

**CITY OF CINCINNATI**  
invites applications for the position of:

## **CITIZEN COMPLAINT AUTHORITY DIRECTOR**

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**CLOSING DATE/TIME:** Continuous

**SALARY:** \$52.29 - \$72.70 Hourly  
\$4,182.83 - \$5,816.22 Biweekly  
\$108,753.51 - \$151,221.71 Annually

**Exam Details:** This is an Unclassified position. There will be no examination for this position. Applications that meet the Required Education and Experience qualification will be forwarded to the hiring department for consideration. Please review the "Required Education and Experience" section for additional information.

**Job Type:** Full-time Unclassified

**Location:** Centennial II, Human Resources Department, 805 Central Avenue, Suite 200, Cincinnati, Ohio 45202

**Department:** Citizen's Complaint Authority

### **GENERAL STATEMENT OF DUTIES:**

This employee plans, manages, and reviews the activities and operations of the Citizen Complaint Authority (CCA) for the City of Cincinnati. Employee supervises and consults on all investigations of citizen complaints alleging excessive force, the improper pointing of firearms at persons, unreasonable searches and seizures, and discrimination filed against employees of the Cincinnati Police Department; investigates shots fired or death in custody cases involving employees of the Cincinnati Police Department; presents findings and recommends corrective actions; insures CCA compliance with the Memorandum of Agreement between the City of Cincinnati and the United States Justice Department and the U.S. District Court Collaborative Agreement. Performs related duties as assigned.

### **MINIMUM QUALIFICATIONS (KSAS):**

#### **EXAMPLES OF REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)**

(Illustrative only. Any one position may not require all of the listed KSAs nor do the listed examples include all the KSAs which may be required.)

#### **Knowledge of:**

Operational characteristics of Law Enforcement agencies processes and programs and policies and procedures.

Modern and complex principles and practices of human relations, including methods and techniques used in investigation, training, counseling, and conflict resolution.

Advanced practices and principles of municipal budget preparation and administration.

Principles of supervision, training, and performance evaluation.  
Pertinent federal, state, and local laws, codes, and regulations.  
Management skills to analyze programs, policies, and operational needs.  
Proper English grammar, usage, and spelling.  
Report writing and editing.  
Advanced resource and time management skills.  
Principles and practices of program development and administration.

**Skill to:**

Operate appropriate computer equipment; use properly all related hardware and software.

Operate assigned vehicle in the course of duty.

**Ability to:**

Interpret, provide guidance, and direct activities related to the Memorandum of Agreement between the City of Cincinnati and the United States Justice Department and the U.S. District Court Collaborative Agreement.

Implement and maintain positive employee relations.

Promote and maintain highest integrity throughout all personnel.

Analyze and manage effective EEO/AA programs.

Plan, organize, direct, and coordinate the work of staff.

Select, supervise, train, and evaluate staff.

Delegate authority and responsibility.

Lead and direct the operations, services, and activities of CCA.

Identify and respond to community and City Council issues, concerns, and needs.

Develop and administer departmental goals, objectives, and procedures.

Prepare clear and concise administrative and investigative reports.

Prepare and administer large and complex budgets.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and

implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Interpret and apply federal, state, and local policies, laws, and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**EXAMPLES OF WORK PERFORMED**

(Illustrative only. Any one position within this classification may not include all of the duties listed nor do the listed examples include all of the tasks which may be performed.)

Ensures compliance with the Memorandum of Agreement between the City of Cincinnati and the United States Justice Department and the U.S. District Court Collaborative Agreement.

Supervises and consults on investigations as defined by the Administrative Code; oversees

investigations conducted by staff and other special investigations; recommends and administers policies and procedures; responds to and resolves difficult and sensitive citizen inquiries and complaints.

Reviews, edits, and finalizes various reports on investigatory results, operations and activities; presents results to City Council, committees, and citizen panels.

Plans, directs, and coordinates, through subordinate level staff, the work plans and activities of the CCA.

Selects, trains, motivates, and evaluates CCA personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

Oversees and participates in the development and administration of the CCA budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implement budgetary adjustments as appropriate and necessary.

Manages the development and implementation of CCA goals, objectives, policies, and priorities.

Provides staff assistance to the City Manager and City Council; participates on a variety of committees and various City commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations relating to investigations.

Explains, justifies and defends CCA programs, policies, and activities; negotiates and resolves sensitive and controversial issues.

Represents CCA to other City departments, elected officials, and outside agencies; coordinates activities with those of other departments and outside agencies and organizations.

Assesses and monitors workload, administrative, and support systems and internal reporting relationships; identifies opportunities for improvements; directs and implements changes.

Assumes full management responsibility for CCA services; recommends and administers policies and procedures.

### **REQUIRED EDUCATION AND EXPERIENCE:**

Each applicant must have paid investigative experience in the investigation of allegations of police misconduct, with at least two years of administrative and supervisory experience. A Bachelor's Degree from an accredited college or university in criminal justice or a related field is required. A Master's Degree in criminal justice or a related field or a Juris Doctorate is also preferred.

### **OTHER REQUIREMENTS**

Must have a valid Driver's License.

Must be an excellent communicator and team builder.

### **MILITARY EDUCATION & EXPERIENCE EVALUATION**

Military education and experience may be substituted for college level course work at the lower and upper division baccalaureate and graduate levels and apprenticeship training at the vocational certificate level on a case by case basis based on the American Council on Education (ACE) Military Guide recommendations.

**ADDITIONAL INFORMATION**

**Background Investigation:**

A criminal background investigation will be conducted for this position (according to Civil Service Commission Rule 15 - Sensitive Classifications /Positions and the Critical Infrastructure Protection Act of 2001 and the Patriot Act). The purpose is to detect security risks and prevent security threats posed by potential employees.

**U.S. Citizenship:**

All positions with the City of Cincinnati require that each applicant be a citizen of the United States or have a valid permanent resident card at the time of appointment (date of hire).

**WORKING AND PHYSICAL CONDITIONS:**

**WORKING CONDITIONS**

Environmental Conditions: Office environment; exposure to computer screens; work closely with others; potential for high stress in emergency and confrontational situations.

Physical Conditions: Duties require maintaining physical condition necessary for standing or sitting for prolonged periods of time; must be able to operate assigned vehicle.

**HR Contact:** Robyn Kinebrew; v.robyn.kinebrew@cincinnati-oh.gov

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Applications for City positions are considered public records under Ohio's Public Records Act. As a public record, applications maintained by the City shall be made available to any person requesting to view them.

AN EQUAL OPPORTUNITY EMPLOYER

Reasonable accommodation for qualified people with disabilities. To help us achieve the City's goal to recruit qualified persons with disabilities, please self-identify at the time of application and at employment interviews. Help the City help you!

All offers extended to candidates are contingent upon successful completion of a physical evaluation/drug screen and background check. An applicant with a positive drug test result may not be considered for any position with the City of Cincinnati for a period of one year. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.

Our on-line application system is provided by NeoGov. If you have problems while applying online, please contact the Help Desk between 6:00 AM and 6:00 PM Pacific Time Monday - Friday at 1-855-524-5627.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://agency.governmentjobs.com/cincinnati/default.cfm>

Position #99-00074  
CITIZEN COMPLAINT AUTHORITY DIRECTOR  
VK

805 Central Avenue Suite 200  
Cincinnati, OH 45202  
513-352-2400

[humanresourcesjobinformation@cincinnati-oh.gov](mailto:humanresourcesjobinformation@cincinnati-oh.gov)

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- \* 1. By completing this supplemental evaluation you are attesting that the information you have provided is accurate. Any information you provide may be reviewed by the Human Resources staff and hiring department(s). Any misstatements or falsification of information may eliminate you from consideration or may result in dismissal. "See resume" is not an acceptable answer to the questions. The Human Resources staff will verify that you meet the minimum qualifications as outlined in the job posting, based on the information provided in your application and in these answers. Please indicate you have read and agree with this information.

Yes  No

- \* 2. If you are a current City employee, what is your CHRIS ID number?

- \* 3. Which best describes your highest level of education?

Bachelors Degree  
 Masters Degree  
 Juris Doctorate

- \* 4. In which of the following area do you possess a Bachelor's Degree from an accredited college or university?

Criminal Justice  
 Related Field

5. If you answered related to the above question, please provide the degree type.

- \* 6. How many years of paid experience in investigations of allegations for police misconduct do you have?

No Experience  
 Less than 1 year  
 2 years to less than 3 years  
 3 years to less than 4 years  
 4 years to less than 5 years  
 5 years or more

- \* 7. How many years of administrative and supervisory experience do you have?

No Experience  
 Less than 1 year  
 2 years to less than 3 years  
 3 years to less than 4 years  
 4 years to less than 5 years  
 5 years or more

- \* 8. Do you have a valid driver's license?

Yes  No

- \* 9. I understand I am responsible for maintaining the accuracy of my contact information, including my street address, email address, and telephone numbers. My failure to maintain accurate contact information may result in me not receiving information regarding this job announcement and/or may result in me not receiving further consideration for this employment opportunity. To update this information, visit [www.governmentjobs.com](http://www.governmentjobs.com), click on the "career seekers" link, and follow the prompts. For technical difficulties, contact NEOGOV support at 855-524-5627.

Yes, I understand and agree

- \* Required Question