

## EDITED KSAPC LISTING

CLASSIFICATION:           CORRECTIONAL LIEUTENANT          

**NOTE:** Each position within this classification may perform some or all of these KSAPCs.

<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K1.	Advanced knowledge of the principles and practices of inmate discipline, Crime Incident Reports (CDCR 837) and Departmental Use of Force policy to ensure safety/security and meet the mission of the Department.
K2.	Basic knowledge of the principles and practices of correctional business management/administration to ensure safety/security and meet the mission of the Department.
K3.	Comprehensive knowledge of the principles and practices of personnel management, supervision and staff discipline to direct and manage an area of responsibility and meet the mission of the Department.
K4.	Advanced knowledge of the attitudes, problems and behaviors of persons under restraint to maintain awareness and ensure safety/security.
K5.	Comprehensive knowledge of firearms and safe operational procedures to ensure safe and proper carry/operation.
K6.	Comprehensive knowledge of the job requirements and work performed by inmates in facilities/camps to ensure compliance with departmental/legal mandates and maintain safety/security.
K7.	Comprehensive knowledge of institution/camp sanitation and health/safety standards to ensure compliance and maintain safety/security.
K8.	Advanced knowledge of the principles and methods of training to ensure a qualified workforce, provide opportunity for upward mobility and meet the mission of the Department.
K9.	Basic knowledge of the purposes, activities, regulations and functions of term-setting authorities (e.g., Board of Parole Hearings, State Personnel Board, etc.) to ensure compliance with Federal and State laws.
K10.	Comprehensive knowledge of interviewing and investigative techniques to obtain information from staff, inmates, the public and outside agencies.
K11.	Advanced knowledge of a supervisor's role in the Equal Employment Opportunity (EEO) Program and the processes available to meet EEO objectives to maintain a fair and lawful work environment.
K12.	<b>Comprehensive knowledge of lawsuits (e.g., Coleman, Clark, Plata, Armstrong, Perez, Valdivia, etc.) affecting the Department to ensure compliance with Federal and State laws.</b>
K13.	<b>Comprehensive knowledge of computer usage and software programs (e.g., Microsoft Excel, Microsoft Word, Strategic Offenders Management System [SOMS], etc.) to maintain accurate records and communicate effectively.</b>

*KSAPCs highlighted in bold text are not currently on the SPB classification specification*

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<b>KSAPC Statements</b>	
<b>Ability to:</b>	
A1.	Supervise training programs to ensure a qualified workforce and meet the mission of the Department.
A2.	Establish and maintain cooperative working relationships with staff, the public and stakeholders to meet the mission of the Department.
A3.	Supervise the work of staff to ensure a safe, secure and efficient workplace.
A4.	Enforce institutional rules and regulations with impartiality to ensure consistency and compliance with Federal and State laws.
A5.	Promote socially acceptable attitudes and behavior among staff and inmates to ensure safety, security and the efficiency of the institution.
A6.	Respond quickly and efficiently during emergencies to isolate, contain and control incidents.
A7.	Analyze situations accurately to determine and implement effective and appropriate courses of action.
A8.	Communicate effectively (e.g., verbal, electronic, written, etc.) with individuals and/or groups to provide information, instruction/direction and maintain effective working relationships.
A9.	Prepare and review reports to provide information and/or documentation.
A10.	Contribute to the Department's Equal Employment Opportunity (EEO) objectives by monitoring, training, documenting and taking corrective action to maintain a fair and lawful work environment.
A11.	<b>Use computers and software programs to input, retrieve and update database information and monitor, track and supervise staff/inmate assignments.</b>
A12.	<b>Review departmental Use of Force to ensure options are used in a safe and effective manner to comply with departmental policies/regulations and California Penal Code.</b>

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<b>KSAPC Statements</b>	
<b><i>Personal Characteristics:</i></b>	
PC1.	Emotional maturity and stability to make decisions, problem solve, communicate with others and provide a positive example for staff and inmates.
PC2.	Objective understanding of persons under restraint to meet the mission of the Department.
PC3.	Satisfactory record as a law-abiding citizen to produce a positive perception and ensure credibility.
PC4.	Tact to communicate effectively and earn respect from others.
PC5.	Courage, agility and alertness to perform effectively on the job.
PC6.	Willingness to work at nights, weekends, holidays and report for duty during emergencies to meet the mission of the Department.
PC7.	Sound physical condition to perform effectively on the job.
PC8.	Neat and professional appearance to represent the Department.
PC9.	<b>Leadership and command presence to appropriately influence others.</b>