

City of San José
CLASS SPECIFICATION

TITLE: Senior Analyst, Independent Police Auditor (U) (7666)

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

CLASS SUMMARY

Performs professional level administrative and analytic work of considerable difficulty in a variety of assignments at the Office of the Independent Police Auditor (IPA) in support of this Office's mission to provide independent oversight of the citizen complaint process through objective review of police misconduct investigations. Provides analysis, implementation and evaluation of the citizen complaint process and administration; develops community outreach, education, and public relations programs, responds to community questions and concerns, and prepares reports and other documents for presentation to City leaders. May supervise office staff and/or lower level Analysts, Independent Police Auditor. Performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the highest level in the Analyst, Independent Police Auditor series that involves the most difficult and complex assignments in police complaint data analysis and oversight, deals with the most sensitive issues, and interfaces with the higher levels of community and government officials. It differs from the Analyst II, Independent Police Auditor in that an incumbent of the latter class performs less complex assignments, may lead or supervise office staff rather than other professional staff, and has less responsibility for the most complex analytical issues and programs.

QUALIFICATIONS

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

Minimum Qualifications

Education and Experience

Any combination of training and experience equivalent to completion of a Bachelor's degree from an accredited college or university in sociology, business, public administration, administration of justice or a closely related field and four (4) years of increasingly responsible professional staff analytic or administrative experience in community advocacy/customer service/law/law enforcement. A Master's degree in one of the related areas listed above or a Juris Doctor may be substituted for one year of experience.

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

Possession of a valid California driver's license

Other Qualifications

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

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Basic Knowledge, Skills and Abilities

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

- Knowledge of modern principles of organization, administration and management.
- Knowledge of report writing techniques and the principles of editing.
- Knowledge of basic research techniques and statistical methods and their application.
- Knowledge of principles, practices and problems of city government and Police Department organization, administration and management.
- Ability to gather and array, process and analyze data concerning a variety of problems, and make recommendations based on analysis.
- Ability to understand, interpret and apply instructions, rules and regulations and basic legal and/or public policy principles.
- Ability to establish and maintain effective working relationships with diverse groups and individuals including City staff and City elected officials, governmental and community groups, and the general public.
- Knowledge of financial management theory and practices, including government financing, budgeting and accounting.
- Ability to express oneself clearly and concisely, both orally and in writing, and to edit written materials.
- Ability to handle sensitive and confidential information.

Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

- Knowledge of specific legal concepts pertaining to criminal law, criminal procedure, constitutional law, the rules of evidence and the California Public Safety Officers Procedural Bill of Rights
- Knowledge of, and ability to use, on-line legal research tools such as LexisNexis.
- Knowledge of, and ability to use, software applications to compile and analyze data (databases such as FileMaker Pro and Access, spreadsheet programs such as Excel, word processing programs such as Microsoft Word).
- Knowledge of general investigative techniques.
- Ability to conceive and effectively propose or suggest recommended changes or additions to Police department policy and procedures.
- Ability to prepare studies and reports concerning complex matters and situations.
- Ability to analyze problems, create solutions and motivate others to adopt effective courses of action, and to stimulate and motivate individuals and groups to achieve desired goals.
- Ability to assign, train, supervise, and evaluate professional staff and their work.
- Bilingual ability.

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:	FRE-QUENCY*
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1.	Receives complaints directly from the public regarding allegations of misconduct related to law enforcement. Interviews complainants to document facts and/or assumptions giving rise to the complaint, to assess possible corroborating evidence and frames specific allegations based on regulations, policy and legal principles. Forwards complaints to the Internal Affairs Unit of Police Department for investigation; may assess complaint intakes done by other staff; may assess complaint intakes done by other staff.	Continuous
2.	Audits closed investigation documents for accuracy, thoroughness and impartiality; evaluates the weight of the evidence and the quality of the investigative analysis; requests additional investigation/documentation and researches police practices as needed; writes documents presenting the basis for objections; may review/edit documents written by other staff.	Continuous
3.	Researches procedures of the Internal Affairs Unit, the Duty Manual of the San Jose Police Department and the policies of the City of San Jose; keeps apprised of new issued policies and training bulletins.	Occasional
4.	Researches state and federal legal principles generally pertaining to criminal law, criminal procedures, and evidence and keeps apprised of developments in case law and statutory changes.	Occasional
5.	Researches other jurisdictions to determine consistency of law enforcement complaint trends, keeps apprised of trends and innovations in oversight and provides recommendations for new or revised policies or procedures.	Occasional
6.	Responds to community questions and concerns, both online and in person.	Frequent
7.	Obtains and disseminates information and/or statistical data, as requested.	Occasional
8.	Develops and provides community outreach and education programs in order to educate the public regarding the role of the Office of the Independent Police Auditor. Cultivates and coordinates relationships with community organizations, other government offices, and public service agencies in pursuit of outreach collaborations.	Continuous
9.	Develops and coordinates the Public Relations Program to include; organizing press conferences, writing news releases, answering inquiries from the media, arranging radio and cable TV interviews, researching advertising and marketing opportunities, and developing promotional and education materials.	Frequent
10.	Prepares documents, reports, and informational memoranda for presentation to City Council and other leaders; may review/edit documents written by other staff; may participate in the delivery of the presentation including explaining and defending recommendations and conclusions.	Frequent
11.	Represents the Office of the Independent Police Auditor in the community and at City and other professional meetings	Occasional
12.	Develops and monitors departmental budget, and oversees other financial and administrative management functions for the department.	Occasional
13.	Performs other complex research and analyses and prepares a variety of reports and recommendations.	Frequent
14.	Performs special projects in support of Office of the Independent Police Auditor priorities.	Occasional

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15.	May lead or supervise office and/or professional staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and, making hiring, termination and disciplinary recommendations and any other recommendations related to the change in status of employees.	As Required
16.	Performs other duties of a similar nature or level.	As Required

*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

CLASSIFICATION HISTORY: Established 8/08; s000