



EMPLOYMENT OPPORTUNITY

PERSONNEL DEPARTMENT
1115 TRUXTUN AVENUE FIRST FLOOR
BAKERSFIELD, CA 93301
TELEPHONE: (661) 868-3480
24 HOUR HOTLINE: (661) 868-3481
WEB PAGE: www.co.kern.ca.us/person

C O U N T Y o f K E R N

SHERIFF'S DETENTIONS LIEUTENANT DEPARTMENT PROMOTIONAL - SHERIFF EXAM NO. 4926

FILING DATE: Applications must be received by the Kern County Personnel Department not later than 5:00 p.m., **Friday, October 31, 2008.**

SALARY: \$6207 - \$7577; Approximate Monthly Equivalent; Paid Biweekly.

QUALIFICATIONS: Two (2) years experience as a Detention Officer Sergeant or Detentions Sergeant with the Kern County Sheriff's Department. Qualifying experience must be within the preceding two years. Candidate must have completed 80 hours of STC (as described in Section 181, Title 15, CCR) or POST supervisory training. Possession of a valid PC 832 firearms certificate.

APPLICANTS MUST SUBMIT VERIFICATION OF STC OR POST SUPERVISORY TRAINING AND PC 832 FIREARMS CERTIFICATE. Applicants may fax the required certificates to (661) 868-3928 or submit in person at the Personnel Department, 1115 Truxtun Ave., 1st Floor, Bakersfield, CA 93301.

Possession of a valid Class "C" California Driver's license is required at time of appointment. Specialized licenses are required for some assignments.

****APPLICATION SUPPLEMENT AND NON-DISCLOSURE STATEMENT MUST BE COMPLETED AND INCLUDED WITH YOUR APPLICATION MATERIALS.** Applicants may complete and submit this form online with their application or it may be faxed to (661) 868-3928.

Admittance to each phase of the examination will require a government issued photograph identification. Applicants who are unable to present proper identification must make arrangements with the personnel department prior to the test date.

This is a Department Promotional Examination and is open to eligible employees of the Sheriff's Department who have successfully completed the initial six-month probationary period and received an overall standard or better on the last employee performance report.

Examination components for promotional testing will be administered during the scheduled date(s)/time(s)/location without exception.

AN EQUAL OPPORTUNITY EMPLOYER
WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY

**SHERIFF'S DETENTIONS LIEUTENANT
DEPARTMENT PROMOTIONAL - SHERIFF
EXAM NO. 4926**

ESSENTIAL FUNCTIONS:

- Supervises, directs, and coordinates the activities of assigned personnel.
- Reviews and inspects the work of assigned employees; establishes work performance standards and assists in the training of staff; instructs personnel in the operation of Sheriff's detention facilities in compliance with applicable policies, laws, and regulations.
- Maintains proper staffing levels in compliance with departmental policies; manages facility operations to ensure the safety of staff and inmates; ensures staff maintains order within the facilities and that discipline of inmates complies with applicable policies, laws and regulations.
- Dependent upon assignment, carries firearms in the performance of assigned duties.
- Reviews complaints from staff and inmates and takes appropriate action; handles specialized and complex tasks related to facility operations.
- Reviews and updates policies and procedures for the operation of assigned division; prepares and edits comprehensive reports; prepares division budget and manages allocated funds.
- Coordinates and oversees all programs, services and contracts within assigned division; ensures contract compliance with other agencies and vendors.
- Participates in Detention Manager conferences and training programs; establishes and maintains functional working relationships with other county departments and governmental agencies.

Other Functions: Performs other job-related duties as assigned. **Incumbents must have the ability to perform the Essential Functions of the job.**

APPRAISAL (Weight 100%): of training, education, experience, interests and personal fitness for the work based on any combination of the following: Investigation, oral exam and rating of application. Applicants must attain at least a 70% score on each phase of the examination process.

**APPLICATION SUPPLEMENT/NONDISCLOSURE
SHERIFF'S DETENTIONS LIEUTENANT
DEPARTMENT PROMOTIONAL - SHERIFF
EXAM NO. 4926**

This form must be completed and attached to your application for employment.

- | | |
|--|---|
| <u> </u>
Yes <u> </u>
No | 1. I have successfully completed my 6-month probationary period as an employee of Kern County. (Temporary and extra-help time is not qualifying). A "no" response is disqualifying--Refer to Civil Service Rule 903.00. |
| <u> </u>
Yes <u> </u>
No | 2. I had an overall rating of Standard or better on my last performance appraisal. A "no" response is disqualifying--Refer to Civil Service Rule 903.00. |
| <u> </u>
Yes <u> </u>
No | 3. Have you for any reason separated from County employment (layoff, voluntary or involuntary resignation) and gained re-employment within the last six months? A "yes" response is disqualifying--Refer to Civil Service Rule 903.00 and County Ordinance 3.08.140 A & B. |
| <u> </u>
Yes <u> </u>
No | 4. I understand that this is a competitive examination. I agree that I will not discuss the content or nature of any component for this examination, in general or specific terms, with anyone until the examination process is completed for all candidates. |
| <u> </u>
Yes <u> </u>
No | 5. I understand that the unauthorized disclosure of examination material is a violation of Civil Service Rules and the Government Code and can result in my disqualification, by the Civil Service Commission, from this examination and future examinations with the County of Kern. |

I was appointed to my present classification on _____.
(mo/day/yr)

I certify that this information is factual, true and accurate. It is subject to verification. Misrepresentation may result in removal of my name from the eligible list, or nullification of certification or appointment.

NAME (Please Print)

DATE

SIGNATURE

SOCIAL SECURITY NUMBER

EMPLOYMENT INFORMATION

1. **APPLICATIONS** may be obtained at the Kern County Personnel Department 1115 Truxtun Avenue, Bakersfield, California 93301. Applications must be properly completed in accordance with Instructions on the face of the application form and received in the office of the Kern County Personnel Department not later than the date and time noted on the front of the job announcement. All statements on the completed application are subject to verification and investigation.

Civil Service Rules permit employment certification of eligibles with special qualifications upon written request of the appointing authority and authorization of the Director of Personnel.

2. REASONABLE ACCOMMODATION FOR THE DISABLED

The County of Kern will make reasonable accommodations for the disabled. Individuals requiring any accommodation in order to participate in the testing process must inform the Personnel Department of the County of Kern in writing, no later than the final filing date as stated on the job announcement. If you have any questions regarding this policy, please contact the Equal Employment Opportunity Division at (661)868-3480.

3. CITIZENSHIP

Non-citizens must present for verification a valid Alien Registration Card.

4. **VETERANS' PREFERENCE** may be claimed by submitting suitable evidence of honorable discharge at time of filing application. To be eligible, a veteran must have served at least 90 consecutive days during one of the following periods: December 7, 1941 to December 31, 1946; June 27, 1950 to January 31, 1955; August 5, 1964 to May 7, 1975; or August 2, 1990 to present. National Guard or Reserve active duty for training of six months or less will not qualify for veterans' preference points.

Disabled veterans who meet these requirements and are presently receiving compensation for service connected disability of 10% or more may be entitled to additional preference credits. A letter from the Veterans Administration verifying current disability and dated within one year prior to the final filing date must be filed with the Personnel Department

All preference verification must be received by the application filing deadline.

5. POST-OFFER MEDICAL/PHYSICAL EXAMINATION

Once an offer of employment has been made, you may be required to pass a medical and/or physical exam, including drug and alcohol testing. The cost of the examination is paid by the County. Candidates are cautioned not to quit or give notice to present employers until the medical examination has been completed and passed.

6. CHANGE OF NAME, ADDRESS, OR TELEPHONE

It is the responsibility of all applicants and eligibles to promptly advise the Personnel Department of changes in name, address, or telephone number.

7. **AN EQUAL OPPORTUNITY EMPLOYER** Kern County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services.

8. **IN COMPLIANCE WITH THE IMMIGRATION REFORM ACT OF 1986**, individuals offered employment with the County will be required to submit verification of citizenship or legal right to work in the United States.

9. **EFFECTIVE 1/1/90**, any person who becomes a member of the Retirement System for the first time after January 1, 1990 shall not receive or accrue retirement rights or benefits which exceed limits imposed by Internal Revenue Code Section 415, as amended. For further information or details, contact the Personnel Department or the Kern County Employees' Retirement Association.

ABOUT KERN COUNTY

Located at the southern end of the San Joaquin Valley, Kern County, California's "Golden Empire," spans more than 8,000 square miles. The area enjoys a wide range of climatic conditions and topography encompassing mountains, deserts, and valleys.

Bakersfield, the county seat is one of the fastest-growing cities in the United States. With a population of nearly 300,000 in the Greater Bakersfield area, the city couples most of the benefits of a major metropolitan community with the friendliness of a small town. Bakersfield is located 110 miles north of Los Angeles and 290 miles south of San Francisco. For those who relish a slower pace, Kern County offers the tranquility of the mountains, the rugged beauty of the desert, the awesome power of the Kern River, and the congeniality of the smaller communities.

A diversified economic base of petroleum production, agriculture, industry and government ensures continued growth and stability. Kern County residents enjoy the benefits of affordable housing and a thriving retail trade. The County is ranked among the top 100 metropolitan markets in terms of buying power.

Educational facilities in Kern County include California State University, Bakersfield, four community colleges, and numerous public, private, and parochial schools for elementary and secondary students. Extension programs through various colleges and universities are also available.

Recreational and cultural activities abound in Kern County. For those who enjoy the outdoors, camping, fishing, hunting, and hiking in the desert or mountain areas can be enjoyed throughout the year. Snow skiing, water skiing, boating, and white water rafting are just a few of the seasonal sports opportunities available. The sports enthusiast can also participate in swimming, golf, tennis, and racquetball at many public or private facilities. Concerts, sporting events and a wide variety of other activities are available at the Centennial Garden, a state-of-the-art arena located in Bakersfield.