

City of San José
CLASS SPECIFICATION

TITLE: Analyst I, Independent Police Auditor (U) (7664)

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

CLASS SUMMARY

Performs professional level administrative and analytic work 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; participates in community outreach, education, and public relations programs, responds to community questions and concerns, and prepares reports and other documents. Performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the first of three levels in the Analyst, Independent Police Auditor series, and is flexibly staffed with the Analyst II, Independent Police Auditor. It differs from the latter classification in that the Analyst II, Independent Police Auditor is the experienced level where the incumbent can independently perform professional analytic work of more complexity. The Analyst I, Independent Police Auditor is the entry level to the series where the incumbent receives initial supervision and training in detail. As the incumbent becomes more capable, he/she works with a higher degree of independence.

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.

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

Possession of a valid California driver's license

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Other Qualifications

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

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.
- Ability to apply principles of public administration to problems and develop workable solutions.
- Ability to understand, interpret and apply instructions, rules and regulations, and basic legal and/or public policy principles.
- Ability to identify problems and recommend workable solutions.
- Ability to collect, compile, analyze, and interpret data.
- 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.
- Ability to express oneself clearly and concisely, both orally and in writing, and to edit written material.
- 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 city government functions and problems.
- 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).
- Ability to gather and array, process and analyze data concerning a variety of problems, and make recommendations based on analysis.
- Knowledge of general investigative techniques.
- Knowledge of general legal concepts pertaining to criminal law, criminal procedure, constitutional law, and the rules of evidence.
- Ability to use on-line legal research tools such as LexisNexis.
- Ability to conceive and effectively propose or suggest recommended changes or additions to Police Department policy and procedures.
- Knowledge of financial management, preferably including governmental financing.
- Ability to assign, train, supervise, and evaluate office staff and their work.
- Bilingual ability.

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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*
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.	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.	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 newly issued policies and training bulletins.	Continuous
4.	Researches state and federal legal principles generally pertaining to criminal law, criminal procedure, and evidence and keeps apprised of developments in case law and statutory changes.	continuous
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 and revised policies and procedures.	As Required
6.	Creates and maintains effective database systems to automate and standardize the complaint process as well as facilitate and identify patterns and trends in citizen complaints. Oversees data input into the databases to ensure accuracy and integrity of the databases.	Continuous
7.	Responds to community questions and concerns, both online and in person.	Frequent
8.	Obtains and disseminates information and/or statistical data, as requested.	Occasional
9.	Participates in community outreach and education programs in order to educate the public regarding the role of the Office of the Independent Police Auditor.	Occasional
10.	Participates in the Public Relations Program by writing news releases, preparing promotional and education materials, and other related duties.	Occasional
11.	Prepares documents, reports, and informational memoranda for presentation to City Council and other leaders.	Occasional
12.	Represents the Office of the Independent Police Auditor in the community and at City and other professional meetings	As Required
13.	Participates in the development of the departmental budget, and tracks expenditures.	Occasional
14.	Performs other research and analyses and prepares a variety of reports and recommendations.	Frequent
15.	May lead or provide work direction to office staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are	As Required

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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 3/97, s000; revised and retitled 8/08, s001 (Formerly titled Police Data Analyst I)
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