

CLASS SPECIFICATION
Police Professional Standards Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, organizes, directs and evaluates the activities and personnel of the Police Bureau's Office of Professional Standards, including internal affairs, discipline coordination, Employee Information System and risk management; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single-position class reports to the Police Chief or designee and serves as a member of the bureau's executive management team. This class is responsible for the effective management of the bureau's Office of Professional Standards (sworn and non-sworn), and managing and integrating a range of other business and administrative functions in support of achieving the City's and bureau's mission and goals. Responsibilities and assignments are broad in scope, require a thorough understanding of City and bureau policies, practices and procedures and require the exercise of a significant degree of administrative discretion in their execution.

Police Professional Standards Manager is distinguished from other similar classifications in the unique mix of administrative services provided, and in that the services are provided exclusively to the Police Bureau.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of the assigned division; with subordinate managers, develops, implements and monitors work plans to achieve division mission, goals and performance measures; directs the development of and monitors performance against the division budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.
2. Plans, organizes, directs and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.
3. Provides leadership and works with supervisors to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and bureau's mission, objectives and service expectations; provides leadership and

participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Directs and participates in the development, proposal, implementation and administration of the Office of Professional Standards Division (PSD) budget.
5. Provides direction with the development of the Professional Standards Division (PSD) program and any subsidiary programs necessary for the achievement of the PSD goals.
6. Directs and evaluates the internal affairs and disciplinary division and process.
7. Directs and evaluates the bureau's risk management and loss-control programs and personnel.
8. Plans, organizes, directs and participates in a variety of complex, comprehensive projects, programs and studies in assigned area of responsibility; identifies problems and issues, determines analytical approaches, and obtains and analyzes necessary data and information; evaluates alternative courses of action and makes recommendations regarding bureau policy and priorities, facilities, budget and financial analysis, and productivity.
9. Participates in the development of management systems, procedures and measurement techniques to improve bureau operations and effectiveness.
10. Directs the analysis of proposed legislation and regulation; participates in industry and intergovernmental activities to influence legislative and regulatory change consistent with the City's interests and needs; represents the City with other industry and governmental agencies, professional organizations and elected officials.
11. Directs and evaluates bureau's Employee Information System.
12. Manages and promotes on-going relationships with community organizations and the general public, as well as media organizations; investigates and resolves external and internal complaints regarding conduct of members of the PPB.
13. Tracking and managing requests from the City Attorney's Office for documentation related to defense of litigation against the bureau; agency-wide document retention schedules; and review and implementation of bureau policy and procedures.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Managerial and administrative principles, practices and policies as applied to the planning, implementation and evaluation of large-scale police support services, including risk management, records management, computer applications, human resources administration, fiscal management and budgeting.
2. Principles, practices, methods and techniques of administrative, organizational, economic and procedural research and analysis.
3. Internal affairs investigations, policies and procedures.
4. Laws, practices and methods governing collective bargaining and labor/employee relations in the public sector.

5. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
6. Practices and techniques of project and program planning and management.

Ability to:

1. Perform analyses involving complex and sensitive administrative, operational, economic, policy and organizational problems, evaluate alternatives and develop sound conclusions and recommendations.
2. Present proposals and recommendations clearly and logically in public meetings.
3. Collect, evaluate and interpret varied data and information, either in statistical or narrative form.
4. Analyze complex data and make sound recommendations.
5. Understand, interpret, explain and apply city, state and federal law, regulations and court decisions governing areas of assigned responsibility.
6. Develop and implement appropriate project management procedures and controls.
7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
8. Exercise sound, expert independent judgment within policy guidelines.
9. Coordinate multiple projects to meet critical deadlines.
10. Establish and maintain effective working relationships with elected officials, all levels of City management, officials of other government agencies, and community and civic groups.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in public or business administration, political science or a closely related field; and at least four years of progressively responsible experience managing administrative support functions common to a large law enforcement agency; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 11-21-07

June 2009 - Change Job Class number from 7931 to 30000857, due to system change.