



Career Service Authority

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Deputy Sheriff Major

GENERAL STATEMENT OF CLASS DUTIES

Manages an operational and/or functional area in the Denver Sheriff Department by performing some elements of supervision and recommending and implementing plans, procedures, policies, programs, and projects, assists a Deputy Sheriff Division Chief, and performs management level protective services work for the Sheriff Department directing operations and support services at Denver County Jail, the Pre-Arrestment Detention Facility/Court Services, Technology Support/Special Projects, and/or Internal Affairs.

DISTINGUISHING CHARACTERISTICS

This class is the fourth level in the Deputy Sheriff class series. The series consists of Deputy Sheriff, Deputy Sheriff Sergeant, Deputy Sheriff Captain, Deputy Sheriff Major, and Deputy Sheriff Division Chief. This class is distinguished from the Deputy Sheriff Captain class that provides second level supervisory protective services work directing subordinate supervisors on an assigned shift or in a specialized unit in the Denver Sheriff Department. The Deputy Sheriff Major class is distinguished from the Deputy Sheriff Division Chief class that directs and manages an operational and/or functional area in the Denver Sheriff Department by developing objectives while implementing strategies, managing plans, programs, and projects for the Sheriff Department, and directing operations and support services at Denver County Jail, the Pre-Arrestment Detention Facility/Court Services, and Administration/Training. Additionally, the Deputy Sheriff Major class performs a combination of tactical/operational management and supervisory duties and responsibilities; however, the duties and responsibilities are predominately managerial in nature.

Guidelines, Difficulty and Decision Making Level:

Guidelines are in the form of stated vision and objectives for the division or agency.

Work assignment is unstructured and employee is responsible for implementing and managing a variety of objectives, resources, and strategies to achieve the goals of the division or agency. Duties performed include operational and organizational planning, developing standards, schedules, priorities, guidelines, processes, and measurement (evaluation) systems, implementation of production and performance management standards, and allocating resources.

Employee is responsible for implementing operational goals and objectives and for the management of a range of complex divisions and/or city wide responsibilities and overall functions in which several projects and programs may be in progress with simultaneous, multiple resource involvement. Develops solutions to organizational and operational problems, responsible for organizational management (development, staffing, and conflict), and allocating resources.

Level of Supervision Received and Quality Review:

Under managerial direction, the employee has personal accountability for carrying out the work objectives of an organizational unit or section within the scope of established guidelines and the mission of the agency or department. Employee is expected to resolve problems that arise in the normal course of the work. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

Interpersonal Communications and Purpose:

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion, judgment, and knowledge are required. Contacts where the exchange of information, support, influence, and cooperation may have a very significant impact on the division, programs, and/or policies of the organization.

Level of Supervision Exercised:

Supervises two or more Deputy Sheriff Captains.

ESSENTIAL DUTIES

Provides regular communication to subordinate staff and Division Chiefs regarding status of functions and/or operations.

Responds to subordinates' inquiries and grievances providing guidance, interpretation, resolution, and/or mediation regarding the application of the Denver Sheriff Department's policies, procedures, and standards.

Conducts fiscal analysis and prepares and presents budget recommendations for the functions and/or operations by providing information and input to Division Chiefs to develop the department's budget.

Makes decisions that directly impact subordinate staff in designated functional and/or operational areas and delegates decision-making responsibilities and authority over Denver Sheriff Department functions or operations to subordinate staff as appropriate.

Coaches, mentors, impacts, and leads subordinate supervisors and/or staff in carrying out their responsibilities and to meet the goals and objectives of the Denver Sheriff Department.

Implements plans and represents Division Chiefs using functional/technical knowledge. May perform Division Chief duties in the absence of the Division Chief.

Assists Division Chiefs by revising legislation and/or integrating the organization's strategic plan into functional and/or operational areas, programs, and practices.

Recommends projects, programs, and procedures to achieve organizational/operational objectives.

Prepares staffing plans and submits requests to Division Chiefs to meet organizational, functional, and/or operational requirements.

Sets performance standards/objectives for subordinates within functional or operational areas.

Requires meeting certification standards and qualifications in the use of firearms and other tactical weapons.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledge & Skills:

Oral Communication - Clearly communicates and explains agency/departmental policies and work assignments to staff and communicates information about the assigned functional and/or operational area's activities to peers, higher-level managers, administrative staff of other organizations, internal and external customers of a localized function, and local stakeholder groups.

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place. Written materials are of a routine nature and affect the immediate functional and/or operational area.

Financial Responsibility - Recommends, administers, allocates, reallocates, negotiates, and monitors revenue and/or expenditures to ensure cost-effective management of programs, projects, and policies for a functional and/or operational area.

Decision Making - Commits to action, even in uncertain situations, by making sound and timely decisions necessary to carry out programs, ideas, systems, or policies that affect a functional and/or operational area. Legal, public, and financial consequences are generally limited to assigned area(s).

Leadership - Initiates and sustains action to accomplish the goals of a functional and/or operational area by guiding and motivating others and gaining the confidence and active support of subordinates, peers, administrative staff of other organizations, internal and external customers of a localized functional and/or operational area, and local stakeholder groups. Achieves voluntary commitment to shared values and goals and adapts leadership style to different situations.

Planning and Organizing - Establishes program objectives and strategies for a functional and/or operational area within an agency/department and identifies required resources and develops plans for carrying out the work in a timely manner. Monitors and evaluates progress to ensure that program and policies are being implemented and adjusted as necessary to accomplish the organization's mission. Program impact is limited to the immediate functional and/or operational area.

Human Resource Management - Works with human resource staff to implement human resource policies for part of an organization to ensure accomplishment of organizational goals through effective recruitment, selection, training, performance appraisal, recognition, and corrective/disciplinary action, maintains effective employee relations, and complies with government/citywide regulations and policies.

Interpersonal Skills - Establishes and maintains constructive and cooperative interpersonal relationships with staff, peers, higher-level managers, staff of other organizations, internal customers, and a limited population of external customers of a localized functional and/or

operational area, and local stakeholder groups to accomplish the organization's mission. Adapts approaches to different people and situations.

Conflict Management - Minimizes confrontations, disagreements, complaints, and grievances and resolves them in a constructive manner. Works with staff, higher-level managers, peers, administrative staff of other organizations, internal and external customers of a localized functional and/or operational area, and local stakeholder groups to generate areas of agreement and joint action.

Problem Solving - Uses logic to identify and solve problems for the assigned functional and/or operational area. Considers well-defined choices, where there are a limited number of possible actions and the impact is limited to the assigned functional and/or operational area.

Flexibility - Is open to new ideas and adapts to changing work situations and priorities by modifying existing plans and work methods that affect the assigned functional and/or operational area, internal and external customers of a localized functional and/or operational area, and local stakeholder groups. Remains calm under pressure.

Self-Direction - Sets goals and takes initiative in implementing ideas, systems, or policies that affect the assigned operational or functional area. Manages time efficiently, encourages feedback, and invests in self-development.

Client Orientation - Applies quality management principles and processes for delivery of high-quality products and service(s) within a functional and/or operational area, meets routine demands of internal and external customers of a localized functional and/or operational area, and strives for continuous improvement.

Managing Diverse Workforce - Implements diversity policies for part of an organization, supports opportunities to recruit, develop, and retain a diverse workforce, and promotes teamwork, acceptance, and productivity among persons exhibiting cultural, ethnic, gender, and other individual differences.

Team Building - Encourages and facilitates cooperation and open communication and promotes team work at all levels within a functional and/or operational area, cooperates with staff, higher-level managers, peers, administrative staff of other organizations, internal and external customers of a localized functional and/or operational area, and local stakeholder groups to accomplish the organization's goals.

Internal Controls/Integrity - Follows guidelines to implement and maintain accounting and administrative controls for the assigned functional and/or operational area within an agency/department. Exhibits personal integrity, promotes ethical conduct by employees, and abides by the City's Code of Ethics.

Technical Competence - Is knowledgeable about the subject matter, procedures, requirements, regulations, and policies related to area of responsibility. Provides expert advice to staff, higher-level managers, peers, administrative staff of other organizations, internal and external customers of a localized functional and/or operational area, and local stakeholder groups.

Knowledge of the American Correctional Association standards sufficient to be able to ensure consistent application of requirements to provide satisfactory conditions of confinement.

Knowledge of the criminal justice system and processes, correctional practices, policies, and legal provisions sufficient to be able to manage the division and perform under sheriff duties in the absence of the under sheriff.

Knowledge of management principles and practices sufficient to be able to direct the development of the organization's performance evaluation program.

Knowledge of supervisory principles and practices sufficient to be able to perform all the elements of supervision.

Knowledge of employee development principles and practices sufficient to be able to ensure organizational commitment and direct the development of organizational programs for staff development and to incorporate employee development in all long range planning, reorganizations, and work directives.

Skill in utilizing the principles and practices of effective and persuasive communication to elicit information, negotiate problem resolution, and/or garner support for various programs or policies.

Skill in basic computer operations.

Skill in exercising a high degree of initiative, judgment, discretion, and decision making to integrate organizational priorities, meet deadlines, and achieve objectives.

Physical Demands:

May be required to physically subdue violent prisoners and chase inmates or the public on foot to apprehend them.

Carries lethal and less-than lethal weapons and must qualify in the use of those weapons.

Employs a continuum of force when necessary to maintain order in the course of assigned duties.

Static strength: may be required to wear body armor & carry duty weapons weighing up to 25 lbs.

Lifting: raising or lowering an object of 10 to 25 lbs. from one level to another.

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is away.

Pulling: exerting force on an object so that it is moving to the person.

Climbing: ascending or descending objects usually with hands/feet

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Crouching: bending body downward and forward by bending legs.

Crawling: moving about on hands and knees or hands and feet.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination.

Far Acuity: ability to see clearly at 20 feet or more with or without corrective lenses.

Near Acuity: ability to see clearly at 20 inches or less with or without corrective lenses.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Working Environment:

Exposed to infections and contagious diseases.
Exposed to the risk of blood borne diseases.
Exposed to hazardous anesthetic agents, bodily fluids, and wastes.
Exposed to housekeeping/cleaning agents/chemicals.
Exposure to offensive inmates or public.
Contact with inmates and public under a wide variety of circumstances.
Exposed to unpleasant elements (accidents, injuries, and illness).
Subject to varying and unpredictable situations.
Handles emergency or crisis situations.
Exposed to odors in jail facility and inmate or public areas.
Subject to many interruptions.
Subject to long, irregular hours.
Makes home or business contacts.
Pressure due to multiple calls and inquiries.
Exposed to dangers of assaults/hazards from investigating alarms.
Exposed to sufficient noise to cause distraction or possible hearing loss.
Exposed to conditions where there is danger to life, body, and/or health.
Exposed to hot, cold, and adverse weather conditions.

Education Requirement:

Possession of a high school diploma or a GED Certificate plus 60 semester hours of coursework in Criminal Justice and/or core academic classes including math, English, social sciences, and/or science from an accredited college or university. (Coursework in Criminal Justice, Criminology, Corrections, and/or Business Administration is desirable).

Experience Requirement:

Three years of experience as a Denver Deputy Sheriff Captain.

Education/Experience Equivalency:

Additional appropriate experience will substitute for the minimum education requirement on a two for one basis. Additional appropriate education will substitute for the required experience except for two years as a Denver Deputy Sheriff Captain.

Licensure and/or Certification:

Possession of a valid driver's license at the time of application and for the duration of employment.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 06/08/2008

REVISED BY: Patricia Anderson

CLASS HISTORY 06-2005 - Updating and eliminating out-dated language and addition of competency statements and minimum qualifications as part of the 2004 Deputy Sheriff Maintenance Study.

11-2007 - The education, experience, and equivalency statements were updated and clarified.

06-2008 Updating the Essential Duties section of the spec by eliminating "By position" language from "requirement to meet certification standards in the use of firearms and other tactical weapons".