

13 SEP -5 AM 11:35

CITY OF OAKLAND



CITY HALL • 1 FRANK H. OGAWA PLAZA • OAKLAND, CALIFORNIA 94612

Desley A. Brooks  
Councilmember - District 6  
e-mail: dbrooks@oaklandnet.com

(510) 238-7006  
FAX (510) 238-6129  
TDD (510) 839-6451

September 10, 2013

To: Chairperson Schaaf and members of the Finance & Management Committee

From: Councilperson Brooks

Re: Agenda item #4 – Amending Salary Ordinance To Civilianize OPD Positions

Dear Chair and Members of the Committee,

I am submitting the attached amendments to the Intake Technician position description for your consideration.

Thank you.

A handwritten signature in black ink that reads "Desley Brooks". The signature is written in a cursive, flowing style.

Desley Brooks  
Oakland City Council Member, District 6

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## Oakland Department of Human Resources

### Investigator, Oakland Citizens' Police Review Board

4,541.05 - \$5,575.46 Monthly  
\$54,492.60 - \$66,905.52 Annually

#### Definition

Under supervision in the Oakland Citizens' Police Review Board, performs professional-level investigative work in connection with complaints brought against sworn members of the Police Department by the public.

#### Distinguishing Features

Incumbents in this class are responsible for performing professional-level investigative work for the Citizens' Police Review Board (CPRB) within the Police Department.

#### Examples of Important and Essential Duties

According to Civil Service Commission Rule 9, the duties specified below are representative of the duties assigned to this class and are not intended to be an inclusive list.

1. Receives complaints in person, by telephone, in writing and by other means; answers questions and provides information on the functions and procedures of the CPRB to complainants, police officers, witnesses, members of the public and others.
2. Identifies allegations and investigates complaints under the jurisdiction of the CPRB using tact and discretion; interviews complainants, police officers, witnesses, experts and others and gathers physical and documentary evidence in order to provide a body of information for analysis and resolution of complaints.
3. Maintains records, files, data and supporting documentation for each case handled; preserves evidence in a secure manner for evaluation and analysis, adhering to established customs and procedures regarding control and custody of records, including evidence.
4. Analyzes information and evidence resulting from investigative activities and makes recommendations based on findings for resolution of complaints.
5. Writes detailed reports on each complaint investigated, including factual backup documentation, analysis of findings and proposed recommendations.
6. Summarizes and explains progress and results of investigations with complainants, police officers and their representatives.
7. Regularly prepares lists and records accounting for status of assigned investigative caseload.
8. Establishes and maintains effective working relationships with community groups, representatives of the Police Department and other agencies involved in the legal system.
9. Adheres to all relevant standards in the Negotiated Settlement Agreement (NSA).
10. Addresses and works with community groups, including participating in outreach and educational functions of the CPRB;

may monitor police activities in crowd control situations.

11. Performs related duties as required.

### **Knowledge, Skills and Abilities**

Knowledge of: investigative practices and procedures; procedures for gathering, documenting, preserving and presenting data and evidence; interview methods and techniques, including those needed to interview difficult, emotionally distressed or hostile individuals, in order to conduct investigations.

Ability and skill to: conduct investigations with tact and discretion; identify, gather, review and analyze information from a variety of sources; develop sound conclusions and logical recommendations; identify and apply correct standards and rules to the facts found in investigations; prioritize tasks and projects in order to manage caseload and meet goals; interact courteously, fairly and effectively with individuals and groups from a variety of cultural and socioeconomic backgrounds; promote, establish and maintain cooperative working relationships with a variety of individuals and groups; speak clearly, concisely and effectively; listen and elicit information; write reports and correspondence in a clear, concise, well-organized and effective manner; maintain accurate and factual records and files of investigative data and evidence; learn the use of a personal computer to produce written materials and access information; remain fair, objective and open-minded while investigating complaints; remain impartial and calm in frustrating and/or confrontational situations; maintain perspective and take initiative in implementing a variety of methods in order to gather information.

### **Experience and Training**

1. A baccalaureate degree from an accredited college or university (additional experience as described in section 2a or 2b may be substituted for the required education on a year-for-year basis, with one year of experience equal to 30 semester units or 45 quarter units); AND EITHER

2a. One (1) year of experience investigating allegations of official or employee misconduct; OR

2b. Two (2) years of experience performing investigative work in a professional field such as law, media/journalism, public health/welfare, human/civil rights, business (e.g. finance, insurance), education, social sciences, public policy/government or a related field. Possession of a law degree may be substituted for one year of professional investigative experience as described in 2b.

### **Supplemental Information: The Selection Process**

**Stage I:** The first stage in the selection process will consist of a review of each applicant employment application, supplemental questionnaire, and current resume, for minimum qualifications (weighted pass/fail). Applications submitted without all required materials will not be given further consideration.

**Stage II:** The second stage will consist of subject matter experts evaluating and rating the completed supplemental questionnaires. Applicant responses to the supplemental questions must demonstrate the knowledge, skills and abilities listed in the qualifications section of this announcement. The evaluation of supplemental questions may be weighted 100% of an applicant score (before residency and/or veteran points) and may determine rank on the eligible list. If a sufficient number of quality application packets are

received, the supplemental screening may be followed by a third stage and the most qualified applicants will be invited to the next stage. Meeting the minimum qualifications does not guarantee advancement to Stage III

Stage III: The third stage may consist of an oral examination that may be preceded by a brief written exercise (100%) and that will test the knowledge, skills and abilities listed in the qualifications section

The ranked eligible list may be developed directly from the supplemental screening OR the results of Stage III. Candidates must earn a scale score of 70 in this examination process to be placed on the eligible list for employment consideration.

The City of Oakland reserves the right to modify the selection process as necessary to conform to administrative or business necessity.

### How to Apply

Apply prior to the closing time of the job announcement and allow at least an hour to submit your application if you are a new user on the system. **APPLICATIONS ARE ACCEPTED ONLINE ONLY.** You may apply and view current openings by visiting our employment opportunities webpage at: <http://agency.governmentjobs.com/oaklandca/default.cfm>

If you do not have access to a computer, there are computer stations available at any City of Oakland Public Library. There are also work stations at the Department of Human Resources Management, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612. Work stations are available during regular business hours (normally 9:00 a.m. to 5:00 p.m.).

Our on-line application system is provided by NeoGov. If you have problems while applying online, please contact the Help Desk at (877) 204-4442.

You may also call the City of Oakland Department of Human Resources Management at (510) 238-3112 for information.

**Date Of Examination:  
To Be Announced**

**The City of Oakland is an EEO/ADA Employer.**

#### ADVISORIES

**Immigration and Reform Control Act:** In compliance with the Immigration and Reform Control Act of 1986 the City of Oakland will only hire individuals who are legally authorized to work in the United States.

**Exam Access Accommodation:** In compliance with local, state and federal laws and regulations, the City of Oakland will employ and promote qualified individuals without regard to disability. The City is committed to making reasonable accommodations in the examination process and in the work environment. Individuals requesting reasonable accommodations in the examination process must do so no later than five working days after the final filing date for receipt of applications, otherwise it may not be possible to arrange accommodations for the selection process. Such requests should be addressed to the Department of Human Resources Management, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612-

2019 or call (510) 238-3112 or TDD (510) 238-3254.

The City of Oakland is an EEO/ADA Employer. Please read the City of Oakland's Employment Information Pamphlet, which can be viewed online, prior to applying for a position at the City of Oakland.