



Office of Human Resources
Deputy Monitor, OIM - FL3267
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General Statement of Duties

This class performs comprehensive reviews of sensitive disciplinary investigations for the Monitor for the City and County of Denver.

Distinguishing Characteristics

This class is exclusive to Denver's Office of the Independent Monitor and is not a Career Service position. This position reports directly to the Monitor. This class will not act as a legal advisor or otherwise function as a lawyer for the City and County of Denver. This class performs skilled analyses in the areas of internal investigations, research, and policy analysis. This is an "at will" position that will serve at the pleasure of the Monitor. This classification is distinguished from the Sr. Deputy Monitor which is responsible for providing high level program and policy support and assistance to the Monitor for the City and County of Denver.

Level of Supervision Exercised

May perform leadwork as assigned.

Essential Duties

Reviews and monitors complaint classification decisions by the Department of Safety, Denver Police Department, Sheriff Department and the Fire Department.

Monitors investigations into complaints and critical incidents involving sworn personnel to ensure that they are thorough and impartial; observes internal affairs interviews; prepares written analyses relating to the integrity of internal investigations.

Exercises legal judgment and discretion in reviewing investigations for completeness, accuracy fairness, thoroughness, handling of evidence and witnesses, and objectivity.

Identifies both systemic and case-specific deficiencies and makes recommendations for improvement.

Identifies investigations requiring additional action based on comprehensive reviews, information derived from analytical activities and analysis of information in other investigations, audits, and program reviews.

Prepares detailed reports of complex reviews and special projects conducted, including high-level analysis and findings, and makes recommendations for program reviews for system improvements.

Supports, collaborates with, and provides consultation to department personnel regarding problems, new analysis and investigative methods and new information sources.

Provides support and assistance to the Monitor for the City and County of Denver.

Works with the Citizen Oversight Board.

Recommends appropriate resolution for department and citizen-initiated complaints.

Evaluates policies and procedures of police, sheriff and fire.

Assists with preparing the Monitor's annual and other public reports.

Other duties as assigned.

Competencies

Conflict Management - Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

Influencing/Negotiating - Persuades others to accept recommendations, cooperate, or change their behavior; works with others towards an agreement; negotiates to find mutually acceptable solutions.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of federal, state and local laws and regulations and procedures applicable to internal police investigations, whether administrative or criminal and police review responsibilities and jurisdiction.

Ability to read, interpret and apply complex laws and regulations and evaluate and review complaints.

Education Requirement

Master's Degree or Juris Doctor.

Experience Requirement

Two (2) years of experience reviewing, conducting, or supervising administrative or criminal investigations; practicing law; or working in the criminal justice field.

Education & Experience Equivalency

Two (2) years of the appropriate type and level of experience may be substituted for each required year of post-high school education.

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure & Certification

Colorado Bar membership not required. The position will not act as a legal advisor or otherwise function as a lawyer of the City and County of Denver.

Successful candidate will be required to pass a rigorous background investigation. This is not a Career Service position. This is an at will appointment.

Working Environment

Pressure due to multiple calls and inquiries.
Subject to many interruptions.
Subject to varying and unpredictable situations.

Subject to long irregular hours.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check

Education Check

Assessment Requirement

None

Probation Period

At-Will Position.

Class Detail

Pay Grade: L-813

FLSA Code: Y

Established Date: 4/26/2020

Established By: SO

Revised Date:

Revised By:

Class History: