

CITY OF GLENDALE INTERDEPARTMENTAL COMMUNICATION

DATE : November 13, 2024

TO: Members of the Civil Service Commission

FROM: Paula Adams, Chief Human Resources Officer
BY: Ando Vardanyan, Human Resources Analyst

**SUBJECT: Revised Class Specification and Open Job Bulletin for
Approval – Jail Administrator**

BACKGROUND

Attached for your approval is the revised class specification and open job bulletin for Jail Administrator in the Police Department.

This classification was last revised in January 2010 and is responsible for managing the daily operations of the jail facility, booking process, custody, release processes, supervising staff, budget, security, and safety. In addition, this classification is responsible for the strategic planning, policy development, ensuring compliance with all Local, State, and Federal regulations, and continuously improving operational efficiency through data-driven analysis.

The Department is proposing to revise the job functions and minimum qualifications for the position to bring them up to date with standards. More specifically, the Department is proposing to enhance the experience requirement by incorporating two years of management experience as a desirable qualification, as well as upgrading the educational requirement to a Bachelor's Degree. These proposed revisions will allow the Department to attract highly qualified candidates who possess the necessary education and experience to effectively manage the jail facility, while also accurately reflecting the responsibilities performed by the position.

Pursuant to Civil Service Rule IV, Section 3(D), the Department is also seeking Commission's approval to recruit for the Jail Administrator on an open basis because it was previously recruited on a promotional basis in 2002. Due to the specific requirements of the position, there is a limited pool of qualified internal candidates who meet the minimum qualifications. As such, the open job bulletin will expand the group of qualified candidates and facilitate a competitive selection process. The open job bulletin is consistent with the proposed changes to the class specification.

At the request of the Police Department and in accordance with Civil Service Commission Rule IV, Section 17, the eligible list for this recruitment will be valid for one year.

The Glendale Management Association (GMA) has been notified of the proposed revisions to the class specification and the open job bulletin and has not expressed any concerns at the time of this agenda's posting.

RECOMMENDATION

That the revised class specification and open job bulletin for Jail Administrator be approved as submitted.



JAIL ADMINISTRATOR

DEFINITION

Under the general direction of senior management, this management position is responsible for overseeing the administration of the City jail facility, ensuring the custody and care of arrested and sentenced persons, and supervising of assigned personnel. The Jail Administrator is also responsible for strategic planning, policy development, ensuring compliance with all Local, State, and Federal regulations, and continuously improving operational efficiency through data-driven analysis.

ESSENTIAL FUNCTIONS

Ensures Department services are provided with exceptional customer service and the highest level of ethical standards.

Oversees the daily operations of the jail facility, including inmate bookings, custody, and release processes, ensuring they meet legal standards. Maintains the security, safety, and cleanliness of the jail facility.

Inspects personnel, equipment, and coordinates special investigation reporting. Manages inmate programs and services, including food services, medical care, and rehabilitation programs.

Directs, trains, schedules, supervises, and evaluates the performance of subordinate personnel. Provides leadership and mentorship to staff, fostering a team environment and ensuring alignment with Department goals and objectives.

Plans and conducts training programs for Jail staff in compliance with the California Standards and Training for Corrections (STC) and Department objectives.

Stays current with developments in jail management practices and ensures staff are trained accordingly. Makes assignments of personnel, prepares work, training, vacation schedules, work detail schedules, and supervisory reports. Assists in training and preparation of training plans for Department members.

Develops, implements, and reviews goals, objectives, policies, and procedures for the operation of the jail. Ensures compliance with the State Board of Correction guidelines, Title 15 Regulations, and other relevant legal requirements.

Monitors the jail facility's budget, ensuring efficient use of resources. Oversees procurement, inventory, and maintenance of equipment and supplies. Serves as a member of the department's management team in problem solving, decision making and strategic planning for the future. Enforces departmental rules, regulations and general orders.

Ensures adherence and compliance to all legal standards, including Local, State and Federal laws, and well as Department policies. Prepares and submits required reports, including audits, inspections, and performance evaluations. Maintains updated knowledge of State Board of Corrections guidelines and other legal requirements.

Serves as liaison between the Police Department and other law enforcement agencies, judicial bodies, and community organizations. ~~corrections agencies and other entities, providing oversight and inspection of city jail facilities policies and procedures.~~

Assesses and prioritizes risks, implementing control and containment measures to ensure the safety and security of both the inmates and staff. Regularly inspects the facility to identify and address potential safety and security issues.

Develops and generates comprehensive analytical reports to assess the efficiency and effectiveness of jail operations. Utilizes data to identify areas for improvement, inform decision-making, and optimize operational performance. Presents findings and recommendations to Department leadership to support strategic planning and resource allocation.

Reviews and evaluates employees' job performance, and ~~can~~ effectively carries out appropriate personnel action.

~~Develops and implements manuals, policies, procedures and programs necessary for the operation of the Jail and for booking and custody of arrested and sentenced persons.~~

~~Ensures compliance with and disseminates information regarding jail policy, procedures and regulations as established by police policy and procedure manual and the Penal Code.~~

~~Prepares staff reports, inspections and communications related to the proper management of the Jail.~~

~~Supervises custody and care of arrested and sentenced persons and maintains security and cleanliness of the jail area.~~

~~Prepares comprehensive reports and/or proposals. Conducts surveys and maintains records.~~

~~Prepares budget requests, administers budget accounts, maintains inventory, purchases supplies and prepares requisitions.~~

Drives on City business.

Assumes responsibility for ensuring the duties of this position are performed in a safe, efficient manner.

Performs other related duties as assigned or as the situation requires.

MINIMUM REQUIREMENTS

Experience

Three years recent supervisory experience in the maintenance and operation of a jail facility.
Two years of management experience in a jail facility is desirable.

Education/Training

Bachelor's Degree from an accredited college or university in Criminal Justice, Public Administration, Business Administration, or a related field.

Master's Degree in a related field is desirable.

~~Graduation from high school or GED or CHSPE certificate. An Associate of Arts or Science Degree with major course work in Police Science, Public Administration or Business Administration is preferred.~~

Must successfully complete 80 hours of instruction in the Manager/Administrator Core Course as specified by the California Standards and Training for Corrections (STC), during the first year of assignment as a Jail Administrator.

License(s) / Certification(s)

Valid California Class C driver's license.

Special Conditions

~~Must reside within a 60-mile radius of the Glendale Civic Center within four months of employment.~~

~~Within four months of employment, all employees of the Glendale Police Department are required to live within a radius of sixty contiguous land miles of the Glendale Civic Center.~~

Knowledge, Skills & Abilities

Knowledge of:

Applicable safety rules, practices, and procedures.

Federal, State, and Local laws, codes, and regulations related to jail operations.

In-depth knowledge of jail administration principles, including inmate custody, care, and rehabilitation.

Laws, codes, court decisions, policies and procedures affecting the Police Department.

Principles of organization, administration, supervision, and office management.

State Board of Corrections guidelines.

Ability to:

Provide exceptional customer service to all employees and vendors.

Be proficient in using relevant technology and systems, including those for data analysis and report generation.

Communicate effectively in English, both verbally and in writing.

Deal effectively with all levels of employees and the public.

Develop and implement strategic plans, policies, and procedures.

Develop necessary skills from on-the-job training and meet the standards of performance for the classification by the end of the probationary period.

Effectively serve as a member of the Department's management team in problem solving, decision making, and strategic planning for the future

Effectively supervise subordinates.

Establish and maintain smooth and effective working relationships.

Foster a teamwork environment.

Lead coach, instruct and motivate employees.

Model and practice the highest standards of ethical conduct.

Organize, assign, and schedule workload among employees.

Prepare staff reports.

Problem solve and make sound decisions.

Provide clear work instruction.

Read, write, and comprehend directions in English.

Represent the Police Department at public or community functions.

Make presentations to staff, organizations, and the community.

Review and evaluate employees' job performance and effectively carry out personnel actions.

Other Characteristics**Willingness to:**

~~Work overtime as requested.~~

Work the necessary hours and times to accomplish goals, objectives, and required tasks.

Assume responsibility for maintaining a safe working environment.

Initiate, recommend, and carry out personnel actions.

Note

An equivalent combination of experience, education and/or training may be considered as a substitute for the listed minimum requirements.

FLSA DESIGNATION

Jail Administrator - Exempt

Revised Class Specification	Revised by: AVRQ
Previously Approved 02/91, 04/92, <u>01/27/2010</u>	Job Family: None
Approved by Commission 01/27/2010 <u>11/13/2024</u>	



City of Glendale (CA)
Jail Administrator

SALARY	\$8,344.85 - \$12,139.09 Monthly	LOCATION	Glendale, CA
JOB TYPE	Salaried - Full-time	JOB NUMBER	2024
DEPARTMENT	Police Department	DIVISION	GPD Support Services
OPENING DATE	11/18/2024	CLOSING DATE	12/3/2024 11:59 PM Pacific
FLSA	Exempt		

The Position

OPEN EXAMINATION – ONE YEAR PROBATIONARY PERIOD

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Stays current with developments in jail management practices and ensures staff are trained accordingly.

Develops, implements, and reviews goals, objectives, policies, and procedures for the operation of the jail. Ensures compliance with the State Board of Correction guidelines, Title 15 Regulations, and other relevant legal requirements.

Monitors the jail facility's budget, ensuring efficient use of resources. Oversees procurement, inventory, and maintenance of equipment and supplies.

Ensures adherence and compliance to all legal standards, including Local, State and Federal laws, and well as Department policies. Prepares and submits required reports, including audits, inspections, and performance evaluations.

Serves as liaison between the Police Department and other law enforcement agencies, judicial bodies, and community organizations.

Assesses and prioritizes risks, implementing control and containment measures to ensure the safety and security of both the inmates and staff. Regularly inspects the facility to identify and address potential safety and security issues.

Develops and generates comprehensive analytical reports to assess the efficiency and effectiveness of jail operations. Utilizes data to identify areas for improvement, inform decision-making, and optimizes operational performance. Presents findings and recommendations to Department leadership to support strategic planning and resource allocation.

Reviews and evaluates employees' job performance, and effectively carries out appropriate personnel action.

Drives on City business.

Assumes responsibility for ensuring the duties of this position are performed in a safe, efficient manner.

Performs other related duties as assigned or as the situation requires.

Minimum Requirements

Experience

Three years recent supervisory experience in the maintenance and operation of a jail facility.

Two years of management experience in a jail facility is desirable.

Education/Training

Bachelor's Degree from an accredited college or university in Criminal Justice, Public Administration, Business Administration, or a related field.

Master's Degree in a related field is desirable.

Must successfully complete 80 hours of instruction in the Manager/Administrator Core Course as specified by the California Standards and Training for Corrections (STC), during the first year of assignment as a Jail Administrator.

License(s) / Certification(s)

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Special Conditions

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Knowledge, Skills & Abilities

Knowledge of:

Applicable safety rules, practices and procedures.
Federal, State, and Local laws, codes, and regulations related to jail operations.
In-depth knowledge of jail administration principles, including inmate custody, care, and rehabilitation.
Laws, codes, court decisions, policies and procedures affecting the Police Department.
Principles of organization, administration, supervision and office management.
State Board of Corrections guidelines.

Ability to:

Provide exceptional customer service to all employees and vendors.
Be proficient in using relevant technology and systems, including those for data analysis and report generation.
Communicate effectively in English, both verbally and in writing.
Deal effectively with all levels of employees and the public.
Develop and implement strategic plans, policies, and procedures.
Develop necessary skills from on-the-job training and meet the standards of performance for the classification by the end of the probationary period.
Effectively serve as a member of the Department's management team in problem solving, decision making and strategic planning for the future
Effectively supervise subordinates.
Establish and maintain smooth and effective working relationships.
Foster a teamwork environment.
Lead coach, instruct and motivate employees.
Model and practice the highest standards of ethical conduct.
Organize, assign, and schedule workload among employees.
Prepare staff reports.
Problem solve and make sound decisions.
Provide clear work instruction.
Read, write and comprehend directions in English.
Represent the Police Department at public or community functions.
Make presentations to staff, organizations, and the community.
Review and evaluate employees' job performance and effectively carry out personnel actions.

Other Characteristics**Willingness to:**

Work the necessary hours and times to accomplish goals, objectives, and required tasks.
Assume responsibility for maintaining a safe working environment.
Initiate, recommend and carry out personnel actions.

Exceptional Customer Service Policy

The City of Glendale places a high importance on quality customer service and prides itself for the high level of services it provides by every employee of the organization. As employees of the City of Glendale, we are committed to providing our diverse community and each other with courteous, considerate, and personal attention.
Please click on the link to read the [Exceptional Customer Service Policy](#).

Note

An equivalent combination of experience, education and/or training may be considered as a substitute for the listed minimum requirements.

Selection Process

EVALUATION OF APPLICATION: All applications, resumes and submitted reference materials will be reviewed and evaluated and only the best-qualified candidates based on applicable experience will be invited to the selection process.

ORAL INTERVIEW: (Weight: 100%) To evaluate the applicant's experience, education, and general background for the position.

Candidates must pass the exam with a minimum score of 70.00% in order to be placed on the eligible list.

BACKGROUND INVESTIGATION: A comprehensive background investigation will be conducted on all finalists, which will review and verify personal history including, but not limited to financial responsibility, criminal history, drug use history, driving record, and verification of application materials. Significant issues or omissions in the above-stated areas may be grounds for disqualification. Background investigation will include a polygraph and Livescan fingerprinting. For further information, please contact the Professional Standards Bureau at (818) 548-3117.

TIME AND PLACE OF THE EXAMINATION WILL BE ANNOUNCED. Evaluations will be based on the candidate's education and experience relevant to the position. Examinations will assess evaluate the candidate's education, experience, knowledge and skills related to the job. The City of Glendale reserves the right to modify the examination components or their weighting. If changes are necessary, candidates will be informed of the specific examination components and their weight before the examination is administered. The selected candidate will undergo a background check, including Livescan fingerprinting. The City of Glendale complies with state and federal obligations to provide reasonable accommodations for applicants and employees with disabilities. Applicants with special needs are encouraged to inform the Human Resources Department at least five days before the first examination to ensure reasonable accommodations can be arranged. The provisions of this bulletin do not constitute an express or implied contract.



Agency

City of Glendale (CA)

Address

141 N Glendale, 3rd Floor 314

Glendale, California, 91206

Phone

818-548-2110

Website

<http://www.glendaleca.gov>

Jail Administrator Supplemental Questionnaire

*QUESTION 1

Do you possess a California Class "C" Driver's License?

☐ Yes

☐ No

***QUESTION 2**

Do you possess a Bachelor's degree (or higher) from an accredited college or university in Criminal Justice, Public Administration, Business Administration, or a related field?

☐ Yes

☐ No

***QUESTION 3**

Do you possess Master's degree in a related field?

☐ Yes

☐ No

***QUESTION 4**

Do you possess three years recent supervisory experience in the maintenance and operation of a jail facility?

☐ Yes

☐ No

***QUESTION 5**

If your answer to question #4 is YES, please provide the details of your supervisory experience. Please be detailed in your response. If you answered NO, please mark N/A.

***QUESTION 6**

Do you possess two years of management experience in a jail facility?

☐ Yes

☐ No

***QUESTION 7**

If your answer to question #6 is YES, please provide the details of your managerial experience. Please be detailed in your response. If you answered NO, please mark N/A.

***QUESTION 8**

If you currently work for a public agency or have worked for one in the last 5 years, please list your position title as well as your final monthly salary or hourly wage for that position.

***QUESTION 9**

Within the salary range as identified on this bulletin, what are your salary expectations for this position?

***QUESTION 10**

How did you FIRST learn about this position?

☐ City of Glendale Website

☐ Visited Human Resources in person

☐ Currently a City employee

☐ GTV6

☐ Twitter

- ☐ Indeed
- ☐ LinkedIn
- ☐ Glassdoor
- ☐ Other

* Required Question



Glendale Police Department

Field Services Division

