direct any questions regarding the application and selection process to Brandy Winterbottom-Whitney, Deputy Director, Human Resource Services, at Brandy.Winterbottom-Whitney@sdcounty.ca.gov or 858-505-6324. Questions about the position or department should be directed to Adam Landers, Human Resources Manager, Public Safety Group at Adam.Landers@sdcounty.ca.gov or 619-531-4510.

Class No. 000447
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