



City of Phoenix

Office of Accountability and Transparency Monitor

Job Code:	06860	Job Function:	General Administration
Salary Plan:	001	Grade:	036
FLSA:	Exempt	Labor Assign:	Unit 8
Benefit Cat:	007	EEO-4:	Professionals
SOC:	33-3021.00	Last Revision:	November 2022

This description shall not be held to exclude other duties not specifically mentioned that are of similar kind or level of difficulty as the examples of typical 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.

DEFINITION:

The fundamental reason this classification exists is to monitor investigations of possible misconduct by, and public complaints against, sworn personnel of the Phoenix Police Department. Work includes conducting comprehensive reviews of administrative investigations, monitoring and careful observation of investigative procedures used, writing reports, making recommendations, and maintaining confidential investigative files.

DISTINGUISHING FEATURES OF THE CLASS:

Work is performed with considerable independence subject to established departmental policies and procedures. This classification differs from the OAT Senior Monitor by the lower level of difficulty, complexity and controversial nature of the cases investigated.

SUPERVISION RECEIVED/GIVEN:

Supervision is received from the OAT Monitor Supervisor or designee.
This position does not supervise others.

ESSENTIAL FUNCTIONS:

- Receives complaints; answers question and provides information on the functions and procedures of the Office of Accountability and Transparency (OAT)
- Interviews complainants, sworn personnel, employees, witnesses, experts, and others to elicit the facts about an incident and documents information received
- Monitors gathering and analysis of information and evidence
- Writes detailed monitoring reports and presents findings and recommendations to OAT management
- Creates, updates, or maintains spreadsheets, timelines, or other digital records of monitoring activities
- Maintains confidentiality in accordance with applicable protocols
- Conducts field work in the community as necessary
- Maintains regular and reliable attendance



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- Demonstrations 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 weekend, evenings, early morning hours, and holidays as required

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Proper methodology for conducting sensitive employee investigations
- Phoenix Police Department Operations Orders
- Administrative Regulations
- Personnel Rules
- Manuals for Police Department bureaus
- Statutes, ordinances, and public policy relating to sworn police conduct

Ability to:

- Use tact and discretion in dealing with complainants, witnesses, members of the Police Department and others
- Work in stressful situations and/or with difficult, emotionally distressed, or hostile individuals
- Interview witnesses and determine credibility of witness testimony
- Analyze, interpret, and report investigative findings and recommendations
- Observe, compare, or monitor data and people's behavior to determine compliance with prescribed operating standards
- Use computers and standard software in the performance of job duties
- Communicate in the English language with the public by phone, computer or in- person in a one-to-one or group setting
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar
- Work safely without presenting a direct threat to self or others

Additional Requirements:

- 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:

Three years of experience investigating employee misconduct and a bachelor's degree in public administration, criminal justice, social sciences, or related field. Possession of a Juris Doctor (J.D.) may be substituted for the required three years' experience. Other combinations of experience and education that meet the minimum requirements may be substituted.