



CITY OF OAKLAND

CITY OF OAKLAND
Established Date: Jun 20, 2017
Revision Date: Jan 10, 2014

Executive Director CPRA

Class Code:
EM229

Bargaining Unit: UK1 - Executive Management
Employees, Unrepresented

SALARY RANGE

\$71.20 - \$106.79 Hourly
\$11,569.22 - \$17,353.77 Monthly
\$138,830.64 - \$208,245.24 Annually

DEFINITION:

Under policy direction from the Oakland Police Commission, the Citizens' Police Review Agency (CPRA) Executive Director (the "Agency Director") is responsible for planning, developing and implementing all functions and activities of the investigation unit of the Community Police Review Agency and related support staff based on effective responsiveness to the public and other client needs; implementing goals and objectives and ensuring the enforcement of applicable laws, ordinances and regulations; preparing and presenting reports to the Oakland Police Commission, the Mayor, the City Council, the Chief of Police and other boards and commissions on activities, issues and needs of the Community Police Review Agency.) To promptly impartially and fairly conduct investigations of civilian complaints of police misconduct or failure to perform a duty; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

The Executive Director of the Community Police Review Agency shall be hired by the City Administrator from among two (2) or three (3) candidates submitted by the Commission. Reporting to the Oakland Police Commission, the Agency Director functions at an executive management level, and is responsible for all functions and activities of the Community Police Review Agency. The Agency Director is responsible for accomplishing departmental goals and objectives within policy guidelines for major functional areas assigned and for special programs and this position is exempt from the regulations of the Civil Service Board, pursuant to the Oakland Charter 902(f).

The Commission shall periodically conduct a performance review of the Agency Director. The Agency Director shall be classified as a Department head, and shall have the authority to hire and fire Agency staff, in consultation with the City Administrator.

The Agency Director receives direction from the Oakland Police Commission and makes decisions critically affecting the diverse functions of the Community Police Review Agency; manages organizational changes; and provides direction to Senior Investigators who are responsible for day-to-day supervision of the investigators in the Community Police Review Agency.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

Directs the development and implementation of the Community Police Review Agency's goals, policies, and strategic plans; manages the allocation of resources and service levels to meet client needs. Manage a variety of full-scale investigations relating to citizen allegations and complaints of alleged police officer misconduct. Ensure investigations are fair, thorough, complete and nonbiased.

Oversee the operation of the Community Police Review Agency's operations, activities and programs; set objectives and monitor the performance of subordinate staff engaged in defined activities.

Assign cases to complaint investigators according to procedures and case jurisdiction, review and approve preliminary case work; prepare full investigative reports. Set investigative standards for subordinate staff; and update the Community Police Review Agency policies, procedures, and operations. Review and evaluate the results of investigations.

Recruit, orient, manage, evaluate, and provide train for all subordinate staff and the Oakland Police Commission and other assigned staff consistent with the CPRA mission and goals.

As required by caseload volume or special circumstances, intake investigations and prepare appropriate reports.

Serve as a liaison with Oakland Police Department Personnel on Investigations. Establish program evaluation benchmarks and deliverables.

Monitor the organizational structure, staff assignments, service levels, and administrative systems required to accomplish the Community Police Review Agency's mission and objectives in an efficient and effective manner; direct the identification and analysis of opportunities for service enhancements. Assign cases to Complaint Investigators according to procedures and case jurisdiction; review and approve preliminary casework; prepare full investigative reports.

Prepare, review and coordinate the preparation of a wide variety of full reports for presentation to the Oakland Police Commission, City Council or any of its committees, the City Administration, or outside agencies.

Oversee the operation of the Office Assistants activities and programs; set objectives, supervise the Office Assistant I and II, and monitor the performance of subordinate staff engaged in define activities. Represent the CPRA and serve as a CPRA advocate at conferences and a variety of community meetings with the public which may include youth, parents, and community organizations and partners.

Create, and implement direct programs to increase public visibility of the CPRA and the complaint process in the community and within the Community Police Review Agency.

Direct the development and implementation of the operational budget; monitors expenditures to ensure adherence to the approved budget;

Develop statistical, quarterly and annual reports to present to the Oakland Police Commission.

Meet and collaborate with the Chief of Police, Oakland Police Commission, and Oakland City Administration on policy issues and disciplinary matters.

Coordinate the meet and confer process with the Chief of Police and City Administrator, and the Oakland Police Commission in matters related to the CPRA under the memorandum of understanding with the Oakland Police Officers' Association or any other impacted labor group.

Review legislation, court cases (such as Copley) and legal opinions relevant to the work of the CPRA; present testimony during court proceedings.

Secure and maintain highly confidential information, records, and files.

Keep the Oakland Police Commission apprised of CPRA activities for successful conjunction of duties under the CPRA ordinance.

MINIMUM QUALIFICATIONS:

The following qualifications are guidelines, as the appointing authority has discretion in filling positions in exempt classification.

Education:

A Bachelor's degree from an accredited college or university, an undergraduate major or an advanced degree in a field directly related to public administration, criminal justice or law is preferred.

Experience:

A minimum of two (2) years supervisory experience; and five (5) years of progressively responsible experience conducting civil, criminal or factual investigations that involved gathering, analyzing and evaluating evidence, conducting interviews with a variety of witnesses, and documenting information in written form. Applicable experience would include: criminal investigations conducted for a law enforcement or prosecuting agency; criminal defense investigations in the public sector; investigation of allegations of misconduct or ethical violations (especially involving public officials or police officers); investigations conducted in connection with litigation or hearings conducted by a government agency; personnel investigations; investigations related to abuse of civil or human rights and investigations and audits of fraud or abuse.

Possession of a law degree from an accredited law school may be substituted for two years of investigative experience described above.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Federal, state, and local rules and regulations pertaining to civilian oversight of law enforcement, modern management and financial principles and practices.
- Procedures for conducting civil, criminal or factual investigations that involve gathering, analyzing and procedures for evaluating evidence.
- Conducting interviews with witnesses and documenting information in written form.
- Restorative justice and knowing the civil rights of citizens.
- Criminal justice procedures, investigative techniques, and issues involving police and civilian oversight practices and police-community relations.
- Organizational and management practices and methods, including goal setting; program development, evaluation, and implementation; budget development; and personnel management.

Ability to:

- Provide strong leadership skills.
- Direct, supervise, and train subordinate staff engaged in investigations.
- Exercise administrative ingenuity, independent analysis, adaptability and judgment on highly specialized investigations with difficult, complicated choices of action.
- Make recommendations and present them effectively to commissions, boards, committees, other agencies and public.
- Apply the principals and practices of public administration, financial and personnel management.
- Clearly interpret all applicable laws, ordinances and codes.
- Direct research, survey techniques and statistical methods.
- Communicate effectively with subordinates, the Oakland Police Commission, other city employees, the general public, members of civic organizations, or other agencies.
- Provide guidance in a calm, effective manner in crisis situations.
- Plan, conduct and supervise complex and difficult investigations, including those involving serious allegations of misconduct (such as officer involved shootings and in custody deaths), investigations involving large number of complaints, witnesses or officers, high profile investigations and those involving multiple law enforcement agencies or significant policy issues.
- Train, advise, motivate and mentor new and veteran investigators on an individual level and through a formal and ongoing training program.
- Review the work of investigators to ensure that the investigation is thorough and the factual findings and analyses are sound.
- Maintain commitment to civilian oversight of law enforcement.
- Set an example of professionalism, ethical conduct, and commitment to a quality work product.
- Implement investigative procedures and standards consistent with best practices for civilian oversight agencies to ensure that investigations are fair, prompt, and unbiased.
- Communicate effectively, both orally and in writing, with the Community Police Review Agency staff, members of the Oakland Police Department, the Oakland Police Commission, elected and appointed officials, government managers, and members of the diverse communities served by the office of Community Police Review Agency and the Oakland Police Department.
- Develop and maintain positive relationships with community leaders and organizations, businesses, staff, and others contacted in the performance of duties.

LICENSE OR CERTIFICATE / OTHER REQUIREMENTS:

An incumbent in this position is expected to operate automotive vehicles in the performance of assigned duties. An individual appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment.

OTHER REQUIREMENTS

Proficiency in a second language is highly desirable.

CLASS HISTORY:

Revision Date: 2/18/2018; Reso #44879
Exempted date 03-16-2014; Reso #78422
Established 01-16-2014; Reso #44696