



City of Phoenix

Office of Accountability and Transparency Director (NC)

Job Code:	06800	Job Function:	General Administration
Salary Plan:	018	Grade:	906
FLSA:	Exempt	Labor Assign:	Non-Represented Groups
Benefit Cat:	010	EEO-4:	Officials and Administrators
SOC:	11-1021.00	Last Revision:	August 2020

The listing of duties and responsibilities shall not be held to exclude other duties not specifically mentioned that are of similar kind or level of difficulty as the essential functions of the classification. They are intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification.

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to perform management, administrative, investigative, and reporting duties; supervise staff and oversee the activities and functions of the Office of Accountability and Transparency (OAT). Monitors and actively participates in investigations of possible misconduct by, and resident complaints against, sworn personnel of the Phoenix Police Department. Makes recommendations to the Police Chief regarding possible disciplinary actions against sworn personnel and makes recommendations regarding policy and training issues. The position will coordinate and work in partnership with the Civilian Review Board (CRB), and engage and collaborate with multiple stakeholder groups including mayor and city council offices, City Council, Police Department management, community leaders, the general public and media as appropriate to provide for fair and objective oversight of the conduct of sworn personnel and to ensure public confidence in such.

SUPERVISION RECEIVED/GIVEN:

The incumbent exercises wide latitude, judgment, and discretion under the general direction of the City Manager and in consultation with the CRB. Supervision is provided to a staff of professionals developing, implementing, and administering policies, programs, and processes for the OAT.

ESSENTIAL FUNCTIONS:

- Directs & manages OAT
- Provides staff support for the CRB
- Establishes policies & procedures to facilitate OAT investigator participation in interviewing officers & witnesses
- Develops and manages a complaint process for the public, and accepts and tracks incoming complaints filed against the Phoenix Police Department
- Monitors the Police Department's investigation of a critical incident
- Prepares reports at the request of the CRB or the City Manager
- Provides policy, training, and disciplinary recommendations to the Chief of Police



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- Oversees the development of community outreach programs, including delivering presentations in front of groups
- Ensures the provision of training for both CRB board members and staff
- Works collaboratively with the Police Department management to develop operational practices that will enable the staffs to properly interface
- The Director performs investigative and analytical work involving issues that are highly sensitive
- Establishes standards of professional conduct including ensuring confidentiality
- Maintains regular and reliable attendance
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Knowledge of the organization, responsibilities, functions, policies, and procedures of local law enforcement
- Knowledge of the theory, principles, practices and techniques in the conduct of internal law enforcement complaint investigation and review for a large municipal organization
- Knowledge of the techniques of law enforcement training, instruction, and evaluation of work performance
- Knowledge of the fundamentals of criminal and administrative investigations including interviewing and interrogating principles and techniques, as well as proper evidence gathering and handling techniques
- Knowledge of federal, state and local laws and regulations and procedures applicable to internal law enforcement investigations and review responsibilities and jurisdiction
- Knowledge of theory, principles, practices, methods and techniques of data and legal research and analysis applicable to areas of assigned responsibility
- Skill in interpreting and explaining complex laws, ordinances, enforcement principles and practices, regulations, policies and procedures
- Skill in public speaking and making presentations to large groups
- Skill in intergroup dynamics and conflict resolution

Ability to:

- Quickly develop familiarity and knowledge of the Phoenix Police Department rules, policies, procedures, and organizational culture
- Analyze complex information and apply expertise to produce high quality work products
- Think strategically and promote best practices and leading-edge ideas
- Take responsibility for actions, projects and people; make quick, clear decisions which may include tough choices, after considering risks
- Set high standards for quality, quantity, and timelines; focusing on customer needs and satisfaction
- Consistently achieve project goals
- Gain clear agreement and commitment from others by persuading, convincing and negotiating



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- Effectuate political acumen
- Provide others with clear direction; motivate and empower
- Recruit staff of a high caliber and provide staff with development opportunities and professional guidance

Additional Requirements:

- Appointments to some positions are subject to meeting appropriate background standards
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.

ACCEPTABLE EXPERIENCE AND TRAINING:

Bachelor's Degree in Criminal Justice, Criminology, Public Administration, Business Administration or a related field.

A law degree from an accredited college or university is desirable.

Three (3) years of management level work experience investigating allegations of misconduct by law enforcement officers, major criminal cases, or crime scenes or comparable experience and preferably experience with personnel related matters.

Other combinations of experience and education that meet the minimum qualifications may be substituted.