

City of San José
CLASS SPECIFICATION

Title: Assistant Independent Police Auditor U (8022)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Office of the Independent Police Auditor	Independent Police Auditor U	Exempt

CLASS SUMMARY

Under direction, assists in the review and assessment of police misconduct investigations. Provides support in planning, organizing, and directing the activities of the Office of the Independent Police Auditor (IPA). Assists in preparing public reports including assessment of aggregate data on complaints, findings, and officer discipline. Prepares policy recommendations to enhance and improve policies and procedures of the local police department; monitors and administers Office budget; assists in educating the public on the role of the IPA. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This classification is in the unclassified service and assists in managing the Office of the IPA. The incumbent reports directly to the IPA and acts for the IPA in their absence. This classification is distinguished from the higher level of Independent Police Auditor U in that the latter is appointed by and reports to the City Council and is responsible for directing an Office for the City.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Completion of a Bachelor's Degree from an accredited college or university in legal studies, political science, criminal justice, public administration, or related field AND four (4) years of increasingly responsible experience in criminal justice, investigative organization, or legal setting. A Master's Degree and/or Juris Doctorate and experience in a similar role is desirable.

Required Licensing (such as driver's license, certifications, etc.)

- Possession of a valid State of California driver's license may be required.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Minimum Knowledge, Skills, and Abilities

(Needed at entry into the job in order to perform the essential duties.)

Knowledge of:

- The organization, responsibilities, functions, policies, and procedures of law enforcement.
- Principles, practices, methods, and techniques of communication and public relations.
- Budget preparation and administration,
- The principles and practices of supervision and training.
- Techniques of law enforcement training, instruction, and evaluation of work performance.
- The fundamentals of administrative investigations including collecting evidence, identification of applicable policies/laws, weighing evidence in accordance with legal standard and conducting a critical evaluation of findings and supporting analysis.
- Current Federal and California case law and statutes in the criminal law field and Government Code section 3300.

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- Legal research principles.
- Auditing principles and standards.

Ability to:

- Develop, coordinate, and direct subordinate professional staff in an effective manner.
- Prepare and/or edit clear, concise reports and to present them effectively both orally and in writing to a variety of audiences.
- Plan, develop, and implement various administrative programs.
- Evaluate investigations conducted by the Internal Affairs Unit of the Police Department to ensure those investigations are fair, thorough, complete, and objective.
- Maintain effective community relations and work effectively with residents, business and community organizations, public and private agencies, Police Department personnel, the Chief of Police, City Attorney, City Clerk, City Council, and Mayor.
- Demonstrate a high standard of objectivity, integrity, and professionalism.
- Demonstrate a commitment to protect the basic constitutional rights of all persons.
- Act independently, creatively, and fairly.
- Interpret and apply laws and regulations, policies, procedures, and program objectives.
- Work effectively under pressure.
- Effectively facilitate, negotiate, and possess diplomacy skills.
- Maintain media relations.

Additional Competencies and/or Desirable Qualifications

(Competencies, knowledge, skills, and abilities that are more position and/or likely to contribute to more successful job performance.)

Knowledge of:

- Police Department procedures related to Internal Affairs investigations of complaints against Police Officers.
- The City's Charter and Code, budget process, administrative orders, policies, City's Affirmative Action Program, Civil Service Rules, and administrative processes.

Ability to:

- Carry out Mayor and City Council directives, within the limitations of time and staff.
- Present effectively the plans, policies, and objectives of the department to public groups and civic organizations.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Participates in and advises the IPA in planning, organizing, and directing the work of the Office in the review of Police Department investigations against police officers to determine if the investigation was complete, thorough, objective, and fair. Participates in long and short-term planning of Office facilities and policies.	Daily/Several Times

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2.	Manages subordinate supervisory and other IPA staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; making hiring, termination, and disciplinary recommendations to the IPA. Evaluates training needs and workload balance for staff and prepares plan for implementation.	Daily/Several Times
3.	Participates in planning and directing research projects; assists in keeping IPA staff informed of current research and best practices in the field of oversight; prepares policy recommendations for the IPA and confers with the IPA for overall instructions and policy guidance.	Daily/Several Times
4.	Conducts complex performance audits; determines audit scope and methods; develops audit procedures and findings.	Daily
5.	As an alternative to Internal Affairs Unit (IA), accepts complaints (intake procedure) and interviews complainants and witnesses; attends interviews of Police Officers and suggests interview questions, monitors compliant classification, evaluates completed investigations; if warranted, requests Chief of Police to conduct further investigation or analysis.	Daily
6.	Assists in the preparation and submission of annual reports to the City Council regarding police activities and findings, trends and patterns, and statistical analysis of complaints; submits recommendations regarding Police Department policies and procedures, process improvements, training needs, and other preventative measures; may prepare oral presentations to City Council, City management, Police Department, or community groups.	Weekly
7.	Provides support to the IPA in the acquisition, compilation, and presentation of statistical data.	Weekly
8.	Conducts public outreach to educate the community on the role of the Independent Police Auditor; attends community meetings involving police issues; assists the community with the process and procedures for investigation of complaints against police officers. Works with the City Council, Police Department, and community in partnership to ensure success of the position. Meets with community leaders, public officials, and professional organizations to inform and promote the mission of the IPA office.	Weekly
9.	Assists in implementing new concepts and innovations, uses technological development and applications to improve operations.	Intermittent
10.	Tracks, analyzes, and takes action of legislative bills which may have an impact on the citizen complaint process.	As Required
11.	Monitors the preparation, justification, and administration of Office capital and operational budget.	As Required
12.	Participates in negotiations and directs the preparation of agreements and specifications for various types of contracts.	As Required

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13.	Acts in the absence of the IPA, including reviewing and approving plans or specifications; acts for the IPA in public relations and liaison matters; provides leadership and guidance to Office staff; prepares and gives presentations; writes articles for publications; attends conferences and meetings.	As Required
14.	Performs other related duties as assigned.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

In an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Communicate in person and over the telephone;
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Be exposed to moderate noise levels and controlled temperature conditions;
- Maintain professional demeanor during interactions with staff, customers, and the public.

CLASSIFICATION HISTORY *Created 06/17; s000*