



City of Phoenix

Employment Opportunity
Director
Office of Accountability and Transparency
(Critical Position)

ABOUT THIS POSITION

THIS IS A CRITICAL POSITION. During the current health crisis, any job interviews will be held by video or audio conference.

Please be aware that you may be required to undergo screening for symptoms of COVID-19 which may include answering questions regarding symptoms or having your body temperature read as part of this job. You may also be required to wear a face covering or use other personal protective equipment (PPE) related to the COVID-19 pandemic.

The City of Phoenix has an exciting executive level opportunity to hire a Director for the newly created Office of Accountability and Transparency (OAT). The Director will be responsible for the development and implementation of the Office and its policies, procedures and programs. This will include hiring and building a team of professionals to carry out the responsibilities of the Office as outlined in city ordinance.

The Office of Accountability and Transparency (OAT) is being formed to monitor and actively participate in investigations of possible misconduct by, and resident complaints against, sworn personnel of the Phoenix Police Department. The Office will make recommendations to the Police Chief regarding possible disciplinary actions against sworn personnel and will make subsequent recommendations regarding policy and training issues.

In this position, the Director will perform management, administrative, investigative, and reporting responsibilities; supervise staff and oversee the activities and functions of the Office of Accountability and Transparency (OAT). This Director position will coordinate and work in partnership with the Civilian Review Board (CRB) and engage and collaborate with multiple stakeholder groups including mayor and city council offices, Police Department management, community leaders, the general public and media as appropriate to provide for fair and objective oversight of the conduct of sworn personnel and to ensure public confidence in such.

Other Responsibilities Include:

- Provides staff support for the Civilian Review Board.
- Establishes policies & procedures to facilitate OAT investigator participation in interviewing officers and witnesses.
- Develops and manages a complaint process for the public, and accepts and tracks incoming complaints filed against the Phoenix Police Department.
- Monitors the Police Department's investigation of a critical incident.

AA/EEO/D/V Employer – 251 West Washington, Phoenix, AZ 85003

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- Prepares reports at the request of the CRB or the City Manager.
- Provides policy, training, and disciplinary recommendations to the Chief of Police.
- Oversees the development of community outreach programs, including delivering presentations in front of groups.

THE IDEAL CANDIDATE WILL POSSESS:

- Knowledge of the organization, responsibilities, functions, policies, and procedures of local law enforcement.
- Knowledge of the fundamentals of criminal and administrative investigations including interviewing and interrogating principles and techniques, as well as proper evidence gathering and handling techniques.
- Ability to interpret and explain complex laws, ordinances, enforcement principles and practices, regulations, policies and procedures.
- Skill with public speaking and making presentations to large groups.
- Skill with intergroup dynamics and conflict resolution.
- Ability to gain clear agreement and commitment from others by persuading, convincing and negotiating.
- Ability to effectuate political acumen. Provide others with clear direction; motivate and empower.

SALARY

Up to \$162,323 annually. Salary commensurate with experience and qualifications. The City contributes 8.5% of salary into 457/401(a) plans with no matching required. \$5,220/annual car allowance and \$1,440/annual cell phone allowance.

A comprehensive Executive benefits package is offered which includes:

Traditional pension with employer and employee contributions; choice of medical HMO, PPO, HAS plan; wellness incentive of up to \$720 annually; dental; vision; life insurance; long-term disability; medical enrollment includes a monthly \$150 City contribution to a Post-Employment Health Plan; bus/light rail pass; tuition reimbursement; paid time off includes 11.5 paid holidays, 12 vacation days, 15 sick days. For more details, visit: [Executive Benefits](#).

The City encourages and will pay for membership into the National Association of Civilian Oversight of Law Enforcement (NACOLE).

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MINIMUM QUALIFICATIONS

- Bachelor's Degree in Criminal Justice, Criminology, Public Administration, Business Administration or a related field is required.
- Three (3) years of management level work experience, including supervisory experience, investigating allegations of misconduct by law enforcement officers, major criminal cases or crime scenes, or comparable experience and preferably experience with personnel related matters.
- An equivalent combination of education and experience may be considered.
- In general, City of Phoenix residency is required within 24 months after the date of hire for newly hired executives, however exceptions may apply for current employees. For more details, visit: <https://www.phoenix.gov/hr/who-apply/residency>.
- Assistance for relocation costs and exploratory home search trips may be authorized for the successful candidate, however per IRS rules, relocation costs are considered to be income. <https://www.irs.gov/publications/p521>
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.
- All finalists for positions are subject to a background check applicable to the department or position.

PREFERRED QUALIFICATIONS – The minimum qualifications listed above, plus:

- Bi-lingual in Spanish
- A Law Degree from an accredited college or university

RECRUITMENT DATES

Recruitment closes Friday October 30, 2020. All materials must be received by 11:59 p.m. on this date. **First review of applications will occur the week of October 12, 2020.**

HOW TO APPLY

Apply online by completing the required information and attaching, **as one document**, your cover letter and resume. Please include your experience as it relates to the qualifications stated above. Only the highest qualified applicants will be considered. The results of the resume screening process will be sent to your primary email address.

WHAT YOU NEED TO KNOW

- This is a non-classified, at-will position appointed by the City Manager.
- Click [here](#) for the recruitment brochure.

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- For other important information related to employment with the City of Phoenix, please [click here](#).
- [Link to All City of Phoenix Employment Opportunities](#)
- If you need assistance applying for this job, please contact our HR Connection Center at [\(602\) 495-5700](#).

REFERENCE

Officials and Administrators, 06800, ID# 37247, 09/16/2020, 6 mos, WES, Benefits: 010

City of Phoenix employees commit to Work Smart, Spend Wisely, Be Kind.

City of Phoenix is an equal opportunity employer. AmeriCorps, Peace Corps, and other national service alumni who meet the required qualifications are encouraged to apply.