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EXECUTIVE OFFICER CITIZENS' LAW ENFORCEMENT REVIEW BOARD

Anticipated Hiring Range: \$140,000-\$160,000

Excellent Benefits Package

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THE POSITION

Under policy direction from the CLERB, the Executive Officer will be fully responsible for managing and directing investigative efforts for hearing and the “resolution of” complaints from members of the community relating to the law enforcement policies or practices of peace or custodial officers in the Sheriff’s and Probation Departments, and for investigating in-custody deaths and serious bodily injuries relating to actions of law enforcement officers. The Executive Officer reports to the Chairperson of CLERB and has a dotted-line reporting to the Deputy Chief Administrative Officer of the Finance & General Government Group.

Duties may include, but are not limited to:

- Manage, prioritize, and direct investigative efforts to identify issues and evidence required for the resolution of citizen complaints, death and serious bodily injuries of individuals arising out of actions of peace and custodial officers in the Sheriff’s and Probation Departments
- Supervise investigators and administrative staff; establish work standards and objectives
- Formulate and implement policy pertaining to CLERB operations, investigations, & complaint resolution
- Act as the principal advisor to CLERB and as the primary contact for the public and members of the community
- Analyze investigative findings and hearing information, prepare reports, and submit to the CAO and affected citizens
- Investigate incidents involving the discharge of weapons and/or use of force by peace officers or custodial officers employed by the Sheriff’s and Probation Departments



IDEAL CANDIDATE

This is a challenging opportunity for an exceptionally qualified and highly motivated individual with strong management perspective in civilian oversight, and experience in conducting and supervising investigations.

KNOWLEDGE, SKILLS AND ABILITIES DESIRED:

- Experience managing investigative caseloads and completing police officer investigations in the state of California
- Working knowledge of current issues under which law enforcement, probation, and detention services are administered
- Knowledge of the rights of peace officers, inmates, and the public
- Stimulates and actively initiates change in the organization
- Remains optimistic and persistent, even under adversity
- Carefully considers implications and impact of decisions across time and on others
- Mentors and coaches direct reports
- Builds and supports mutually beneficial relationships with outside organizations, associations, community contacts and stakeholders
- Effectively manages conflict situations and has the ability to work in a cooperative, collaborative manner
- Works in a professional, communicative, productive manner at the direction of a Board appointed by the County CAO.



CITIZENS' LAW ENFORCEMENT REVIEW BOARD

The Citizens' Law Enforcement Review Board (CLERB) was established in 1990 to independently and impartially investigate citizen complaints against San Diego County Sheriff's deputies and probation officers. CLERB is comprised of 11 volunteers appointed by the County Board of Supervisors. Members are not affiliated with the Sheriff's Department, Probation Department or the County of San Diego.

The CLERB is responsible for receiving, reviewing, and investigating complaints about the conduct of peace officers performing their duties while employed by the Sheriff's or Probation Departments. The CLERB investigates deaths and serious bodily injuries that arise out of, or in connection with, actions of peace officers and makes advisory findings on complaints, and recommendations for policy and procedure changes to the Sheriff, Chief Probation Officer and the Board of Supervisors.



MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited U.S. college or university or certified foreign studies equivalency AND five years of management level experience that demonstrates the ability to perform the essential functions of the classification. Experience must include at least one year of supervision.

Note: A master's degree or higher degree may substitute for a total of one year of experience and cannot be applied to the required one year of supervision.

SALARY & BENEFITS

Compensation

The anticipated hiring range is \$140,000-\$160,000. Salary placement for this position is dependent upon the qualifications of the successful candidate. Salary reviews are performance-based and goal oriented.

Benefits

- Fifteen days of paid vacation, thirteen days of paid sick leave, ten days of executive time off,, three days of emergency child and older adult care 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, visit the website for the [San Diego County Employees Retirement Association](#)
- Deferred Compensation Program 457(b) and 401(a) plans
- May be eligible for relocation allowance up to \$20,000

HOW TO APPLY

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

1. Complete the online application at www.sandiegocounty.gov/hr; select the current job postings link.
2. Please attach your résumé packet at Attachments section of the application. Your résumé packet must include résumé, letter of interest, two letters of recommendation, and three references. Attach a copy of your college degree, final transcript, or diploma.

An evaluation board will convene in May 2024, to review submittals and identify top competitors to be considered for further evaluation. Interested candidates are required to submit complete applications résumé packets prior to May 5th.

CONTACT INFORMATION

You may direct any questions regarding the application and selection process to Veronica Gibson, Senior Human Resource Analyst, Department of Human Resources at Veronica.Gibson@sdcounty.ca.gov.

Questions regarding the position or department should be directed to Shontay Turner, Group Human Resource Director for the Finance and General Government Group at Shontay.Turner@sdcounty.ca.gov



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.



As an employer of over 18,000 employees, the County of San Diego is an organization committed to veteran hiring, retention, and professional development. We recognize the contributions and sacrifices made by our veterans and value the unique expertise and leadership qualities they bring to our workforce.