



CITY OF SEATTLE

Public Safety Audit & Investigations Specialist

SALARY:	\$79,469.28 - \$119,203.92 Annually
LOCATION:	Seattle Municipal Tower, 700 5th Ave., Seattle, Washington
JOB TYPE:	Civil Service Exempt, Regular, Full-time
SHIFT:	Day
DEPARTMENT:	Inspector General for Public Safety
BARGAINING UNIT:	Not represented
CLOSING DATE	02/12/19 04:00 PM Pacific Time

POSITION DESCRIPTION:

This position offers an exciting opportunity to be on the leading edge of police reform. The Office of Inspector General for Public Safety (OIG) was established by Ordinance 125315 as part of the City of Seattle's police accountability reform effort. OIG's charge, as established by ordinance, is "to help ensure the fairness and integrity of the police system as a whole in its delivery of law enforcement services by providing civilian auditing of the management, practices, and policies of SPD and OPA and oversee ongoing fidelity to organizational reforms implemented pursuant to the goals of the 2012 federal Consent Decree in United States of America v. City of Seattle, 12 Civ. 1282 (JLR)." The goal of OIG is to ensure constitutional, accountable, effective, and respectful policing that reflects the values of Seattle's diverse communities and engenders community trust. The first Inspector General was confirmed by the Council on April 30, 2018.

This position analyzes police practices and participates in decision-making that furthers the purpose and goals of OIG. This position is expected to have the expertise to (1) generate advanced, high-quality work products in support of OIG's mission with a high level of autonomy, and (2) advise the position's supervisor and the Inspector General about effective courses of action in a complex, highly scrutinized environment. This position provides key support for OIG auditing of the management, practices, and policies of the Seattle Police Department (SPD) and Office of Police Accountability (OPA).

Pursuant to Ordinance 125315, an applicant must not have been employed by the Seattle Police Department as a sworn officer and must pass a background check.

This position is currently under review for the classification title of Strategic Advisor 1, Exempt.

JOB RESPONSIBILITIES:

The position may perform the following duties:

- Review and/or audit OPA and SPD's handling of allegations of misconduct, investigations, supervisor actions, and management actions;
- Conduct investigations of alleged misconduct by OPA staff as needed;
- Lead or participate in risk management reviews and performance audits, including analysis of sample and aggregate data, to identify patterns, trends, and systemic issues with criminal justice system operations that involve SPD or OPA;

- Example audit areas include SPD police intelligence and surveillance data, SPD handling of serious incidents, and SPD use of force;
- Conduct audits and reviews for any areas that may: (a) involve potential conflicts of interest; (b) involve possible fraud, waste, abuse, inefficiency, or ineffectiveness; (c) undermine accountability or be unethical; or (d) otherwise compromise the public trust in the police or the criminal justice system;
- Assist with the establishment of OIG policies and protocols related to auditing and investigations; Utilize the knowledge and expertise of this position to assist with the development of other OIG work products; and
- Other relevant activities as assigned.

Job expectations also include the following:

- The ability to clearly and concisely communicate the body of work to both internal and external audiences;
- Occasionally serve on, or participate in, cross-functional, cross-departmental, or cross-jurisdictional teams related to the position; and
- The ability to use discretion and care in the handling of confidential and sensitive information.

QUALIFICATIONS:

Minimum Qualifications:

- A Bachelor's degree from an accredited college or university and three years of relevant work experience in auditing, law/criminal justice, governmental investigations, or a closely related field. A Master's degree in a related field may be substituted for one year of the required experience. Two years of experience in a related field may be substituted for a Bachelor's degree;
- Excellent written, analytical, and verbal communication skills; and
- Work experience with police practices, police oversight, auditing, investigations, or analysis in a related field.

Desired Qualifications:

Education/Subject Matter Expertise

- A law degree with some emphasis or experience in criminal law, Certified Internal Auditor or Certified Government Auditing Professional certification, or advanced degree in criminal justice, public policy or a related field;
- Ability to critically and objectively analyze and investigate a matter and spot issues and trends;
- Familiarity with law enforcement operations, laws, and regulations and ability to effectively determine the adequacy and compliance of SPD internal controls, management practices, record keeping, and reporting;
- Experience leading performance audits;
- Solid understanding of government infrastructure, political dynamics, and budget processes; Experience analyzing and assessing complex aggregate data for patterns and trends;
- Ability to exercise sound judgment, independence, fairness, and objectivity in an environment where controversy is common.

Work Skills

- Ability to appropriately handle confidential and sensitive information;
- Ability to maintain a high standard of integrity and professionalism in the office;
- Ability to communicate effectively and professionally with department staff and members of other organizations on sensitive or controversial issues;
- An appreciation of the city's ethnic and socio-economic diversity, and proven experience working with and valuing the perspectives of diverse groups and individuals.

Work Environment

- Team player who can also work independently and offer thoughtful input to the team on systemic reform issues;
- Highly organized;
- Ready and willing to work attitude.

ADDITIONAL INFORMATION:

To be considered, please submit an online application at <https://www.governmentjobs.com/careers/seattle> by **4:00 p.m. Pacific Time on Tuesday, February 12, 2019**. Qualified candidates must attach to the online application a letter of interest, resume, and a writing sample reflecting your own work product and writing abilities.

Job offers are contingent upon the verification of credentials and other information required by the employment process including the successful completion of a background check.

If you have any questions, please contact Jane Park at Jane.ParkLEG@seattle.gov.

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2019-00080

<http://www.seattle.gov/jobs>
PUBLIC SAFETY AUDIT & INVESTIGATIONS SPECIALIST
JP

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5500
Seattle, WA 98104



Careers@seattle.gov

Who May Apply: This position is open to all candidates that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ people, people with disabilities, veterans and those with diverse life experiences.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.

Public Safety Audit & Investigations Specialist Supplemental Questionnaire

* 1. Did you attach a cover letter, resume, and writing sample reflecting your own work product and writing abilities to the application?

Yes No

* 2. Have you ever been employed by the Seattle Police Department as a sworn officer?

Yes No

* 3. In 200 words or less, please summarize your experience with the field of policing and/or in police oversight and describe how that will help you perform this job.

* 4. In 100 words or less, please describe why you are interested in working with the Office of Inspector General for Public Safety and how you will enhance the success of the program.

* Required Question