



City of Phoenix

Office of Accountability and Transparency Monitor Supervisor

Job Code:	06880	Job Function:	General Administration
Salary Plan:	001	Grade:	040
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 supervise the work of assigned staff that impartially monitor investigations of possible misconduct by, and public complaints against, sworn personnel of the Phoenix Police Department. Work includes directing, monitoring, and advising on the work of staff, writing reports, making recommendations, and maintaining confidential investigative files.

DISTINGUISHING FEATURES OF THE CLASS:

Work is performed with initiative and independent judgment, subject to established departmental policies and procedures. This class is distinguished from the OAT Monitor and Senior Monitor in that the focus is on the management of staff performing the monitoring and will typically have a larger scope.

SUPERVISION RECEIVED/GIVEN:

Supervision is received from the Office of Accountability and Transparency Director or designee. Supervision is exercised over OAT Monitors and OAT Senior Monitors.

ESSENTIAL FUNCTIONS:

- Supervises, directs, and monitors the work of assigned staff: monitors work distribution; reviews and assigns cases
- Tracks case progress, reviews preliminary monitoring reports and recommendations for completeness and accuracy
- Monitors investigative steps taken in investigations of exceptional difficulty and/or complexity; presents findings and recommendations to OAT management
- Administers and maintains management information systems to track and retain information pertaining to monitoring cases
- Monitors gathering and analysis information and evidence; maintains evidentiary chain of custody



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- Creates, updates, or maintains spreadsheets, timelines, or other digital records of largescale or high-profile investigations
- Maintains confidentiality in accordance with applicable protocols
- Conducts field work in the community as necessary
- Maintains regular and reliable attendance
- 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
- Analyze, interpret, and report monitoring results 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.



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ACCEPTABLE EXPERIENCE AND TRAINING:

Six years of experience investigating employee misconduct, including one year at a supervisory, acting supervisory or lead level, and a master's degree in public administration, criminal justice, social sciences, or related field, OR possession of a Juris Doctor (J.D.) and three years of required experience, including one year of supervisory, acting supervisory or lead level.