

DUTY STATEMENT

Job Classification: District Administrator, Alcoholic Beverage Control
Position Number: 024-059-8677-XXX
Scheme and Class Code: VP70, 8677
Reports To: Deputy Division Chief, Headquarters
FLSA Status: Exempt
Division: Headquarters, Training Unit
Location: Sacramento (Headquarters) or Cerritos (Southern Division)
Prepared By/Date: Deputy Division Chief 02/06/23

DEPARTMENT STATEMENT

The Department of Alcoholic Beverage Control (ABC) is committed to providing the highest level of service and public safety to the people of the State through licensing, education, and enforcement. ABC values diversity at all levels of the organization and is committed to fostering an environment in which employees are welcome and can thrive. Employees at ABC are required to provide exceptional customer service, maintain regular attendance, act with integrity, and be professional and responsive.

SUMMARY

Under direction of the Deputy Division Chief, Headquarters, the incumbent will (1) Coordinate and direct the Department's statewide training for peace officers; (2) Oversee Department sponsored academy recruits and help them to transition to the Department's Field Training Program; (3) Oversee the Department's Field Training Program; (4) Manage and administer the Department's public safety equipment and police radio system; (5) Oversee audits related to training requirements; (6) Oversee the Training Unit's budget, vendor contracts and equipment purchases; (7) Represent the Department at regional training meetings; (8) Coordinate biannual training updates for all ranks of peace officer staff; (9) Represent the Department at special events; and (10) Complete special projects as assigned and other duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

<u>Function</u>	
25%	<p>Training</p> <p>Manages the development, coordination, implementation, delivery, and evaluation of training courses to meet the current and emerging needs of ABC staff and management; ensure that all Department personnel meet training requirements set forth by the CA Penal Code, CA Legislature and the Commission on Peace Officer Standards and Training (POST); keep abreast of technical procedures, laws, and teaching methods related to the training of sworn and non-sworn personnel.</p>
35%	<p>Field Training Program</p> <p>Provide immediate supervision of the Department's Field Training Program (to include working night shifts and weekends when necessary); liaison with Department Field Offices in relation to the Field Training Program and other training matters; assist with management and maintenance of the Department's learning management system (Cornerstone).</p>
5%	<p>Public Safety Equipment</p> <p>Manages and directs the public safety equipment inventory (e.g., protective gear and ammunition) which are assigned to sworn personnel for enforcement assignments. Directs the preparation of requisitions to obtain and maintain adequate supply of such items as protective equipment, police radios, firearms, ammunition, ballistic vests, flashlights, batons, etc. Oversees the contract and administration of the Department's Police Radio System with California Highway Patrol (CHP) and well as other State, Federal and local law enforcement agencies.</p>
10%	<p>Special Projects</p> <p>Engage in project management to ensure timelines and milestones are being met for various projects related to the Enforcement Divisions. Work in collaboration with other</p>

offices, units, and managers to ensure the successful completion of projects.

20%	Enforcement	<p>Manage and direct complex and sensitive investigation and enforcement operations (e.g., surveillance, search and/or arrest warrant, major events) to ensure the operation is accomplished in a timely manner and in accordance with departmental policies and procedures and all penal provisions. Approve field operation plans to mitigate risk and ensure compliance with department policy and procedures. Act as Officer-In-Charge (OIC) when conducting field operations to oversee enforcement activities and safety of personnel and the public.</p> <p>Make physical arrests of suspects for all violations of law. Meet with allied law enforcement agencies to coordinate investigative resources and efforts for task force operations relating to any violations of law.</p> <p>Examine a variety of records, investigative reports, and other evidentiary and investigative documents to determine whether the required elements for a criminal and/or administrative violation are present and whether disciplinary action is warranted and appropriate penalty, if any is warranted. Conduct legal research (e.g., local, state, and federal statutes) when analyzing investigations to ensure applicable laws, rules, and regulations are followed in accordance with departmental policy. Discuss investigation activities and information regarding findings with ABC Legal staff and/or local prosecuting agencies to determine suitability for prosecution.</p>
5%	Miscellaneous	<p>Ensure all staff complete required Commission on Peace Officer Standards and Training (POST) and/or departmental mandated training utilizing electronic training database. Complete all required training (e.g. POST Management course, firearm proficiency training, CPR/first aid, EVOC, sexual harassment, and workplace violence) as mandated by Commission on Peace Officer Standards and Training (POST) and Department of Alcoholic Beverage Control. Provide POST mandated training to staff on a regular basis.</p>

Supervisory Responsibilities: This job has supervisory responsibilities.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

If the employee is working at an alternate work location during telework, they are required to maintain a safe working condition at the approved site, abide by the Departments Telework Policy and Ergonomic Policy, and agree to maintain a distraction-free remote work environment. Further, employees are required to be available through various forms of communication during work hours.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must have good health, be in sound physical condition, free from any physical or mental condition that would interfere with the full performance of the essential duties of a peace officer. While performing the duties of this job, the employee is regularly required to effectively use both hands, both arms, and both legs; have strength, endurance, and agility; have the ability to carry a semi-automatic pistol, weighing approximately 29.0 ounces with a full magazine, and qualify with a Department issued firearm; normal hearing; normal vision (20/20) or vision corrected to normal; color vision adequate to successfully perform the job measured by the Ishihara Pseudo-Chromatic Plate Test or for persons failing the Ishihara, the Farnsworth D-15 Arrangement Test; and weight proportional to age and height; may be exposed to adverse weather conditions, loud noises, loud music, smoke, and exposure to intoxicated and unruly behavior.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach

with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

The essential and marginal job duties have been discussed with the employee and a copy has been provided to the employee.

<i>SUPERVISOR</i>	<i>DATE</i>	<i>EMPLOYEE</i>	<i>DATE</i>
<i>PRINT NAME</i>		<i>PRINT NAME</i>	

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Synthesizes complex or diverse information; collects and researches data; and uses intuition and experience to complement data.

Design – Generates creative solutions; and demonstrates attention to detail.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; and uses reason even when dealing with emotional topics.

Technical Skills – Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; and shares expertise with others.

Customer Service – Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; and meets commitments.

Interpersonal – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; and remains open to others' ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; and participates in meetings.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed; and recognizes accomplishments of other team members.

Written Communication – Writes clearly and informatively; varies writing style to meet needs; edits work for spelling and grammar; presents numerical data effectively; and, able to read and interpret written information.

Quality Management – Looks for ways to improve and promote quality; and demonstrates accuracy and thoroughness.

Cost Consciousness – Conserves organizational resources.

Diversity – Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; and promotes a harassment-free environment.

Ethics – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; and upholds organizational values.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; and supports equal employment opportunities and respects diversity.

Strategic Thinking – Develops strategies to achieve organizational goals; understands organization's strengths and weaknesses; and adapts strategy to changing conditions.

Leadership – Exhibits confidence in self and others; inspires respect and trust; accepts feedback from others; provides vision and inspiration to peers and subordinates; gives appropriate recognition to others; displays passion and optimism; and mobilizes others to fulfill the vision.

Delegation – Delegates work assignments; matches the responsibility to the person, gives authority to work independently; sets expectations and monitors delegated activities; and provides recognition for results.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; and, able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent; and arrives at meetings and appointments on time.

Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; and completes tasks on time or notifies appropriate person with an alternate plan.

Initiative – Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; and asks for and offers help when needed.

Innovation – Generates suggestions for improving work; develops innovative approaches and ideas; and presents ideas and information in a manner that gets others' attention.

Judgment – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; and makes timely decisions.

Motivation – Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; and takes calculated risks to accomplish goals.

Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; and develops realistic action plans.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; and follows through on commitments.

Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; and monitors own work to ensure quality.

Quantity – Meets productivity standards; completes work in timely manner; strives to increase productivity; and works quickly.

Safety and Security – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Language Ability – Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write detailed reports and correspondence. Ability to speak effectively before groups of customers or employees of organizations.

Math Ability – Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Word processing software; Microsoft Outlook; Excel spreadsheet software; Internet Explorer, and CABIN database software.

KNOWLEDGE AND ABILITIES, ETC.

Knowledge of: Provisions of the laws, rules and regulations of the Alcoholic Beverage Control Act, Penal Code, and Health and Safety Code; investigation techniques and procedures, rules of evidence, laws of arrest, search and seizure, legal rights of citizens, and procedures before administrative hearing officers and the lower courts; principles of effective training and supervision; purposes, organization and activities of the Department of Alcoholic Beverage Control; business and record-keeping practices; modern office methods and procedures; local law enforcement responsibilities in California and ability to work cooperatively with other enforcement agencies; supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: Read and write English at a level required for successful job performance; interpret and apply the provisions of the Alcoholic Beverage Control Act and the regulations of the Department of Alcoholic Beverage Control; plan, direct, and organize the work of others; conduct complex and difficult investigations; work cooperatively with other enforcement agencies; direct the collection and preservation of evidence; analyze situations accurately, draw logical conclusions, and prepare recommendations; think and act quickly in emergencies and work effectively in situations requiring extreme tact; exercise good judgment in appraising intangible and unprecedented factors in the application of the Alcoholic Beverage

Control laws and the rules and regulations of the Department of Alcoholic Beverage Control; answer correspondence independently, prepare detailed and comprehensive reports, and communicate effectively; retain information related to names, places, and incidents; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Certificates and Licenses: None

Special Personal Characteristics: Willingness to travel throughout the state of California; willingness to work long, irregular, and unusual hours as required; willingness to accept responsibility for complex and sensitive assignments; willingness to associate with criminally-inclined persons; keenness of observation; ability to retain information; emotional stability and maturity; tact; reliability; neat personal appearance; work under stress and adverse conditions; freedom from any physical or mental condition that would interfere with the full performance of the essential duties of a peace officer; effective use of both hands, both arms, and both legs; strength endurance, and agility; normal hearing; normal vision (20/20) or vision corrected to normal; color vision must be adequate to successfully perform the job measured by the Ishihara Pseudo-Chromatic Plate Test for persons failing the Ishihara, the Farnsworth D-15 Arrangement test; and weight in proportion to height; and ability to qualify for a fiduciary bond.

Minimum age for appointment: 21 years.

Citizenship Requirement: Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. Citizen or be a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

Felony Disqualification: Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

Firearm Conviction Disqualification: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to any position in this classification.

Firearms Requirement: Persons convicted of a misdemeanor crime of domestic violence as defined in the amended Federal Gun Control Act of 1968 are disqualified from appointment to this position.

Background Investigation: Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment including voice stress analysis or a polygraph test. (Persons who have previously undergone a Department of Alcoholic Beverage Control background investigation may be required to undergo an additional background investigation.)

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively. (The medical examination may be waived for current Alcoholic Beverage Control employees who are peace officers.)

Psychological Requirement: Pursuant to POST Regulations 1002 (a) (7) requires psychological screening of applicants for peace officer classifications prior to appointment date. Persons who are not successful in these examinations cannot be appointed as a peace officer. (The psychological screening may be waived for current Alcoholic Beverage Control employees who are peace officers.)

Drug Test Requirement: Applicants for peace officer classifications are required to pass a drug-screening test. (The drug screening test may be waived for employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board 213.)

Training Requirement: Possession of a California POST Basic, Intermediate, Advanced and Supervisory Certificate. Possession of, or ability to obtain, a California POST Management Certificate within 24 months of appointment to position as a condition of employment.