



CITY OF SEATTLE

Public Safety Audit & Investigations Specialist (Temporary)

SALARY:	\$41.01 - \$61.51 Hourly
LOCATION:	Seattle Municipal Tower, 700 5th Ave., Seattle, Washington
JOB TYPE:	Temporary - Non-Benefit Eligible
SHIFT:	Day
DEPARTMENT:	Inspector General for Public Safety
BARGAINING UNIT:	Not represented
CLOSING DATE	Continuous

POSITION DESCRIPTION:

This position offers an exciting opportunity to be part of the critical work to make policing in Seattle community-centered, accountable, and racially equitable. The Office of Inspector General for Public Safety (OIG) is charged with helping to ensure the fairness and integrity of the police system by providing civilian auditing of the management, practices, and policies of SPD and OPA and overseeing ongoing fidelity to reforms implemented under a federal Consent Decree. 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 **Temporary Public Safety Audit & Investigations Specialist** position analyzes police practices and participates in decision-making that furthers the purpose and goals of OIG. The individual in 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. The ideal candidate will provide key support for OIG auditing of the management, practices, and policies of the Seattle Police Department (SPD) and Office of Police Accountability (OPA), with a particular emphasis on oversight review of OPA investigations of individual police misconduct allegations.

This position is a temporary, full-time opportunity expected to last through December 2020 with a possibility for extension subject to continued funding.

This job bulletin is open until filled. The initial review of applications will take place for those submitted by 4:00 PM Pacific Time on Tuesday, July 28. Candidates are encouraged to apply as soon as possible.

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.

JOB RESPONSIBILITIES:

This 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:

- A demonstrated commitment to the City of Seattle Race and Social Justice Initiative;
- 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

- Excellent investigative skills, including analytical attention to detail and ability to track case review data in an organized manner;
- Ability to critically and objectively analyze and investigate a matter and spot issues and trends;
- 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, or equivalent experience;
- 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

- 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;
- Ability to appropriately handle confidential and sensitive information;
- Ability to maintain a high standard of integrity and professionalism in the office; and

- Ability to communicate effectively and professionally with department staff and members of other organizations on sensitive or controversial issues.

Work Environment

- Team player who can also work independently and offer thoughtful input to the team on systemic reform issues;
- Highly organized and able to multi-task.

ADDITIONAL INFORMATION:

To be considered, please submit an online application at <https://www.governmentjobs.com/careers/seattle>. Qualified candidates must attach to the online application 1) a letter of interest, 2) resume, and 3) a writing sample that has not been significantly edited or contributed to by others that reflects your own work product and writing abilities. **Applications received without all three attachments may not be considered.**

This job bulletin is open until filled. The initial review of complete applications, which include a cover letter, resume, and writing sample attached to the online application, will take place for those submitted by 4:00 PM Pacific Time on Tuesday, July 28, 2020. Candidates are encouraged to apply as soon as possible.

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 Cho at Jane.Cho@seattle.gov.

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2020-00662

<http://www.seattle.gov/jobs>
PUBLIC SAFETY AUDIT & INVESTIGATIONS SPECIALIST (TEMPORARY)
JC

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.
