Berkeley Police Review Commission Officer
Class Code 14730

Salary: 51.33 - $66.70 Hourly; $4,106.77 - $5,335.85 Biweekly; $8,898.00 - $11,561.00 Monthly; $106,776.00 - $138,732.00 Annually

DEFINITION
Under general supervision, performs complex, difficult and Sensitive work in support of the Initiative created Police Review Commission; facilitates inter departmental solutions to problems involving the law enforcement functions of the City; makes recommendations for action and assists in policy, procedure and budget development and implementation; provides staff support to the Police Review Commission; directs or personally performs independent investigations of complaints against police personnel or regarding police policy or practices; directs the work of professions, technical or support staff; performs related work as assigned.

CLASS CHARACTERISTICS
The responsibilities of this single position class are two fold: to provide management support in the execution of Police Review Commission policies and procedures; and to coordinate and negotiate interaction between the Police Review Commission, City Manager, Chief of Police, and the community over citizen complaints about members of the Police Department or police policy/ practices. This class is distinguished from other administrative support classes throughout the City in that the duties relate specifically to a major, specialized function relating to police/community relations under the direction of the City Manager and the Police Review Commission.

EXAMPLES OF DUTIES
The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Has primary responsibility for the day to day functioning of the staff of the PRC; coordinates the efforts of the Commission to fulfill its statutory duties to hold meetings, public hearings and Boards of Review; recommends administrative policies and procedures to the Commission;
2. Analyzes complaints, police problems and public policy issues; identifies public and private interests at stake, and legal and criminal justice questions; provides dispute resolution techniques;
3. Analyzes Police Review Commission effectiveness; develop new methodologies and revises procedures to maximize services to community; applies administrative/management expertise for organizational design changes needed to integrate different Police Review Commission processes;

4. Analyzes complaints regarding individual staff activities or departmental policy concerning the City's Police Department; frames issues and allegations of all citizen complaints reviewed; assesses suitability of mediation versus formal board of inquiry; identifies and assesses policy issues derived from complaint caseload;

5. Directs the investigation of or personally investigates complaints by listening to communication tapes, interviewing principals and witnesses, obtaining information from associated agencies, City departments and legal staff and conducts legal research or ensures that it is conducted;

6. Attends Commission meetings and Boards of Inquiry, providing additional information, policy and legal related advice as required; prepares recommended actions for the Commission, which may include legal or procedural language; provides information to the community, for the Police Review Commission and City Manager about the plans, programs, policies and procedures;

7. Directs the preparation or personally Compiles information and prepares reports regarding the outcome of each investigation for submission to a Board of Inquiry of the Commission;

8. Directs the scheduling of complaint hearings, notification of parties involved and the preparation and distribution of necessary documentation; prepares and directs the notification of hearing results to interested parties;

9. Reviews staff work, existing policies and operating procedures for overall effectiveness and develops new programmatic approaches;

10. Prepare the departmental budget; reviews requests, prepares budget justifications, and funding requests;

11. Plans, assigns, directs, reviews and evaluates the work of project or on-going support staff; trains staff in work procedures in investigations and dispute resolution skills; maintains liaison with representatives of various City departments;

12. Completes complex administrative and management studies for the department; prepares comprehensive written narrative and statistical reports of police activities and analyzes trends and make recommendations for action;
13. Identifies problems, determines analytical approach, and evaluates alternative courses of action and makes recommendations regarding such areas as organizational structure, staffing, facilities, equipment, cost analysis, productivity, policy or procedure modifications and prepares reports of study conclusions;

14. Confers with representatives of other governmental agencies, community groups, boards and commissions, and others; provides technical assistance to others on administrative and analytical matters relating to the Police Review Commission;

15. May develop or utilize computer applications to assist with analytical studies;

16. Performs related duties, as assigned.

KNOWLEDGE & ABILITIES
Note: The level and scope of the knowledges and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Principles, practices and methods of administrative, organizational, economic and procedural analysis; basic law enforcement principles and practices.

2. Public administration principles and practices, including organization, structure and employee relations in a municipal setting;

3. Administrative, constitutional, criminal and public records laws and procedures;

4. Budgetary and financial recordkeeping principles and practices;

5. Techniques of supervisory principles and practices, including project planning, assigning and monitoring work and evaluating assigned staff;

6. Business computer user applications, particularly as related to statistical analysis techniques and formulas.

Skill in:

1. Analyzing complex and sensitive administrative, operational, political and organizational problems, evaluating alternatives and reaching sound conclusions;
2. Collecting, evaluating and interpreting varied information and data, either in statistical or narrative form; evaluating alternatives and reaching sound conclusions within legal and procedural constraints;

3. Interpreting and explaining complex laws, ordinances, enforcement principles and practices, regulations, policies and procedures;

4. Planning, directing and reviewing the work of a professional and office support staff;

5. Preparing clear, concise and complete reports and other written materials;

6. Maintaining accurate records and files;

7. Providing effective staff support to the Police Review Commission; coordinating multiple projects and meeting critical deadlines;

8. Exercising sound independent judgment within established guidelines;

9. Representing the City effectively in meeting with governmental agencies, community groups, boards and commissions, and the public.

MINIMUM QUALIFICATIONS
A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Equivalent to graduation from a four-year college with major coursework in law, public or business administration or a closely related field and four (4) years of analytical, investigative or legal related experience in a public agency or similar setting which included extensive responsibility for planning and implementing management level programs. Experience which will have provided a familiarity with law enforcement procedures and a skill in dealing with members of various ethnic and socio economic groups is desirable. A law degree or substantial legal training is highly desirable.

SPECIAL STATUS
This classification is EXEMPT from the competitive service and the incumbent employed will hold EXEMPT status.