

Attachment 1

City of South San Francisco
Human Resources Department

Deputy Police Chief Class Description

Definition

Under the direction of the Police Chief, performs responsible management, technical, personnel, and administrative work. Plans, directs, supervises, and participates in the activities of one or more major divisions, takes command of the department in the absence of the Police Chief, and does related work as required.

Distinguishing Characteristics

This safety classification is distinguished from other management classifications in the department, as it has primary responsibility for directing divisional activities of the Services and Administration Divisions, and it exercises considerable independent judgment in directing and supervising these functions. Specific division responsibility may vary as needed.

Typical and Important Duties

1. Assists in the planning, development, and implementation of division as well as departmental policies, goals, and objectives.
2. Plans, directs, and coordinates the work of the divisions assigned.
3. Develops, implements, and administers policies, procedures, and directives.
4. Coordinates and supervises the activities of the assigned divisions.
5. Assists with employee relations with all bargaining units within the department and serves as a member of the city's negotiating team, when assigned.
6. Prepares memoranda, directives, and a variety of technical and departmental reports and records.
7. Supervises and coordinates the maintenance of employee records as well as other departmental reports and records.
8. Reviews the work of subordinates to ensure compliance with divisional, departmental, and City policies and standards.
9. Supervises assigned staff by scheduling, assigning, and prioritizing work; trains, conducts performance evaluations; takes or recommends actions regarding hiring, promotion, time off, and discipline; develops effective recommendations on all employee actions; confers with management and supervisory staff and others in scheduling work and assigning staff.
10. Ensures management and supervisory staff provide appropriate training; follows through on performance evaluations and performance issues; adheres to codes, safety procedures, memorandums of understandings, regulations, and applicable laws, as required.
11. Prepares, reviews, controls, and analyzes the division's annual operating budget; may coordinate the preparation of the entire department budget; controls the division's budget expenditures and may control department budget expenditures.

12. Coordinates division activities with other City departments, divisions, and outside agencies.
13. Represents the division and/or department with other City departments, public agencies, professional organizations, public utilities, and the general public by answering questions and preparing and presenting oral and written reports.
14. Conducts a variety of analytical and operational studies regarding divisional activities; evaluates alternatives and makes recommendations; implements procedural, administrative, and/or operational changes; identifies and resolves problems and potential problems taking appropriate action to remedy situations.
15. Reviews modifications in laws, regulations, and guidelines and how it affects the divisional and departmental activities; evaluates the effect of such changes, and recommends and implements adjustments to policies and procedures as required for compliance.
16. Responds to major incidents and emergencies and assumes command as necessary;
17. Takes command of the department in the absence of the department head.
18. Performs related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Principles, methods, and practices of managing a major unit of a police department.
- Applicable laws, rules, regulations, ordinances, and codes pertaining to police administration.
- Internal functioning of City government and community needs.
- Principles of management, supervision, training, and employee development.
- Principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.
- Applicable federal, state, and local laws, regulations, and reporting requirements, including related safety regulations.
- Principles and practices of budget development and administration.
- Principles and practices of public administration and human resources as applied to departmental administration, including basic employee relation concepts.
- Computer applications related to areas of assignment, including word processing, spreadsheet, presentation, and database applications.
- Standard office practices and procedures, including automated records management.
- Techniques for dealing with the city staff, representatives of other agencies, organizations, and the public, and resolving problems tactfully and effectively.
- Principles, practices, methods, and techniques of modern police activities.
- Operation and maintenance of various police apparatus and equipment.

Ability to:

- Research, analyze, coordinate, control, and direct assigned activities.
- Prepare clear, concise, and comprehensive oral and written reports.
- Interpret and apply relevant laws, ordinances, codes, regulations, and operational policies.
- Make public presentations.
- Effectively resolve conflict and solve problems.
- Promote and demonstrate a high level of customer service.

- Effectively manage the work of the division and/or department.
- Develop and implement improvements to systems, organization, and operations.
- Plan, supervise, direct, train, and evaluate the work of staff.
- Acquire a thorough knowledge of department and divisional policies and a working knowledge of applicable city policies; formulate and administer sound departmental policy.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Represent the City and the department effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish and maintain cooperative relationships with those contacted in the course of the work, such as employees, labor unions, officials, other public agencies, and the public
- Make process improvement changes to streamline procedures.
- Utilize software programs and information systems related to the work.
- Take a proactive approach to customer service issues.
- Work in a safe manner, modeling correct City safety practices and procedures; coach others and enforce adherence to safety policies and procedures.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Using a personal computer and associated applications.
- Using and carrying firearms.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Eight years of progressively more responsible police officer experience, including at least four years supervisory experience at a level comparable to a South San Francisco Police Captain.

Training: A bachelor's degree from an accredited college or university is required. A Master's degree in public administration, business administration, management, or other related field is desirable.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.
- Possession of a P.O.S.T. Management Certificate is desirable.

Special Requirements

Physical Skills: Able to use standard office equipment, including a computer; sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, maintain sustained posture in a seated or standing position for prolonged periods of time; lift and carry 100 pounds; vision to read printed materials and a computer screen; vision of 20/100 correctable to 20/30, with adequate depth perception and color vision; if soft contacts are worn, there is no limit on uncorrected distance visual acuity; hearing and speech sufficient to communicate in person, over the telephone, and over the radio; carry and operate a firearm; work in intense life-threatening conditions; drive standard police vehicles.

Work Environment: Work in a standard office environment or field environment; exposure to noise, outdoors, inclement weather, animals, chemicals, fumes, explosive materials, mechanical hazards, electrical hazards, traffic, traffic hazards, moving objects; dangerous persons, animals, firearms, and bodily fluids.

Ability to: Travel to various sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours, and available for evening meetings, shift work, on-call, and for stand-by duties; handle public information duties in emergency situations.

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| Former Titles: | |
| Abolished: | |
| Bargaining Unit: | PSM |
| ADA Review: | 2013 |
| DOT: | No |
| Physical: | Class 3 |
| Status: | Classified/exempt |
| EEOC Category: | EF4\EJ4 |
| Job Code: | M765 |

ADA Documentation of Essential Duties

1. SDE
2. MDE
3. SDE
4. MAE
5. MWE
6. SWE
7. SDE
8. MWE
9. SDE
10. SDE
11. SDE
12. SAE
13. SDE
14. SDE
15. SDE