



Career Service Authority

Undersheriff

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GENERAL STATEMENT OF CLASS DUTIES

Directs and manages the Denver Sheriff Department by providing leadership and direction, including defining the organization's mission, vision, positions, initiatives and interests over a variety of complex departmental divisions.

DISTINGUISHING CHARACTERISTICS

This classification is appointed by the Mayor and reports to the Manager of Safety. It is distinguished from the second level managerial classification of Deputy Sheriff Division Chief which directs and manages an operational and/or functional area in the Denver Sheriff Department by developing objectives while implementing strategies and managing plans, programs, and projects for the Sheriff Department directing operations and support services at Denver County Jail, the Pre-Arrestment Detention Facility/Court Services and Administration/Training. This class is also distinguished from the Manager of Safety classification which is predominately strategic in nature and oversees the entire Department of Safety.

Guidelines, Difficulty and Decision Making Level:

Guidelines are in the form of Charter, legal and professional regulations and objectives.

Work assignment involves creating, establishing and developing and directing the vision & mission related objectives for the Denver Sheriff Department to fulfill the mission or purpose for which it was created by establishing its programs, functions, projects, policies and procedures. Establishes organizational production and performance standards and determines resources. Duties performed involve many abstract factors to be evaluated and weighed, requiring a high degree of concentration, analytical ability, judgment and decision-making.

Employee is responsible for determining strategic structure, goals, objectives, and resources and for providing leadership for the department and the community it serves. Determines strategy priority shifts for the department.

Level of Supervision Received and Quality Review:

Under the direction of the Manager of Safety, the employee is delegated personal responsibilities and authority over the Denver Sheriff Department. The Manager of Safety may review work for soundness of judgment and conclusion. The work of the organization may be reviewed by the Manager of Safety.

Interpersonal Communications and Purpose:

Contacts where the exchange of information, support, influence and cooperation may have a very significant impact on the organization.

Level of Supervision Exercised:

Supervises Deputy Sheriff Division Chiefs as well as the indirect supervision of subordinates within the Denver Sheriff Department.

ESSENTIAL DUTIES

Represents the Denver Sheriff Department's positions, initiatives, perspectives, and interests with other agencies and departments, community and business groups and legislative officials at the request of, or on behalf of the Manager of Safety.

Cultivates, fosters and maintains positive working relationships with representatives from other agencies and departments, community and business groups and elected officials to gain their cooperation and support to further organizational or operational interests and objectives.

Participates in and/or conducts budget and fiscal policy-setting discussions for the department.

Collaborates and interacts with managers and/or executives and others internal or external to the City and County to secure funds and resources for the Denver Sheriff Department.

Participates in discussions as the departmental representative, provides support in the decision-making process and advocates and defends final decisions.

Discusses and recommends solutions to issues potentially affecting others beyond the scope of the Denver Sheriff Department and those issues with major consequence (i.e., legal, social, or economic) with higher-level managers/executives.

Delegates decision-making responsibility and authority over assigned areas to subordinate Division Chiefs as appropriate.

Creates strategies for the department and/or the assigned sub-components of the department to meet overall goals and objectives.

Maintains external awareness, monitoring conditions, trends, innovations and practices that may have implications for the Denver Sheriff Department. Incorporates systems thinking to help lead change that supports continuous improvement.

Makes recommendations for and participates in developing and modifying the organization's strategic plan, establishing objectives and strategies for assigned areas.

Fulfills the Manager of Safety's requests to chair and/or serve on committees and task forces on behalf of or for the department.

Ensures programs and projects keep to schedules and are accomplished within budget projections.

Approves staffing plans and programs.

Sets performance standards/objectives for assigned functional or operational areas.

Establishes and/or approves individual performance plans for Division Chiefs, provides coaching and feedback and conducts performance reviews.

Confers with higher-level managers/executives, human resource and/or legal advisors to determine appropriate decision/action with discipline and/or grievance matters.

Influential contributor for establishing framework and adopting policies for the Denver Sheriff Department. May contribute to and provide strategic advice toward development of policies applicable Citywide.

Approves standards, procedures, practices and guidelines that impact assigned functional and/or operational areas and directs their implementation.

Implements and maintains policies and procedures set forth by the Manager of Safety and other policy-making bodies.

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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, Knowledges & 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; 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; 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, or 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, and 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; promotes teamwork, acceptance and productivity among persons exhibiting cultural, ethnic, gender, and other individual differences.

Team Building - Encourages and facilitates cooperation and open communication; 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 and 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. Impact is limited to the assigned functional and/or operational area.

Knowledge of the American Correctional Association standards sufficient to be able to ensure consistent application of requirements to provide satisfactory conditions of confinement and to oversee multiple plans, programs and projects, operations or functions.

Knowledge of management principles and practices sufficient to be able to ensure the efficient and effective attainment of organization goals.

Knowledge of conflict resolution techniques sufficient to be able to arbitrate and/or resolve conflicts as they arise.

Skill in interacting with courts and legal professionals in responding to litigation against the department or City related to Denver Sheriff Department matters and provides testimony on a variety of issues in the County, State and Federal Courts as required.

Skill in establishing goals, objectives, policies, standards and procedures to ensure the department's mission is fulfilled.

Skill in utilizing the principles and practices of effective and persuasive communication to elicit information, negotiate problem resolution, influence and solicit cooperation and seek and obtain support for various programs or policies.

Skill in working effectively with labor leadership and bargaining in good faith with union members, yet maintain the position of the elected leadership of the City.

Skill in establishing and maintaining effective working relationships with employees, various representatives of public or private entities, policy making bodies and the public.

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, inmate or public areas
Subject to many interruptions
Subject to long, irregular hours
Makes community 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 hot, cold and adverse weather conditions

Education Requirement:

Bachelor's Degree in Criminal Justice, Criminology, Corrections, Business Administration or a related field.

Experience Requirement:

Five years of management level experience in a criminal justice agency of the size and complexity of the City and County of Denver correctional facility.

Education/Experience Equivalency:

None

Licensure and/or Certification:

Completion of the Career Service Authority supervisory training course prior to completion of the probationary period.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 06/16/2005

REVISED BY: Ed Gietl

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