EXECUTIVE OFFICER
CITIZENS’ LAW ENFORCEMENT REVIEW BOARD

EXCELLENT BENEFITS PACKAGE
SALARY DEPENDS ON QUALIFICATIONS
FIRST REVIEW OF RESUMES: AUGUST 20, 2020
SALARY & BENEFITS

COMPENSATION
Depends on qualifications

BENEFITS
• Fifteen days of paid vacation, thirteen days of paid sick leave, and thirteen paid holidays
• Medical, dental, and vision insurance plans
• Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance
• Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options
• Defined benefit retirement program
• Reciprocity with other governmental retirement systems may be granted; for further information, visit the website for the San Diego County Employees Retirement Association
• Deferred Compensation Program 457 and 401(a) plans
• May be eligible for relocation allowance up to $15,000

CITIZENS’ LAW ENFORCEMENT REVIEW BOARD

The Citizens’ Law Enforcement Review Board (CLERB) was established in 1990 to independently and impartially investigate citizen complaints against San Diego County Sheriff’s deputies and probation officers. CLERB is comprised of 11 volunteers appointed by the County Board of Supervisors. Members are not affiliated with the Sheriff’s Department, Probation Department or the County of San Diego.

CLERB is responsible for receiving, reviewing, and investigating complaints about the conduct of peace officers performing their duties while employed by the Sheriff’s or Probation Departments. CLERB investigates deaths that arise out of, or in connection with, actions of peace officers and makes advisory findings on complaints, and recommendations for policy and procedure changes to the Sheriff, Chief Probation Officer and the Board of Supervisors.
Under policy direction from CLERB, the Executive Officer will be fully responsible for managing and directing investigative efforts for hearing and resolution of citizen complaints relating to the law enforcement policies or practices of peace or custodial officers in the Sheriff’s and Probation Departments, and for investigating in-custody deaths relating to actions of law enforcement officers. The Executive Officer reports to the Chairperson of CLERB, and has a dotted-line reporting to the Deputy Chief Administrative Officer of the Finance & General Government Group.

EXECUTIVE OFFICER DUTIES INCLUDE:

- Manage, prioritize, and direct investigative efforts to identify issues and evidence required for resolution of citizen complaints or death of individuals arising out of actions of peace and custodial officers in the Sheriff’s and Probation Departments
- Supervise investigators and administrative staff; establish work standards and objectives
- Formulate and implement policy pertaining to CLERB operations, investigations, & complaint resolution
- Act as the principal advisor to CLERB and as the primary contact for the public and members of the community
- Analyze investigative findings and hearing information, prepare reports, and submit to the CAO and affected citizens
- Investigate incidents involving the discharge of weapons and/or use of force by peace officers or custodial officers employed by the Sheriff’s and Probation Departments
This is a challenging opportunity for an exceptionally qualified and highly motivated individual with strong management perspective in the area of civilian oversight, and a proven track record in conducting and supervising investigations.

**KNOWLEDGE, SKILLS AND ABILITIES DESIRED:**

- Experience managing investigative caseloads and completing police officer investigations in the state of California
- Working knowledge of current issues under which law enforcement, probation, and detention services are administered
- Knowledge of the rights of peace officers, inmates, and the general public
- Stimulates and actively initiates change in the organization
- Remains optimistic and persistent, even under adversity
- Carefully considers implications and impact of decisions across time and on others
- Mentors and coaches direct reports
- Builds and supports mutually beneficial relationships with outside organizations, associations, and community contacts
- Effectively manages conflict situations

**MINIMUM QUALIFICATIONS**

**APPLICANTS MUST POSSESS THE FOLLOWING:**

A bachelor’s degree from an accredited U.S. college or university, or certified foreign studies equivalency AND five (5) years of management level experience that demonstrates the ability to perform the essential functions of the classification. Experience must have included at least one year of supervisory experience. A master’s degree may substitute for one year of experience and cannot be applied to the one year of supervisory experience.
THE COMMUNITY
OF THE COUNTY OF SAN DIEGO

From our world-class beaches to almost year-round sunny weather, the County of San Diego offers our residents much more than sun and waves. Downtown you can watch a Padres game at Petco Park or enjoy one of the fine-dining restaurants in the Gaslamp.

Heading east you will eventually find mountains, that may be covered in snow depending on the time of year. Head south and you will start to truly see the diversity in both geography and cultures. And head west, you will run into over 70+ miles of pristine coastline.

SAN DIEGO WEATHER ANNUAL AVERAGES

HIGH TEMPERATURE: 69.8°F
LOW TEMPERATURE: 57.5°F
TEMPERATURE: 63.65°F
RAINFALL: 10.4 INCH

The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset and our customers are our number one priority.

The County of San Diego and its employees embrace the Live Well San Diego vision: A region that is Building Better Health, Living Safely and Thriving. For more information please visit www.livewellsd.org.
APPLICATION PROCESS AND RECRUITMENT SCHEDULE

1. Complete the online application at www.sandiegocounty.gov/hr; select the current job postings link.
2. Attach your résumé packet at Attachments section of the application
   • Your résumé packet must include résumé, letter of interest, two letters of recommendation, and three references
3. Attach a copy of your college degree, final transcript, or diploma.

An evaluation board will convene beginning on August 20, 2020, to review submittals and identify top competitors to be considered for further evaluation. Interested candidates are strongly encouraged to submit complete applications and résumé packets prior to August 20, 2020.

SPECIAL NOTES

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority. The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract. Qualified women, minorities, and persons with disabilities are encouraged to apply. Reasonable accommodation may be made to enable a qualified individual with disabilities to perform the essential functions of a job, on a case-by-case basis.

CONTACT INFORMATION

You may direct any questions regarding the position, and application/selection process to Brandy Winterbottom-Whitney, Deputy Director of Human Resources at Brandy.Winterbottom-Whitney@sdcounty.ca.gov or (858) 505-6324.