



CLASS SPECIFICATION FOR:

Sheriff Major

General Statement of Duties:

This is a sworn senior management level position that serves as a key member of the Sheriff's executive management team; performs work of considerable difficulty in managing assigned department-specific operational units' daily operations and staff; performs advanced management and technical work of comparable responsibility; performs related work as required.

Distinguishing Features of Class:

This is a senior management level, supervisory position responsible for managing the daily, short-term and long-term administrative and operational activities and staff in an assigned detention facility or a specialized operational area which may include: Quality Assurance Section (audits, accreditation, inspections, training, fleet management, human resources, technology, monitoring and implementing relevant enacted legislation) or Support Services (court security, civil processes, booking, transportation, warrants and classification); supervision is exercised over subordinate sworn officers and civilian personnel who carry out the activities of the assigned unit; oversees the budgets, policies, directives, standard operating procedures, programs and various other operational activities as assigned. Exercises discretion in the oversight and administration of the department's operational activities. May report to the Sheriff, Under Sheriff or Chief Deputy.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Utilizes extensive knowledge of Sheriff's Office policies and procedures, mandated regulations from the Department of Corrections, American Correctional Association accreditation requirements, and a sound working knowledge of Prison Rape Elimination Act standards for exercising supervisory oversight of data collection and management to meet mandated reporting, audit and accreditation requirements;
- Reviews, revises and submits policies and procedural changes for approval as necessary based on court case law, changes to state and federal law as well as revising policy based on Department of Corrections and American Correctional Association standards;
- Serves as a key member of the Sheriff's executive management team, includes responsibility for reviewing recommendations to increase overall operational accountability and efficiency;
- Audits work locations for compliance with established safe work practices, prepares related reports, makes recommendations for training and issue resolution;
- Collaborates with other public safety agencies and work groups within the County by establishing and maintaining positive working relationships, may serve as a department liaison as needed or assigned;
- Supervises assigned sworn and civilian employees including performing related human resources activities including leave and timecard approvals, appraisals, recruitment efforts, coaching, disciplinary actions, etc.;
- Collaborates with and provides directions and resources to assigned staff, includes assisting with developing goals and objectives for each assigned section;
- Identifies problems related to administrative, procedural or personnel issues, identifies viable solutions, obtains necessary approvals, and assists staff with documentation and implementation of approved solutions;
- Collaborates with assigned staff to develop, review and amend operating budget proposals for assigned sections and presents recommendations as required, includes collaborating to ensure assigned operations are managed & operate within approved budget;
- Conducts necessary audits and inspections of operational practices to ensure compliance with established policies, regulations, directives, best practices and accreditation standards;
- Reviews paperwork for investigations, reported grievances and incidents for accuracy and appropriate resolution;
- Prepares weekly Comparative Statistics information and other assigned reports for Command Staff Meetings;
- Oversees the staff responsible for the management of inventories (e.g. vehicles, equipment, munitions, supplies, etc.) for the assigned operational areas, includes preparing and submitting related reporting;
- Oversees the development and facilitation of training of staff to ensure all staff participate in and complete department specific trainings as well as assignment specific training, includes ensuring training on policies, procedures, equipment, hazardous communications, etc. and related recordkeeping and reporting as assigned, and ensuring all training meets the necessary regulatory/accreditation standards;
- Oversees department specific and/or operational unit's recruitment, hiring and promotion processes and reviews the inter-agency transfer list with executive command staff;
- May oversee department technology staff, equipment and technology replacement plan to ensure utilized technologies meet the department's operational needs;
- Supervise department specific audits and inspections to ensure compliance with all standards from the American Correctional Association and the Department of Corrections, includes implementing corrective outcome measures to resolve identified noncompliance issues;
- Prepare, distribute and file reports, statistics and other information as assigned or required;



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- Prepares required documentation for PREA Audit, assists with PREA investigations, completes annual DOJ Sexual Assault Survey, conducts weekly Sexual Assault Review Team meetings, maintains potential Predatory/Victimization list, and maintains required PREA files;
- Commands the Sheriff's Office Response Team as designated or required;
- Assumes command in emergency situations as required or designated;
- Handles special projects as assigned, including from concept to completion as required;
- Obtains and maintains all required certifications and license;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Extensive knowledge of the principles, practices and techniques of the management of modern correctional institutions, organizational management, and personnel management; extensive knowledge of mandated regulations from the Department of Corrections, American Correctional Association accreditation requirements, and Prison Rape Elimination Act standards; extensive knowledge of the Sheriff's administrative and facility operations; extensive knowledge of available local, state and federal resources and regulatory agencies; thorough knowledge of occupational hazards, safety precautions, safety regulations and other work related precautions related to facility and inmate management as well as County safety and risk management policies and practices; considerable knowledge of courtroom procedures and judicial processes; considerable knowledge of institutional best practices and mandated practices for the care and custody of prisoners; ability to work effectively as a team member and leader; excellent communication skills with the ability to present ideas and recommendations clearly and concisely both orally and in writing to diverse audiences; demonstrated ability to establish collaborative working relationships with other Public Safety agencies; demonstrated ability to establish and maintain effective working relationships with County officials, employees and the public as well as professional organizations, local, state and federal resources and regulatory agencies and other resources relevant to the department's operations; ability to cooperate with and to accurately interpret and apply regulations and anti-recidivism philosophies, practices and programs to County authorities, judicial authorities, regulatory agencies, inmates and the general public; ability to collaborate effectively to achieve department and County goals; demonstrated excellent political savvy; demonstrated ability to multitask and effectively manage competing priorities; demonstrated ability to quickly and accurately analyze situations, and to make rapid hazard assessments and sound decisions, including in emergency scenarios; excellent management and supervisory skills including the ability to develop, coach and mentor as well as foster and maintain high morale and engagement; critical thinking skills with the ability to problem solve and make sound decisions, including but not limited to under pressure and in emergency situations; thorough understanding of and demonstrated ability to develop effective marketing strategies for department-specific practices, policies and programs; physical condition that permits the activities necessary in and inherent to the management of the department's operations, including the use of firearms and the performance of corrections/security duties as needed; demonstrated ability to develop and maintain detailed accurate records and to make required and special reports; sound accounting or other financial skills with demonstrated ability to develop accurate budgets, manage expenditures in accordance with County Finance policies and manage operations effectively within budget; sound working knowledge of personal computers and/or automated systems and the ability to enter, retrieve and analyze data using common business software as well as industry specific software; excellent judgment; excellent customer service skills; tact; and courtesy. May require working evenings, weekends, and some holidays.

Minimum Education and Experience:

Education: Possession of a four (4) year degree in a relevant public administration or justice field;

Experience: Eight (8) years of correctional experience, to include four (4) years in a supervisory role;

OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Completion of the required training for correction officers- Criminal Justice Officers Training and Standard Commission.
- Obtains and maintains all certifications required by the Virginia Department of Criminal Justice Services Commission (VA DCJS).
- Valid driver's license issued by the State of Virginia.
- Must be a citizen of the United States.
- Requires a pre-employment physical examination/or medical test administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position.
- Serves at the will of the Sheriff (Elected Constitutional Officer).
- Serves as essential personnel and may be required to work when other County closures are declared by the County Manager.