EXECUTIVE OFFICER, CITIZENS' LAW ENFORCEMENT REVIEW BOARD

Bargaining Unit: Executive Management

COUNTY OF SAN DIEGO
Established Date: Nov 20, 1990
Revision Date: Dec 12, 2014

CLASSIFICATION PURPOSE AND DISTINGUISHING CHARACTERISTICS
To manage and provide administrative, investigative, analytical and advisory services to the Citizens Law Enforcement Review Board (CLERB); to act as an agent for the Review Board; and to perform related work as required.

This classification is an appointed position in the unclassified service. Under the direction of the Citizens’ Law Enforcement Review Board, the Executive Officer, CLERB, is responsible for formulating policy and operational procedures and providing administrative direction to employees.

EXAMPLES OF DUTIES

Essential Functions:

1. Administers, manages, prioritizes, assigns and directs investigative efforts in order to identify issues and evidence required for full understanding, hearing and resolution of citizen complaints, or death of individuals arising out of law enforcement policies or actions of peace or custodial officers in the Sheriff and Probation departments.
2. Supervises the work of assigned employees and establishes work standards and objectives.
3. Formulates, recommends and implements policy pertaining to CLERB operations, investigations and complaint resolution.
4. Acts as the principal advisor to CLERB and as the primary contact for citizens and members of the community.
5. Reviews complaints to determine if they fall under CLERB’s jurisdiction and sets priority of investigation in accordance with the rules and regulations of CLERB.
6. Reviews and analyzes investigative findings and hearing information, prepares reports consisting of dispositions and recommendations, and submits such reports to the Chief Administrative Officer and affected citizens.
7. Reviews and makes recommendations on the relevance and effectiveness of current policies and procedures of the Sheriff and the Probation departments; provides information on law enforcement practices.
8. Acts as liaison between CLERB, various County departments, and members of the public, and serves as a facilitator for CLERB meetings.
9. Directs the scheduling of complaint hearings, notification of parties involved in cases, and the preparation and distribution of necessary documentation including subpoenas, minutes, agendas, and the annual report to the Board of Supervisors.
10. Analyzes complaint trends by developing databases and other record keeping systems pertaining to investigation findings and CLERB activities and recommends actions to CLERB.
11. Performs other duties as assigned.

SALARY RANGE
$67,225.60 - $128,710.40 Annually
KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles, laws and regulations regarding the rights and activities of peace and custodial officers
- Laws, codes, ordinances and procedures pertaining to administrative, criminal and public records
- Record-keeping systems pertaining to the operations of law enforcement agencies such as computer aided dispatch, crime reports, investigative files, and duty rosters
- Current and customary procedures related to the investigation of complaints concerning actions taken by peace officers
- Organizational structure, policies, procedures, and operations of a law enforcement agency at the County or Municipal level
- Applicable local, State and Federal laws and case law pertaining to the operations of law enforcement
- Complaint and/or grievance procedures concerning actions taken by peace officers, and dispute resolution techniques
- Functions and authority of CLERB
- Principles and practices of budgeting, effective utilization of fiscal resources, and office management
- Principles, practices, methods, and techniques of supervision and training
- General Management System in principle and in practice
- Current technology and trends in the profession

Skills and Abilities to:

- Review, address, and resolve citizen complaints in a professional, objective, tactful, and diplomatic manner and ensure customers receive needed services through personal service or making appropriate referral
- Analyze, interpret and apply pertinent provisions of governmental policies, mandates, or agreements
- Obtain factual information from members of varied ethnic and socio-economic groups
- Analyze complex problems, evaluate alternatives and reach sound conclusions within legal and procedural constraints
- Understand, research, interpret and explain constitutional principles, complex laws, ordinances and regulations to others
- Give presentations to public officials, executive managers, community leaders, members of the general public, media representatives, and representatives of outside agencies
- Organize and prioritize work in an effective manner
- Communicate effectively in writing when preparing investigative case reports, presentation materials, and executive level correspondence
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations

CORE VALUES

Integrity, Stewardship and Commitment

LEADERSHIP COMPETENCIES

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<thead>
<tr>
<th>Initiative</th>
<th>Problem Solving</th>
<th>Results Oriented</th>
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<tr>
<td>Interpersonal Relationships</td>
<td>Organizational Acumen</td>
<td>Development of Others</td>
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EDUCATION AND/OR EXPERIENCE

A bachelor’s degree from an accredited U.S. college or university or certified foreign studies equivalency AND five years of management level experience that demonstrates the ability to perform the essential functions of the classification. Experience must include at least one year of supervision.

Note: A master’s degree or higher degree may substitute for a total of one year of experience and cannot be applied to the required one year of supervision.

REQUIRED LICENSES, CERTIFICATIONS OR REGISTRATIONS

Required licenses, certifications, and registrations must be maintained throughout employment in this class.

License

A valid California Class C driver’s license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certificate/Registration

None required.

SPECIAL NOTES

Working Conditions

The primary work location is an office environment. The incumbent will be frequently exposed to computer screens. The incumbent will be expected to attend after-hour meetings and is regularly exposed to irate and/or highly emotional citizens. Work involves travel to locations within and outside of the county when attending meetings or hearings, conducting investigations, observing scenes of incidents, locating witnesses, and interviewing witnesses.

Essential Physical Characteristics

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification.

Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.

Continuous: upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, and reaching above and below shoulder level.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation

PROBATIONARY PERIOD

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority.
The County of San Diego and its employees embrace the Live Well San Diego initiative to improve the health and wellness of all County residents. For more information, visit www.livewellsd.org.

Executive Officer, Citizens' Law Enforcement Review Board (Class No. 000447) Union Code: EM